

GR-D.1 TRANSITION TO TEACHING - PRE-K-12 AND SECONDARY

1. A candidate will not be issued a Restricted Teaching License or Limited Use License by KSDE until the subject area assessment test has been passed. If hired as a teacher of record in a state accredited public or private school in Kansas and meets all KSDE restricted license or limited use requirements, a candidate may enroll in the Induction class, and Introduction to Teaching class, but may not take further courses until the restricted license is issued. The assignment must be in a setting that allows digital recording in order for the candidate to successfully complete the adopted teacher work sample for licensure requirement or alternative arrangements made.
2. Candidates planning to take the first semester Fall classes must have all requirements met (qualifying coursework, 2.75 GPA, score report for passing Praxis test) and on file with FHSU Licensure Office by two weeks prior to start of Fall semester classes.
3. Candidates hired after the start of FHSU fall classes and planning to enter the program in January must have all requirements met (qualifying coursework, 2.75 GPA, score report for passing Praxis test) and on file with FHSU Licensure Office by two weeks prior to start of Spring semester classes.
4. If a candidate has been hired, but not passed the content test, he/she will need to apply for an Emergency Substitute License to teach on until eligible for a restricted teaching license or limited use license.
5. In order to continue with coursework the second year, the candidate's contract must be renewed or he/she is hired with a different state accredited public or private school in Kansas. Further, the candidate must have made appropriate progress toward completion of the Plan of Study as defined by the following.
 - a. Attain at least a 3.00 GPA in those courses on the Plan of Study including a grade of "C" or higher in all courses. Incompletes in courses must be removed and an acceptable grade posted by the following dates:
 - Summer classes – by first day of Fall classes
 - Fall classes – by first day of Spring classes
 - Spring classes – by July 1.
 - b. Candidates must take the coursework during the semester indicated on the Plan of Study. Any exceptions require approval from the creator of the Plan of Study or Advisor.
 - c. Candidates must continue to work closely with assigned on-site mentors.
 - d. Candidates must continue to collaborate with FHSU University Supervisors regarding academic and non-academic professional practices.

If appropriate progress is not made, a restricted license will not be reissued and he/she cannot take additional T2T courses. Appeals to KSDE can be made with extenuating circumstances.

6. Information regarding a candidate's program information (such as grades, testing results, GPA, etc.) is confidential and will not be shared with individuals outside of the university unless written consent is given by the candidate. This includes parents, spouses and potential or current employers in compliance with federal FERPA [Family Educational Rights and Privacy Act](#) regulations. Candidates will be asked to sign a Consent to Release of Information Form at Induction.
7. Candidates that received a restricted license or a limited use license for a PreK-12 subject area (Art, Music, Physical Education or Foreign Language), must complete observations of class lessons of another teacher within their discipline. If hired to teach only in any grade(s) within 6-12, an observation experience will be required at the elementary level (K-6); if hired to teach only at the elementary level, an observation experience will be required at the 6-12 level; if hired to teach only at the middle level, an observation experience will be required at either the elementary level or high school level.

This observation experience will be a minimum of four clock hours during the first academic year of the program. The experience will be documented by the candidate and verified by the teacher or principal where the observation took place. The log and reflection will be submitted to the Licensure Office.

Exceptions to policies 1-5 above are at the discretion of the Department Chair and all final decisions are at the discretion of the College of Education Dean.

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