LICENSURE INFORMATION

**Licensure questions, contact:**

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To apply…Form 1: <https://online.ksde.org/authenticationpublic/>

**STEP 1 - TESTS:** Must have the PLT and Subject Area Assessment (Content) Tests passed before being eligible for an initial teaching license. You must take a subject test for each endorsement area you are applying for. To see which specific tests you need, go to [www.ets.org/praxis/ks/requirements](http://www.ets.org/praxis/ks/requirements)

**STEP 2 - FINGERPRINTING:** Mail fingerprint card to KSDE with the $50 fee when you are ready to apply for your license. If you have a current Kansas Emergency Substitute Teaching License valid at the time the application will be sent to KSDE, then you don’t need to be re-fingerprinted.

**STEP 3 – TEACHING LICENSE:** Submit Application for Initial Teaching License on-line (Form 1). It will come electronically to the FHSU Licensure Office. Kerry Schuckman will provide verification to KSDE that you completed the program and passed the licensure exams and KPTP. If passing tests are on file, this will be submitted to KSDE 1-2 weeks after Finals Week. KSDE will send you an email stating they have received the application from FHSU and are now requesting payment. LOOK FOR THIS EMAIL!

**STEP 4 – PAYMENT:** Pay the $60 fee by credit card, debit card, electronic check or by mailing a check or money order to KSDE *after you receive the email from KSDE*. The State takes 6-8 weeks to process your paperwork.

**STEP 5 – PRINT FINISHED LICENSE:** Check <https://svapp15586.ksde.org/TLL/SearchLicense.aspx> (KSDE License Lookup) to see when license has been processed. Print license and give copy to your employing school district and keep a copy for yourself.

**Types of Kansas Licenses**

Initial License ($60) – must have completed the program, passed KPTP, PLT test and Subject Test

Standard Substitute License ($70) – must have completed the program, but don’t need PLT or Subject Test passed

1 Year Non-Renewable License ($60) - must have completed the program, but don’t have PLT or Subject Test passed. If you are hired, school will want you to apply for this one rather than standard substitute license. Only good for one year.

Emergency Substitute License ($60) – must have 60 hours of college credit completed. To substitute teach before you receive your license, you'll need to apply for this license (Form 8a).

**Additional Teaching Areas**

To add an endorsement to your Kansas license by testing only, you must pass the subject test for that area. This applies to all middle level and secondary teaching areas (including ESOL). If you are unable to pass the test, then you likely need to take additional coursework in that area. After you have your initial license and you want to *add endorsements by testing*, complete Form 22. Coursework needed for other endorsement areas such as elementary education, early childhood unified, special education, reading specialist, library media specialist, etc. can be seen at [www.fhsu.edu/cert/endorse.shtml](http://www.fhsu.edu/cert/endorse.shtml)

[*http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation*](http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation) *- click on* ***License Applications***

**Looking for a Job**

The best source for job openings in Kansas is [www.kansasteachingjobs.com](http://www.kansasteachingjobs.com). You can search for openings by district, by subject area and by region. If interested in a specific district, go to their website – they often post openings there. Other national sites: [www.teachers-teachers.com](http://www.teachers-teachers.com), [www.schoolspring.com](http://www.schoolspring.com), [www.k12jobspot.com](http://www.k12jobspot.com)

**Central States Teacher Exchange Agreement (CSTEA)**

Kansas has an exchange agreement with Missouri, Iowa, Nebraska, South Dakota, Minnesota, Wisconsin, Ohio, North Dakota and Oklahoma. Colorado is not part of the agreement. You are guaranteed a 2 year temporary exchange license in one of these states if you are licensed in Kansas. Contact the applicable state certification office to determine requirements. H:PRESENTATIONS/CERTINFO FOR ST 9/7/17

**Applicant Instructions**

**Step 1 – Register for a Login**

Before you can submit your application, you must request a user name and password. To register, do the following:

 1. Go to https://online.ksde.org/authenticationpublic/

 2. Click on the “Register” button to display the “KSDE User Registration Form”

 3. Enter the requested information:

 **·** Login ID – this log-on ID will become your User Name for subsequent logins.

 **·** Password (must be at least 8, with at least one upper case letter, at least one lower case

 letter, and at least one number or special character)

Leave “individual” as the appropriate Application Access Level. When you are ready to submit your registration, click on the “Submit” button.

