

## RESTRICTED LICENSE APPLICATION INSTRUCTIONS FOR KCK FELLOWS APPLICANT

The (1) Applicant, (2) the District Administrator or Human Resources Director of the hiring district, and the (3) Licensure Officer at FHSU must complete the appropriate section of KSDE Form 9 - Restricted Teaching License Application.

1. Go to [https://appspublic.ksde.gov/KLAS\\_userAuth/](https://appspublic.ksde.gov/KLAS_userAuth/) and submit Restricted License Application.

Once you submit the application, the hiring school district (Supt or Human Resource Director) will receive an email notification to fill out their section.

After the hiring district submits their portion of the application, it will come electronically to Kerry Schuckman, FHSU Licensure Officer at FHSU, for verification before being submitted to KSDE. The license CANNOT be issued until a passing Praxis test score is received by FHSU. After FHSU submits the application to KSDE, you will receive an automated email from KSDE directing you to [pay the fee](#).

2. Obtain fingerprints from a qualified law enforcement agency – **submit the fingerprint card and fee** of \$57 made payable to KSDE directly to KSDE at the address printed on the card. (DO NOT BEND CARD). **This is not needed if you currently hold an emergency substitute license through KSDE.**
3. You should apply for an Emergency Substitute License (Form 8a) to start out teaching with if you don't expect to have all requirements met to enter the program. This is available at <http://www.ksde.org/Default.aspx?tabid=352> and requires the fingerprint background check and fee.

**Kerry Schuckman**  
**Licensure Officer**  
**Fort Hays State University**  
**600 Park Street**  
**Hays, KS 67601**

(785) 628-4542 or [kschuckm@fhsu.edu](mailto:kschuckm@fhsu.edu)

## 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 Summer classes, but may not take further courses until the restricted license is issued without approved from KCK and FHSU.
3. Candidates must have all requirements met by 2 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.
5. 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 the submission of a Progress Report to KSDE in May verifying:

- *Your contract will be renewed,*
- *The district will continue to assign a mentor teacher,*
- *Your schedule will continue to be an appropriate assignment in Year 2. If hired full time, you must teach at least 50% of your schedule in the subject area listed on your restricted teaching license. If hired half-time, must teach 100% in the subject area listed on your 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 your license during the program and ability to become fully licensed.***
- *You have made appropriate progress toward completion of the Plan of Study and have attained at least a 3.00 GPA in those courses,*
- *FHSU will continue to support you.*

FHSU will contact your HR Dept to obtain required verifications from your district. Upon receipt of the Progress Report and verification of the above items, KSDE will extend the restricted license. **You MUST make adequate progress in your courses to continue.** If your license was issued mid-year (January), you can have a full two years to complete the coursework.

### **After Year 2:** To obtain next type of license, you must successfully complete:

**\* Teacher Work Sample**

**\* *Successfully complete all coursework on the Plan of Study (grades of C or higher)***

You should apply for your next license (use KSDE Initial Teaching License application) in April or May of your final year and it will be submitted to KSDE in late May if all requirements are met. **Information will be emailed to you during your last semester from the Licensure Officer with procedures for applying for your next license.** If coursework is needing to be taken during the summer of Year 2, the license application will be submitted to KSDE in early August.

Initial vs Professional License: KSDE will make the determination of what your next license will be.

**Optional Testing:** Once you have completed the T2T program and qualify for the next license, you can add most other subjects to your license through testing. For example, if you completed the program in Biology and would like to add Chemistry to your license, you can pass the Chemistry Praxis test, add that to your license, and be fully endorsed in that subject as well. To determine which tests Kansas requires, go to <http://www.ets.org/praxis/ks>.