H:Q/Flow Chart-Application Processes-Initial License

**APPLICATION PROCESSES FOR INITIAL LICENSES:**

**TEACHING, SCHOOL SPECIALIST (Reading Specialist, Library Media Specialist, School Counselor), and**

**SCHOOL LEADERSHIP**

Complete **Form 20** available at [www.ksde.org](http://www.ksde.org) and submit directly to KSDE.

**OR**

**RENEWAL OF INITIAL LICENSE**

**(2 YEAR LICENSE)**

**APPLY FOR INITIAL LICENSE**

**(2 YEAR LICENSE)**

Complete **Form 1** available at

https://online.ksde.org/authenticationpublic/ . After submission, form will go to FHSU Licensure Officer for verification. Wait to pay fee until email is received from KSDE indicating they have the application.

Submit fingerprint card and fee directly to KSDE if Initial Teaching License..

**UPGRADE TO PROFESSIONAL LICENSE**

**(5 YEAR LICENSE)**

Complete **Form 21** available at

[www.ksde.org](http://www.ksde.org) and submit directly to KSDE after completion of one year of teaching performance assessment (mentoring). If School Counselor via direct entry, complete **Form 19**.