

GETTING STARTED

TRANSITION TO TEACHING (T2T)

STEP 1 – REGISTER FOR PRAXIS SUBJECT AREA ASSESSMENT

The **very first thing you should do** is register and take your Praxis test. <https://pepreg.ets.org/pepreg-web/login/sign-in?appid=gateway>. You cannot receive your teaching license without a passing score or take Fall semester T2T classes. The test number for your specific test is listed on your Plan of Study. Allow time for your score report to be received by the deadline – <https://www.ets.org/praxis/site/test-takers/scores/get-scores.html>

Test preparation: FHSU has partnered with 240 Tutoring to offer a FREE 30-day test preparation access to their site. If you would like to request a free credit, contact Kerry Schuckman at kschuckm@fhsu.edu. *Note: Not available for the areas of Agriculture, Art, Earth & Space Science, Physics and Technology & Engineering Education.*

STEP 2 – APPLY TO GRADUATE SCHOOL

APPLICATION PROCESS (READ BEFORE APPLYING):

1. Select “**Education Masters**” or “**Non-Degree Seeking**” depending on if you wish to obtain a master’s degree or not.
2. For Program of Study, select “**Secondary and PK-12 Transition to Teaching**” if you plan to obtain a master’s degree. All official transcripts, a statement and recommendations are required – be aware of the time needed to have all materials submitted.
3. If do not plan to obtain the master’s degree at this time, choose **Education (Secondary and PK-12 Transition to Teaching) Non-Degree**. If time is an issue, apply as a Non-Degree. You can later reapply to Degree Seeking for purposes of working on your Master of Science in Education.
4. Any returning graduate student, **who was previously admitted to FHSU Graduate School and has enrolled in the last 5 years**, must call Graduate School at 785-628-4236 or email gradschool@fhsu.edu to be updated to enroll.

Apply at: <https://www.fhsu.edu/academic/gradschl/admission/>. You can check your admission status through the application portal <https://www.fhsu.edu/academic/gradschl/tutorial-videos/>

Graduate School for admission status:
785-628-4236 GradSchool@fhsu.edu

STEP 3 – ENROLLMENT

1. **Refer to the Plan of Study emailed to you to know what to enroll in each semester.** You should enroll in the Summer classes even if you don’t have the Praxis test passed yet.
2. Once you receive your Acceptance Letter from the Graduate School, contact your advisor (below) for the next steps.
3. Once the Advisor releases the Hold, you can sign into Workday and register for your classes:
<https://www.myworkday.com/fhsu/d/home.html>

Need guidance? Enrollment Guides: <https://www.fhsu.edu/workday/student-resources>

Amanda Frank, Advisor for T2T Program – adfrank@fhsu.edu, 785-628-4325

BE SURE TO USE YOUR FHSU ISSUED EMAIL TO RECEIVE IMPORTANT INFORMATION FROM INSTRUCTORS.

STEP 4 - FINANCIAL AID

NON-DEGREE SEEKING CANDIDATES: Summer/Fall/Spring semesters - you must enroll in 6 credit hours of graduate or undergraduate coursework in a semester/term to receive financial aid.

DEGREE SEEKING CANDIDATES: Fall/Spring semesters - you must enroll in at least 5 graduate credit hours in a semester to receive financial aid.

Summer term - you can receive aid at a part-time level if enrolled in 3 graduate credit hours.

In the T2T program, you enroll in 3-4 hours per Fall and Spring semester, so you may want to add 1-3 hours to your schedule if you need to get financial aid. These can be the additional master's classes that are not part of the T2T licensure program.

If you are Non-degree seeking: a) the financial aid is awarded at the undergraduate level, b) you must notify the FHSU Licensure Office that you need a Verification Form sent to the Financial Assistance Office to inform them that you are seeking teacher licensure.

FHSU Financial Assistance Office: 785-628-4408 or www.finaid@fhsu.edu

Specific scholarships and grant information for teachers that may be of interest to you:
<https://www.fhsu.edu/transition-to-teaching/resources/>

STEP 5 – FERPA Form

Complete the Google FERPA Form - link emailed to you with your Plan of Study.

STEP 6 – APPLY FOR TEACHING LICENSE

1. If you do not hold a currently valid **Emergency Substitute License**, then request fingerprint card from KSDE. If Law Enforcement Agencies, have the standard card, can use theirs, but need to send it to the correct KSDE address. <https://www.ksde.gov/licensure/teacher-licensure/fingerprint-information>
2. Complete fingerprint process by going to a Law Enforcement Agency with the fingerprint card, fee and a large envelope. After prints are taken, enclose the \$57 fee and mail to KSDE.
3. Complete Application for **Restricted Teaching License** on KSDE website under **License Applications** (not KLAS): <https://appspublic.ksde.org/> **DO NOT select “ Non-Traditional or Provisional License”**. On the application, it asks for **Student/University ID#** -- you can enter your social security number OR FHSU ID.

MUST HOLD RESTRICTED TEACHING LICENSE WHILE IN THE T2T PROGRAM

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas Licensure Application System (KLAS)

My KLAS Applications

Select an application from the list below.

1. [KLAS - Kansas Licensure Application System](#)
Use to apply for:
 - Initial Kansas license
 - Initial out-of-state license
 - Renewal of initial or professional license
 - Provisional license
 - Initial or renewal of a substitute license
 - Upgrade of initial license
 - Adding an endorsement to an existing license
2. [License Application](#)
Use for all other online applications
3. [Fingerprint Payment Portal](#)

T2T Program Contacts

Overall coordination of program:

Mr. Terry McEwen, Program Coordinator and Instructor, Phone/WhatsApp: 52.999.387.0316 (Mexico) , tomcewen@fhsu.edu

Enrollment issues, master's degree questions:

Mrs. Amanda Frank, Advisor/Graduate Coordinator, 785-628-4325, adfrank@fhsu.edu

Questions related to your teaching experience, handling situations in your classroom or school, etc.

Dr. Gary Andersen, University Mentor, 785-628-4622, ggandersen@fhsu.edu

Dr. Kenny Rigler, University Mentor, 785-628-4181, klrigler@fhsu.edu

Questions related to Praxis test scores, applying for teaching licenses:

Mrs. Kerry Schuckman, FHSU Licensure Officer

785-628-4542, kschuckm@fhsu.edu

Questions related to your Plan of Study, program entry, and renewing your restricted license:

Ms. Rebekah Porter, Academic Program Specialist

785-628-5498, r_porter2@fhsu.edu