

RESTRICTED LICENSE APPLICATION - FORM 9

INSTRUCTIONS FOR DISTRICT

The applicant, the district administrator or Human Resources Director of the hiring district, and the Licensure Officer at FHSU must complete the appropriate section of the Restricted License application.

Once the application is filled out and submitted electronically by the applicant:

1. The Superintendent or designee of the hiring school district will receive an email notification from KSDE to fill out the district portion of the application.
 2. Information regarding applicant assignments needs to be provided to the district office by the building administrator.
 3. The superintendent or her/his designee will have access to the application and KSDE/FHSU will not be able to provide information on who at the district office is processing the application.
 4. After the hiring district electronically submits their portion of the application, it will come to Kerry Schuckman, Licensure Officer at FHSU, for verification before being submitted to KSDE.
 5. The application will not be submitted to KSDE until a passing score on the required Praxis test has been received by FHSU.
 6. KSDE processes applications within a 2-4 week time period. The license will not be issued until KSDE has received payment and a clear background check. You may check the status of the application at License Lookup - <https://appspublic.ksde.gov/TLL/SearchLicense.aspx>
- If you have questions, please contact Kerry Schuckman at (785) 628-4542 or kschuckm@fhsu.edu

Accessing Restricted Teaching License Application

1. You will need to request access to License Application to add it to your list of available KSDE authenticated applications.

- Login into the KSDE authentication page
Click on “Manage My Account”
- Scroll through the list of applications to find “License Application”. Check and choose “District”. Submit your request. You will be notified when approval is granted.

2. You will receive an email notification when the applicant submits his/her application.

3. To process the application:

- Click on “License Application”
- Click on “District.”
- Click on “Form 9-District Approval” to fill out the district portions of the applications. “District Submitted” is for tracking applications submitted.
- Please click “Select” to fill out district portion of the application for a specific individual.
- Before filling out the district portion, please double check the applicant information to make sure that this is the right person for whom the district portion of the application is being filled out.

Restricted License:

1. select the “Subject Area”,
 2. fill in the course name,
 3. select the number of classes assigned for the course,
 4. indicate grade level,
 5. select the building where the courses will be taught,
 6. “click Add/Save Course”, and
 7. Repeat steps 1-6 for each course assigned to the restricted license holder.
- Please coordinate with building leader for the assignment information.
 - Please fill out the “Assurances” statement and mentor teacher information before submitting the district portion of the application. If you know of K-12 experiences the candidate has previously had such as substitute teaching, para work, coaching, etc. you can mark “K-12 classroom observation or participation”. If you don’t have knowledge of that experience, then mark “College coursework” and it will be taken care of at FHSU’s Induction class”.

Form 9 - Restricted Teaching License

District Portion

Welcome: Welcome: Sungti Hsu

Applicant: Test Test Test
120
Test, KS 66612
7852913573
shsu@ksde.org

1. This individual has been hired and assigned to teach:

Subject Area: **** Please select a subject **** Course Name:
Number of Classes: Please Pick one ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
School Name: **** Please select a building ****

Assurances

2. ☐ The candidate was provided and has completed a supervised practical training experience through collaboration with the teacher education institution. The practical training experience was delivered through the following methods:
Mark all that apply:
☐ Seminar-web-based
☐ Seminar-face-to-face
☐ College coursework
☐ K-12 classroom observation or participation
☐ Other
3. ☐ We have collaborated with the teacher education institution regarding the approved program that the applicant will pursue and the on-site support the applicant will receive.
4. ☐ A licensed teacher with a minimum of three years of experience is assigned to serve as a mentor to the applicant for the current school year (the mentor may change each year.)
Teacher ID of the mentor
Name of the mentor Email of the mentor
5. ☐ I certify that the information on the application is true and complete to the best of my knowledge.

FORT HAYS STATE UNIVERSITY

RESTRICTED LICENSE PROCESS THROUGHOUT THE PROGRAM

Obtaining a Restricted Teaching License:

1. Applicant applies and, once all requirements are met, is issued a Restricted Teaching License by KSDE. It is valid for one year expiring June 30 of the following year.
2. Candidates may take the Induction class and Intro to Teaching class, but may not take further courses until the restricted license is issued.
3. Candidates must have all requirements met by the two weeks prior to the first day of FHSU fall classes in order to start the program and obtain a restricted license in the fall. Candidates meeting requirements after the start of fall classes, will have their restricted license submitted to KSDE in December, if they are pre-enrolled for Spring classes.
4. Candidates planning to enter the program in the Spring semester, must have all requirements met and on file by two weeks prior to start of Spring classes in January.

CONTINUANCE IN PROGRAM AFTER YEAR 1: FHSU will coordinate the submission of a Progress Report to KSDE in May verifying:

- *The T2T teacher's contract will be renewed,*
- *The district will continue to assign a mentor teacher,*
- *The T2T teacher's schedule will continue to be an appropriate assignment in Year 2. If hired full time, they must teach at least 50% of their schedule in the subject area listed on their restricted teaching license. If hired half-time, must teach 100% in the subject area listed on their restricted teaching license. **If there is a change in teaching assignment between Year 1 and Year 2, the district is obligated to inform FHSU. If an unacceptable assignment is discovered for Year 2, this may jeopardize the teacher's license during the program and ability to become fully licensed.***
- *The T2T teacher has made appropriate progress toward completion of the Plan of Study and has attained at least a 3.00 GPA in those courses,*
- *FHSU will continue to support the applicant.*

The district will be contacted in April or May by FHSU to obtain required verifications. Upon receipt of the Progress Report and verification of the above items, KSDE will extend the restricted license for another year expiring June 30. **The teacher MUST make adequate progress in their courses to continue.** If a T2T teacher's license was issued mid-year (January), they can have a full two years to complete their coursework.

COMPLETION OF PROGRAM AFTER Year 2: To obtain next type of license, T2T teacher must successfully complete:

- * ***Teacher Work Sample*** * ***Successfully complete all coursework on the Plan of Study (grades of C or higher)***

Applicant can apply for their next license in May and it will be submitted to KSDE in late May if all requirements are met. If coursework is needing to be taken during the summer of year 2, the license application will be submitted to KSDE in early August.