

**Applicants who completed their education program from an
institution outside of the United States**

Requirements for Initial Kansas License

INITIAL TEACHING LICENSE

Submission of a credential evaluation report that verifies:

- Equivalent bachelor's degree from a regionally accredited college or university
- Completion of an approved teacher preparation program in the subject or field in which licensure is sought

In addition, verification of:

- Recency: defined as at least one year of accredited teaching experience OR 8 semester hours of college credit, within the six year period immediately prior to application
- Completion of appropriate content and pedagogy tests
- Passing scores on an English proficiency exam – TOEFL iBT

Fingerprint background check clearance is required for all applicants

Application Steps: All Applicants Must Follow These Steps

Step 1: Obtain a credential evaluation report:

- You must have all of your official education credentials/transcripts evaluated by one of the educational credential evaluators listed at <http://www.naces.org/members.htm>
- The evaluator will verify the equivalency of your academic credentials to degree(s) awarded by an accredited institution of higher education in the United States. In addition, the credential evaluator must verify the completion of a teacher education program, including teaching subject area(s) and grade level preparation.
- Request a course-by-course evaluation.

Step 2: Determine if you need to complete pre-licensure assessments:

- Refer to assessment sheet (page 7) to determine if you need to complete Kansas pre-licensure assessments and which assessments to take.
- Register for the assessments through Educational Testing Services (ETS) online at www.ets.org/praxis. Choose Kansas from the state pull down menu to access Kansas testing requirements and links for study materials and to register. **Enter the Kansas State Department of Education code as a score recipient (code 7270) when you register.**
- Complete the assessment(s).

Step 3: Complete an English proficiency exam:

- If your first language is not English, you must present verification of competence in both written and spoken English, by obtaining a passing score on an English language proficiency exam.
- Details on the Test of English as a Foreign Language (TOEFL iBT) offered through Educational Testing Services (ETS) can be found at www.toefl.org. **Enter the Kansas State Department of Education code as a score recipient (code 7503) when you register.** Passing score for the TOEFL iBT is 88.

Step 4: Verify that you meet “recency”:

- Kansas licensure requires that you meet a recency requirement. You may meet this in one of two ways:
 - You have at least one year of teaching experience in an accredited or approved school under a valid credential during the last six years. You will need to verify this experience, including verification of the credential that was valid during the teaching experience. To verify the experience, use the verification of experience form (page 6) **OR** submit an original or notarized letter of verification from the school administrator.
- OR**
- You have the equivalent of at least 8 semester credit hours within the last six years. If the credit is from a foreign institution, the equivalency will need to be verified by the credential evaluator. If the credit is from a U.S. college or university, you must obtain an official transcript.

(Application steps are continued on next page)

Step 5: Complete the application Form:

- Attach the original credential evaluation report
- Attach official pre-licensure test scores if applicable
- Attach a score report verifying a passing score on an English proficiency exam
- Attach experience verification and verification of teaching credential if applicable
- If you have completed additional coursework and/or degrees through a U.S. college or university, attach official transcripts in sealed envelopes from every institution where coursework was completed.

Step 6: Include \$70.00 fee (check or money order) and mail all documents together in a single packet. **Do not combine this fee with the background fee if you are submitting fingerprints.**

Step 7: Obtain fingerprints from a qualified law enforcement agency – submit the card and fingerprint background check fee of \$50.00 as directed in the fingerprint card instructions. (DO NOT BEND CARDS).

A fingerprint card and instructions can be ordered by clicking [here](#).

Any attached verifying documents, such as experience verification must be in English and translations must be completed by an independent translator and notarized.

PLEASE NOTE

- ❖ **An incomplete packet will be returned unprocessed.**
- ❖ The application and background check fees are **nonrefundable**, and do not guarantee a license will be issued.
- ❖ If you wish to seek licensure in a teaching subject area not verified by the credential evaluation report, you will need to contact a Kansas teacher education institution. The Kansas institution will determine your eligibility for the additional endorsement area. They may be able to recommend you for provisional licensure and identify courses you would need to complete for full licensure in the additional subject area.

CONTACT TEACHER LICENSURE AND ACCREDITATION AT 785-296-2288 IF ADDITIONAL INFORMATION IS REQUIRED.
THE AVERAGE PROCESSING TIME IS FOUR – SIX WEEKS.



