

LIMITED USE LICENSE 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 Limited Use License (LUL) application.

1. FHSU will complete their part of the Limited Use License application and email to the applicant once a passing Praxis score report is on file.
2. The applicant will complete their section and coordinate with district personnel for completion of their section and mail to KSDE with payment. Information regarding the applicant's teaching assignment needs to be included on the application.

Obtaining a Limited Use Teaching License:

1. Applicant applies and, once all requirements are met, is issued a Limited Use License by KSDE. It is valid for one year expiring June 30.
2. 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 license in the fall. Candidates meeting requirements after the start of fall classes, will have their license submitted to KSDE in December, if they are pre-enrolled for Spring classes.
3. 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.
4. **It is highly recommended that extra-duty assignments be kept to a minimum during the first year of teaching.**

After Year 1: FHSU will coordinate with KSDE and the District 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 Limited Use 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 late April or May by FHSU to obtain required verifications. Upon receipt of the verification of the above items, FHSU will submit a new Limited Use License application to the teacher to repeat process above and obtain another license for the next academic year.

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.