

# ***GETTING STARTED***

## **TRANSITION TO TEACHING (T2T) – SCHOOL LIBRARIAN**

### **STEP 1 - APPLICATION PROCESS TO GRADUATE SCHOOL**

You must apply to the FHSU Graduate School for admission. On the online application, select major **Library Media Specialist Graduate, Non-Degree**. Follow the directions below for admission to the Graduate School.

1. Any returning graduate student, who was previously admitted to FHSU Graduate School and has enrolled in the last 5 years, must call the Graduate School at 785-628-4236 or email [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu) to be updated in order to enroll.
2. Any returning graduate student, including non-degree seeking students, who has not enrolled in the last 5 years with FHSU, must provide all of the required documents except a transcript if the Graduate School already has one.

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/>

### **STEP 2 – ENROLLMENT**

Follow the Plan of Study provided to you by the FHSU Licensure Officer to know what to enroll in each semester.

1. Once you receive your Acceptance Letter from the Graduate School, contact your advisor for the next steps. Kristin Hernandez will be your Advisor/Graduate Coordinator, [krhernandez@fhsu.edu](mailto:krhernandez@fhsu.edu).
2. Once the Advisor releases the Hold, you can sign into Workday and register for your classes: <https://www.myworkday.com/fhsu/d/home.html>

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

### **STEP 3 – APPLY FOR RESTRICTED LICENSE**

1. Request fingerprint card from KSDE: <https://www.ksde.gov/licensure/teacher-licensure/fingerprint-information>
2. Complete fingerprint check by going to a police station with fingerprint card and envelope. After prints are taken, enclose the \$57 fee and mail to KSDE. If you have a current Kansas Emergency Substitute License, you do not need to be refingerprinted.
3. Complete Application for **Restricted School Specialist License** (Form 9) on KSDE website. It is under “Licensure Applications”, not “KLAS”. **Do not select Provisional License.** <https://appspublic.ksde.org/>

On the application, it asks for Student/University ID# -- you can enter your social security number OR FHSU ID. You can find your FHSU ID in Workday.

## **STEP 4 - FINANCIAL AID**

If you are **non-degree seeking**, you must enroll in 6 credit hours of graduate or undergraduate coursework to receive financial aid. **If you are non-degree seeking:** a) the financial aid is awarded at the undergraduate level, b) you must notify Kerry Schuckman that you need her to verify to the Financial Aid Office that you are seeking licensure.

FHSU Financial Assistance Office: 785-628-4408 or [www.finaid@fhsu.edu](mailto:www.finaid@fhsu.edu)

## **STEP 5 – REGISTER FOR PRAXIS ASSESSMENT**

Register at <https://www.ets.org/praxis/ks/test-takers/plan-your-test/licensure.html> for 5312 School Librarian. Put FHSU as a score recipient when registering. The test needs to be passed by the end of the first year of the program.

### **Who do I contact?**

#### **Questions related to enrolling:**

Kristin Hernandez - Advisor/Graduate Coordinator [krhernandez@fhsu.edu](mailto:krhernandez@fhsu.edu)  
785-628-4626

#### **Questions related to Praxis test, your KSDE license, your Plan of Study:**

Mrs. Kerry Schuckman, Licensure Officer  
785-628-4542, [kschuckm@fhsu.edu](mailto:kschuckm@fhsu.edu)