

GETTING STARTED – KCK FELLOWS

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**”.
2. For Program of Study, select “**Secondary and PK-12 Transition to Teaching**”. All official transcripts, a statement and recommendations are required – be aware of the time needed to have all materials submitted.
3. 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.
4. Any returning graduate student who has not enrolled in the last 5 years, must provide all of the documents listed in #2 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 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/Graduate Coordinator – adfrank@fhsu.edu, 785-628-4325

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

STEP 4 – 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 (Form 9)** on KSDE website. It is under “Licensure Applications”, not “KLAS”. **Do NOT apply for a 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.

MUST HOLD RESTRICTED TEACHING LICENSE WHILE IN THE T2T PROGRAM

STEP 5 - 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*.

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/>

Who do I contact?

Questions related to enrollment:

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

Questions related to your Plan of Study, test scores or your teaching license and Questions related to renewing your restricted teaching license:

Mrs. Kerry Schuckman, FHSU Licensure Officer
785-628-4542, kschuckm@fhsu.edu