**Provisional License now an Online Application**

Reminder: The license application for a Provisional License is now an **online** application. When the teacher fills out and submits the online application, the hiring school district or LEA will receive an email notification to fill out a **district portion** of the application verifying the teacher’s assignment. The e-mail notification will go to the district official at the LEA **designated by the teacher on their application**. The district portion of the application is accessed through the KSDE Authenticated Applications system.

The district portion of the application must be filled out by the LEA administrator and then submitted. Once the district portion is completed and submitted, the application proceeds to the University. The University verifies the required information and forwards it to KSDE for final processing. The teacher (applicant) will be notified when KSDE is sent the application so that they can submit payment.

Summary of process:

* Applicant completes and submits form
* LEA receives an e-mail
* LEA goes to the KSDE Authenticated Applications webpage to access form
* LEA completes the “district” portion and submits the form.
* University receives the form, processes and submits to KSDE.
* KSDE receives the application and the teacher is notified to pay

**Full instructions on completing the district portion of the provisional application are available at:**

[**http://ksde.adobeconnect.com/form4/**](http://ksde.adobeconnect.com/form4/)

If you have questions, feel free to contact Krista Beckley (kbeckley@ksde.org) at (785) 296-1105