You can then access Form 1 – Initial License or Added Endorsement and begin entering your application information.

**Step 2 – Complete the Application Form 1 for an Initial License or an Added Endorsement**

To complete your application do the following:

1. Log onto the system again at <https://online.ksde.org/authenticationpublic/> (OR if you are

 already logged in.)

2. Enter your user name and password, then click on the “Login” button. NOTE: if

you forgot your password, click on the “Forgot Your Password?” link. You will be asked to

enter your user name, birth date, and the answer to the question that you entered when you registered for your login.

3. Once you have successfully logged in, you will see the “KSDE Web Applications” page. Click

 on the “License Application” menu option to access Form 1 – Initial License or

 Added Endorsement.

When you access Form 1 for the first time, the following fields will be pre-populated with information that you entered when you registered for a login:

1. Phone Number

 2. Email Address 1

All other fields will be blank the first time you access Form 1. You may change the information contained in the phone number and email address 1 fields if you wish.

 1. Student/University ID # - **can either put in your FHSU ID or SSN**.

 2. “Where are you completing your preparation program?” – select Fort Hays State University

 from the pull-down menu.

3. **Email Address 1 – the e-mail address you provide must be active throughout the entire**

 **application process. All notifications during the application process will occur through**

 **e-mail to the address that you provide. Do not use an e-mail address that you will be**

 **closing during the application process.**

4. Subjects and levels of licensure requested – list the subject areas (such as Elementary Educ, Biology, Special Education, etc.) and the level (K-6, 5-8, 6-12 or PreK-12) of teacher preparation programs you completed.

5. Colleges and universities where courses were taken in order of attendance – List **all**

 institutions where you completed coursework. Choose the state where the institution was

 located from the pull-down menu. If the college or university was outside the U.S., choose

 XX as the state code. After you choose the appropriate state, choose the name of the college or

 university from the pull-down menu.

 6. Under the “Degree information” section, indicate yes or no for degree earned at this institution.

 If you just completed coursework and did not earn a degree from the college or university, skip

 over the degree information (degree earned at this institution, type of degree, year conferred).

 If you earned a degree, choose the type of degree from the pull-down menu and key in the date the degree was conferred. For community college coursework, choose “no degree earned” since there isn’t an associate’s degree option. Next, complete the “last term of attendance” section. This

 section should be completed for each institution whether a degree was earned or not. Choose the

 last term of attendance from the pull-down menu and key in the 4 digit year.

**After 30 minutes of inactivity, the session will expire. You will be kicked out of the system. Work in progress will not be saved.**

If you have not completed the application but want to save your work, or you are not ready to submit your application, click on the “Save/Hold” button. This will save what you have already entered so you can continue when you access the form in the future.

**Step 3 – Submission of the application to your Kansas licensing institution**

Once you have completed your application and are ready to submit it, click on the “submit” button from the series of buttons along the bottom of the page.

Once you click on the submit button, the application information will be sent to Fort Hays State University for processing (you will see a message on the screen that says this). If you log back in to the online applications you will see the following messages. This message will show as long as the institution is still processing your application.

**Your application has been submitted to FORT HAYS STATE UNIVERSITY.**

After you submit your application to FHSU, you will also receive an e-mail notification. You will also receive notification by e-mail when “FHSU” forwards your application to KSDE**. The e-mail notification will include complete instructions for payment of the application fee. Do not submit payment until you receive the notification and further instructions.**

**Step 4 – Processing by your licensing institution**

If you log back in to the online applications after FHSU has processed your application and submitted it to the Kansas State Department of Education for further processing, you will see a message on the screen that says **“The application has been submitted to KSDE.”** You will see this message until KSDE receives your application fee and completes the prescreening process.