APPLICATION FOR KANSAS
INITIAL LICENSE

GRADUATES FROM INSTITUTIONS
OUTSIDE THE UNITED STATES

FORM
2
NON - US

KSDE USE ONLY	Sign	Legal	Consultant
	Fee		
	Expire	FP In	
	RAP	Sendback	
	M&E	Verified by	
	Walk-in		

I. VITAL INFORMATION

1. Social Security Number _____ - _____ - _____

2. Legal Name (First) (Middle) (Last)

3. List all prior names (maiden, alias, previous married, etc.)

4. Mailing Address City State Zip Code

5. Birthdate (MM/DD/YYYY) 6. Gender Male Female 7. Phone: _____ - _____ - _____
Alternate Phone: _____ - _____ - _____

8. Ethnicity (Mark only if applicable) Hispanic/Latino

9. Race (choose one or more) American Indian or Alaska Native Black or African American White
 Asian Native Hawaiian or Other Pacific Islander Refuse to Designate

10. Have you honorably served in any branch of the US Armed Forces, including the National Guard and Reserves?
 No Yes
If Yes, please enter total years below in a and b.
a. Total years of active duty service in any brand of the US Armed Forces (if none enter "0") _____
b. Total years of national guard/reserve service (if none enter "0") _____

11. Email Address (Please provide an email address that will be active throughout the application process so that we may notify you of the changing status of you application.) _____

II. PROFESSIONAL CONDUCT (All questions must be answered)

Please read the following questions very carefully. Failure to accurately answer these questions or submit appropriate documents will delay the issuance of your license. Unless expunged, you are required to disclose both adult and juvenile offenses.

12. a. Have you **EVER** been convicted of a felony?
 NO YES If yes, please attach a certified copy of the charging document and of the journal entry of conviction.
- b. Have you **EVER** been convicted of **ANY** crime involving theft, drugs, or a child?
 NO YES If yes, please attach a certified copy of the charging document and of the journal entry of conviction.
- c. Have you **EVER** entered into a diversion agreement or otherwise had a prosecution diverted after being charged with any felony or any crime involving theft, drugs, or a child?
 NO YES If yes, please attach a certified copy of the charging document, the diversion agreement, and the journal entry closing that case.
- d. Are criminal charges pending against you in any state involving any felony or any crime involving theft, drugs, or a child?
 NO YES If yes, please attach a certified copy of the charging document.
- e. Have you had a teacher's or school administrator's certificate or license denied, suspended, revoked or been the subject of other disciplinary action in any state?
 NO YES If yes, please indicate the action taken: denied, suspended or revoked.
Which state(s)? _____
Please attach a copy of the documents regarding the official action taken.
- f. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license?
 NO YES If yes, please attach a copy of the official documents regarding the action pending against you.
- g. Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state?
 NO YES If yes, please indicate the action taken: denied, suspended or revoked.
Which state(s)? _____
Please attach a copy of the documents regarding the official action taken.

h. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?

NO YES If yes, which district(s)? _____ When? _____

i. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?

NO YES If yes, what state(s)? _____ When? _____

III. EDUCATIONAL INFORMATION

13. List all colleges and universities where courses were taken in order of attendance.

Name of College/University	State	Degree Information				Last Term of Attendance
		Type of Degree	MM/DD/YY Conferred	Major for Degree Earned	No Degree Earned at This Institution	

IV. VERIFICATION STATEMENT

14. I certify that I am of good moral character and that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

I hereby grant the permission and authorize the Kansas State Department of Education to verify all responses with any mental health facility or governmental agency including a release of any information concerning myself in the child abuse and neglect central registry records, and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges, adjudications, or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, and exonerate the Kansas State Department of Education, its employees, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the Kansas State Department of Education, and may be considered a public record.

Signature of Applicant _____

Date _____

Include a **\$70.00 Application Fee** made payable to the Kansas State Department of Education.

Money order or cashier's check preferred. Personal checks accepted.

DO NOT SEND CASH.

Mail to: **Teacher Licensure and Accreditation, KSDE, Landon State Office Building,
900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212.**

Processing fee **CANNOT** be refunded and does not guarantee a license will be issued.

KSDE is no longer printing and mailing paper licenses

You can view, save or print a copy of your license online at License Look-up at <https://appspublic.ksde.org/TLL/SearchLicense.aspx>. Enter the requested information and hit "search". When the search is completed, your license information page will display and you will see a button to "Print License". You may save a PDF and/or print a copy of your newly issued license using the Print License button.

You may also track your application processing through License Look-up. As soon as your status goes to "Printed" or "Not Active", the Print License button will become available and will remain available to you throughout the validity of your license. A license or certificate printed from the License Look-up website may be considered an "official copy" for district files.

VERIFICATION OF ACCREDITED EXPERIENCE FOR KANSAS LICENSURE

SECTION A – TO BE COMPLETED BY APPLICANT

Social Security Number _____ - _____ - _____

Legal Name (First) (Middle) (Last)

Mailing Address City State Zip Code

Birthdate (MM/DD/YYYY) Gender Male Female Phone: _____ - _____ - _____ Alternate Phone: _____ - _____ - _____

Former Name(s)

- I have no accredited experience in the most recent six (6) year period.
- I hereby give my former and/or current employer permission to release any and all information required in Section B.

Signature of Applicant _____ Date _____

SECTION B – TO BE COMPLETED BY EMPLOYING SYSTEM

The above named individual was employed in our school system as verified below.

