

LICENSURE INFORMATION

Licensure questions, contact:

Mrs. Kerry Schuckman
Licensure Officer, FHSU
Rarick Hall 237B, 600 Park Street
Hays, KS 67601
785-628-4542
kschuckm@fhsu.edu

Kansas State Dept. of Education
Teacher Licensure and Accreditation
Landon State Office Building.
900 SW Jackson, Suite 106
Topeka, KS 66612-1182
785-296-2288 - www.ksde.org

To apply...Form 1 – <http://www.ksde.org/Teaching-Learning>

Click on License Applications

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, see below or go to www.ets.org/praxis/ks/requirements

EARLY CHILDHOOD UNIFIED:

| | | | |
|--|--|------|-----|
| Early Childhood Unified, Birth-Grade 3 | Education of Young Children | 5024 | 160 |
| | and | | |
| | Special Education: Preschool/Early Childhood | 5691 | 159 |

ELEMENTARY EDUCATION:

| | | | |
|---|---|------|--------------|
| Elementary | Elementary Education: Content Knowledge for Teaching (On-screen four-function calculator provided.) | 7811 | ¹ |
| | Reading and Language Arts CKT Subtest | 7812 | 159 |
| | Mathematics CKT Subtest (On-screen four-function calculator provided.) | 7813 | 147 |
| | Science CKT Subtest | 7814 | 150 |
| | Social Studies CKT Subtest | 7815 | 157 |
| <p>1 To pass the Elementary Education: Content Knowledge for Teaching test you must receive a passing score on each subtest. If you wish to take all four subtests (7812, 7813, 7814, 7815) at the same time, select Elementary Education: Content Knowledge for Teaching (7811) when registering. If you wish to take or retake an individual subtest, you may register to take just that subtest.</p> | | | |

SECONDARY AREAS:

| | | | |
|-----------------------------|---|------|-----|
| Agriculture | Agriculture | 5701 | 147 |
| Biology | Biology: Content Knowledge | 5235 | 150 |
| Business Education | Business Education: Content Knowledge (Calculator allowed.) | 5101 | 150 |
| Chemistry | Chemistry: Content Knowledge | 5245 | 152 |
| Earth and Space Science | Earth and Space Sciences: Content Knowledge | 5571 | 150 |
| English Language Arts 6-12 | English Language Arts: Content Knowledge | 5038 | 162 |
| Family and Consumer Science | Family and Consumer Sciences | 5122 | 153 |

| | | | |
|-----------------------------|--|------|-----|
| History and Government 6-12 | Social Studies: Content Knowledge | 5081 | 158 |
| Journalism | Journalism | 5224 | 153 |
| Mathematics 6-12 | Accepted through August 31, 2022 Mathematics: Content Knowledge (On-screen graphing calculator provided.) | 5161 | 152 |
| | or Mathematics: Content Knowledge (On-screen graphing calculator provided.) | 5165 | 159 |
| Physics | Physics: Content Knowledge | 5265 | 141 |
| Technology Education | Technology Education | 5051 | 160 |

PRE-K AREAS:

| | | | |
|--------------------|---|------|-----|
| Art (PreK-12) | Art: Content Knowledge | 5134 | 160 |
| Health | Health Education | 5551 | 153 |
| Music: General | Music: Content Knowledge | 5113 | 152 |
| Physical Education | Physical Education: Content Knowledge | 5091 | 148 |
| Spanish | Spanish: World Language | 5195 | 165 |

SPECIAL EDUCATION:

| | | | |
|---|---|------|-----|
| High Incidence Special Education (Adaptive Special Education) | Special Education: Core Knowledge and Mild to Moderate Applications | 5543 | 155 |
|---|---|------|-----|

PLT:

| To Be Certified in | You Need to Take | Test Code | Qualifying Score |
|-------------------------------|--|-----------|------------------|
| All Initial Teaching Licenses | Principles of Learning and Teaching: Early Childhood | 5621 | 160 |
| | or | | |
| | Principles of Learning and Teaching: Grades K-6 | 5622 | 160 |
| | or | | |
| | Principles of Learning and Teaching: Grades 5-9 | 5623 | 160 |
| | or | | |
| | Principles of Learning and Teaching: Grades 7-12 | 5624 | 160 |
| or | | | |
| | Principles of Learning and Teaching: PreK-12 | 5625 | 157 |

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 PPAT. 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 application.

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, give copy to your employer and keep a copy for yourself.

Types of Kansas Licenses

Initial License (\$60) – must have completed the program, passed (1) PPAT, (2) PLT test and (3) Subject Test(s)

Standard Substitute License (\$70) – must have completed the program, but don't need PLT or Subject Test passed. This is a 5 year license that allows for unlimited subbing.

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). This is a one year license with a limit of 30 days of subbing per semester in the same position.

1 Year Non-Renewable License (\$60) - must have completed the program, but don't have PLT or Subject Test passed. If hired, you should apply for this license rather than a standard substitute license. Only valid until the following June 30th.