**Step 5 – Paying Your Application Fees**

Payment may be submitted electronically (credit card, debit card, or electronic check) or by mailing a check or money order. The application fee is nonrefundable and does not guarantee a license will be issued.

To pay electronically, visit <https://online.ksde.org/authenticationpublic/login.aspx>. **You will be charged an additional processing fee of $3.00 by the payment system if you choose to pay electronically.** You will receive confirmation when KSDE receives your electronic payment.

To pay by check or money order, complete the Licensure Application Payment Form and mail it with your payment. The **form must accompany the payment** to ensure that the payment is credited to your application record.

**Step 6 – Processing of your payment fee and application by Teacher Licensure and Accreditation (TLA) at the Kansas State Department of Education**

Once KSDE receives the application fee, you will receive an e-mail indicating your status depending on whether or not a fingerprint card is required:

**Licensure Application Fee Received**

Your application fee has been received and your licensure application is being processed by KSDE.

**Licensure Application Fee Received and Fingerprints Needed**

KSDE has received your application fee for your pending licensure application; **however**, a fingerprint background check clearance will be needed before a license can be issued. If you have already initiated the fingerprint process, no further action is required.

Licensure processing time is approximately 4-8 weeks from the date of this notification. Once complete, you can view and print your license from the License Lookup menu: <https://svapp15586.ksde.org/TLL/SearchLicense.aspx>

**Licenses are no longer mailed to applicants.**

**RENEWING YOUR LICENSE**

Your specific renewal requirements are always printed on your license.

**STEPS FOR RENEWAL INITIAL LICENSE (2 YEAR):**

1. If taught during your first initial teaching license, should complete a year-long teaching performance (mentoring) program with your district.
2. Once this is done, submit Upgrade to Professional License to KSDE (Form 21) available on KSDE website.
3. If didn’t teach during your first initial teaching license, can renew this license by completing Renewal of Initial Teaching License (Form 20) and submitting to KSDE.
4. Once you have a Professional License (5-year), follow directions below to renew.

If you do not renew your initial license within 5 years of the date it was first issued, you may obtain an additional license by retaking the licensure assessments or verifying 8 hours of recent credit or one year of recent experience.

*If you do not complete the mentoring program during the four years of experience while holding the initial license, won’t be issued additional initial licenses until you:*

1. *take a minimum of 12 credit hours addressing deficiencies related to the teaching performance criteria and (b) complete an unpaid 12 week internship supervised by the university.*

*RECOMMENDED TO NOT RENEW THE INITIAL LICENSE IF YOU DON’T FORESEE YOURSELF TEACHING WITHIN THE NEXT UPCOMING TWO YEARS.*

**STEPS FOR RENEWING PROFESSIONAL LICENSE (5 YEAR):**

* 160 professional development points, half (80) of which are semester credit hours if you hold a bachelor’s degree. If master’s degree, need 120 PDP.
* A professional development council (PDC) must approve all professional development points – including college credit.
* Renewal activities must be completed during the term of the license.
* Renewal must be submitted no more than six months prior to expiration.
* Points for renewal must be earned in content standards for your endorsement field(s) as well as in one of the following areas:
	+ Professional education standards (pedagogy) or
	+ Service to the profession
* You may apply college credit without the approval of a PDC only if the credit is part of an approved licensure program for an additional endorsement area.
* You may renew a professional license by completing the entire National Board Certification assessment process.

**HOW DO I EARN PROFESSIONAL DEVELOPMENT POINTS?**

1. Develop an individual professional development plan - approval by the PDC.
2. Complete activities related to your endorsement content fields.
3. Complete additional activities in professional education (pedagogy) OR service to the profession.
4. The PDC will provide a transcript of approved professional development points to submit with your renewal application.

5. Renewals are directly with KSDE, not through FHSU.