Name of School System Accreditation Information State Accredited School? NO YES If not state accredited, attach verification of accreditation status.

School Street Address City State Zip Code

Beginning Date of Employment (MM/DD/YYYY) Ending Date of Employment (MM/DD/YYYY) Assignment Include teaching, administrative, school specialist assignments Grade level

Beginning Date of Employment (MM/DD/YYYY)	Ending Date of Employment (MM/DD/YYYY)	Assignment	Grade level
		Include teaching, administrative, school specialist assignments	

- Experience was full-time under contract OR
 - Experience was at least half-time (.5 FTE) but less than full-time OR
 - Experience was less than half-time under contract
- Total number of years employed in the district

Administrator's Name (Please Print or Type) Administrator's Position School Phone Number

Administrator's Signature _____ Date _____

**PLEASE RETURN TO APPLICANT
IN A SEALED OFFICIAL SCHOOL ENVELOPE**

Verify Which Assessments Are Required

**Were you issued a credential to teach in your own country
(or in another state)
PRIOR TO MAY 1, 1986?**

Yes:

- **If yes, you do not need to complete any additional assessments to qualify for the initial license.**

No:

- **If you were not credentialed prior to May 1, 1986, you will need to complete content assessment(s) and a test of pedagogy.**

Required Kansas → Assessments	CONTENT Assessment Complete for all endorsement fields. (A content assessment approved in another state is accepted)	Principles of Learning and Teaching (PLT) Complete the level appropriate to your educational training. (A pedagogy assessment approved in another state is accepted)
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OR

- **If you have received a certificate or license in another state and were required to complete content and pedagogy assessments, you may submit official score reports from those assessments. Staff will review the assessments and determine if they are acceptable to substitute for the Kansas assessments. If not, your file would be held open to allow you time to complete the appropriate assessments.**

Licensure assessments are administered by Educational Testing Service (ETS). Register for the test(s) online at www.ets.org/praxis. Choose Kansas from the state pull down menu. Determine the appropriate tests for your license. Links to study materials and to register for the tests are accessible on the Kansas praxis page or from the main praxis page. **Enter the Kansas State Department of Education code as a score recipient (code 7270) when you register for the tests so that your scores will be sent to and received electronically by the teacher licensing office.**

Gifted, Latin and Journalism educators: a content assessment is not required at this time for an endorsement in these areas.



KANSAS TEACHER LICENSURE FINGERPRINT MEMO

Fingerprint Information and Instructions

Who needs a background check?

- Any applicant applying for their first Kansas license.
- Any applicant whose Kansas certificate/license has expired.
- Any applicant submitting any type of license application (renewal, added endorsement, initial school leadership/specialist license, etc.) if the applicant has never submitted fingerprints as a part of any previous application for a Kansas certificate or license.

- If this is your first license or your license is expired, make sure you submit your license application and fee **no later than six months** after you submit the fingerprint card and fee or you will be required to submit a new card and fee.
- If your license is currently valid and you have never submitted fingerprints as any previous application for a Kansas certificate or license, **submit your fingerprint card and fee at the time you submit your next license application.**

You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

1. Fill out the card:

- Complete name (including aliases, maiden, previous married), mailing address, social security number, citizenship and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth.)
- **DO NOT SIGN THE CARD YET - this will be done in front of the law enforcement officer.**
- The spaces for OCA, FBI and MNU numbers may be left blank if you do not have one of those numbers.
- Cards with missing or incomplete information will be rejected.

2. Have your prints taken - Only a qualified law enforcement officer or properly trained school personnel can take your fingerprints:

- Contact your local law enforcement agency before you go! They may require an appointment.
- Take at least one form of picture identification with you.
- Some law enforcement agencies may charge a fee to take your prints.
- Sign the card in front of the officer taking your prints.
- Digital prints are accepted as long as they are in the FD258 format.

3. Background check fee:

- Prepare check or money order for **\$50.00** made payable to KSDE.
- **DO NOT SEND CASH.**
- The **\$50.00** for the background check must be submitted as a separate payment from the application fee that is submitted with the license application. **Do NOT combine the background fee and the application fee.**
- A card submitted without the background check fee of **\$50.00** will not be processed.

4. Mail the card and the fee (DO NOT BEND THE CARD):

- Place adequate postage on an envelope addressed to:

You may use this as a mailing label on any envelope or the one this fingerprint packet arrived in.



Teacher Licensure and Accreditation
 Kansas State Department of Education
 Landon State Office Building
 900 SW Jackson St Suite 106
 Topeka KS 66612-1212

- Request the law enforcement agency performing the fingerprinting process to place the card along with your **\$50.00** background check fee in the envelope, seal it and mail it.
- Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

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Teacher Licensure and Accreditation
 Kansas State Department of Education
 Landon State Office Building
 900 SW Jackson Street, Suite 106
 Topeka, Kansas 66612-1212

(785) 296-2288
 (785) 296-7933 - fax

www.ksde.org