Licensure outside of Kansas

KSDE strongly recommends all Kansas program completers apply for a Kansas license, then apply for an out-of-state license. Contact your state certification office to determine requirements. Often there is an "Verification of Approved Program" form that you will need to obtain and send to Kerry Schuckman to complete.

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Postsecondary/Educator-Preparation/Approved-Educator-Preparation-Programs>

Additional Teaching Areas

To add an endorsement to your Kansas license by testing only, you must pass the relevant subject test. This applies to all middle level (grades 5-8) and secondary teaching (grades 6-12 and PreK-12) areas. If you are unable to pass the test, then you likely need to take additional coursework in that area. Coursework needed for other areas...elementary education, early childhood unified, special education, reading specialist, library media specialist, etc. can be seen at www.fhsu.edu/cert/.

To add an endorsement when you apply for your initial license: indicate on the application which endorsements you are applying for.

To add an endorsement later after you have your initial license, complete KSDE Form 22.

Looking for a Job

1. The best source for job openings in Kansas is www.kansasteachingjobs.com.
2. If interested in a specific district, go to their website – they often post openings there.
3. National sites: www.teachers-teachers.com, www.schoolspring.com, www.k12jobspot.com.
4. Create a FHSU *Careers for Tigers* account at www.fhsu.edu/career/students/ and upload resume – you will get notifications of job openings. Notify Career Services when you have been hired so they can deactivate your account.
5. Attend Kansas Virtual Career Fair in March.

KSDE 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

To complete your application do the following:

1. Log onto the system again at <https://appspublic.ksde.org/AuthenticationPublic/login.aspx> (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 year 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 into 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://appspublic.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 not mailed to applicants.

GETTING FINGERPRINTED

IN ELLIS COUNTY, KS:

Where: Ellis County Sheriff's Office: 105 W. 12th Street (across the street from the Library) – building says “Court Services”. 785-625-1040

When: Tuesday-Friday between 10:00-1:00 pm Bring ID. \$10 charge

Where: FHSU Campus Police: Custer Hall 112

When: Tuesday-Wednesday between 9:00-2:30 pm and 3:30-4:30 pm – It is preferred that students call at least a day ahead of time to make an appointment: 628-5304. Free

When students arrive:

- A valid state issued ID card (passport, state ID card, Driver's License, etc... Does not need to be issued by Kansas, just a valid license from a state.)
- they need to have their paperwork completed,
- their check ready,
- a stamped envelope large enough to hold their paperwork and the fingerprint card (8"x 8" – typically a business style manila envelope) ready to be sealed and mailed. UPD will not provide the envelopes or postage. Need to find out the cost of postage beforehand.
- UPD will ask to make sure the above steps are completed before doing the fingerprinting. Once a fingerprint card is completed, if it is determined a student needs to get postage, an envelope, a check or complete their paperwork, the fingerprint card will remain with the UPD until the student returns to assure its authenticity.

Where: Ellis Police Department: 815 Jefferson Street, Ellis, KS. 785-726-4462

When: No set hours, Free

Other Locations in Kansas:

<https://www.kansas.gov/kbi/info/docs/pdf/LEA%20Fingerprint%20Info%20by%20County%20and%20Agency%2020210401.pdf>

=====

How: You can pick up a fingerprint card from FHSU Office of Field Experiences and Licensure (2nd floor Rarick Hall, Room 237) or you can order a fingerprint card from KSDE and have it mailed to you:

<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Fingerprint-Card-Order-Form>

Fill out the information on the card, except don't sign it yet. After fingerprints are taken, sign it and put it in a large envelope (cannot bend the card) along with the fee (\$50 check payable to KSDE) and mail to the KSDE address printed on the card.

When: Can submit this to KSDE before you submit your application for your license. If you will have a currently valid Emergency Substitute License at the time your application for your Initial License gets submitted to KSDE, then you don't need to be refingerprinted.

RENEWING YOUR LICENSE

2 YEAR INITIAL TEACHING LICENSE



5 YEAR PROFESSIONAL TEACHING LICENSE

RENEWING INITIAL LICENSE OR UPGRADING TO A PROFESSIONAL LICENSE

You need to complete a two year teaching performance program (mentoring) with your district during the two years of the initial license.

- Once this is done, submit Upgrade to Professional License to KSDE (Form 21) available on KSDE website.
- If didn't teach two years during your first initial teaching license, can renew this license by completing Renewal of Initial Teaching License (Form 20) and submitting to KSDE.
- 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, you won't be issued additional initial licenses until you:

- 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.



RENEWING PROFESSIONAL LICENSE

- 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?

- Develop an individual professional development plan through district Professional Development Council (PDC) - check with school board office or school HR Dept.
- Complete activities related to your endorsement content fields.
- Complete additional activities in professional education (pedagogy) OR service to the profession.
- The PDC will provide a transcript of approved professional development points to submit with your renewal application.
- Renewals are directly with KSDE, not through FHSU.

Your specific renewal requirements are always printed on your license

NOTE: Teaching experience while on a waiver for special education or on a temporary non-renewable license does not count toward the required two years of mentoring.