

## LIMITED USE LICENSE PROCESS THROUGHOUT THE PROGRAM

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 the Limited Use License Application.

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.**

### **Obtaining a Limited Use 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 of the following year.
2. Candidates may take the Summer classes, but may not take further courses until the Limited Use License is issued without approved from 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 Limited Use 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.
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 and KSDE will coordinate the process for applying for a second Limited Use License:

- *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 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.*

### **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>.