



Shawnee Mission School District

COMMUNITY & SUBSTITUTE RELICENSURE PROCESS

As a community member living within the Shawnee Mission School District you may work with the District to file a professional development plan and record professional development points in order to renew any current or expired Kansas teaching license. This policy is in alignment with Kansas regulations authorized by and implementing K.S.A. 2000 Supp. 72-9603. It states, “Any person who is employed by or who works for or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district’s local professional development council for licensure renewal purposes.”

Overview of the Relicensure Process

The graphic below is an overview of the relicensure process. Each step is clarified in detail in the following pages.

Register and Track with Shawnee Mission School District

- Register with the Shawnee Mission Professional Development Office.
- Receive MyLearningPlan account to track professional development points.
- File a Professional Development Plan (PDP) with the District.

Complete the Requirements for Relicensure

- The requirements will vary based on the license you currently hold.
- Typically 160 (BS/BA degree) or 120 (Graduate degree) professional development points is required to relicense.
- If your license has been expired more than six months, you will need to complete a background check for KSDE.

Apply to KSDE for a New License

- Applications can be found on KSDE’s Teacher Licensure Website.
- If your license is expired or you have never been fingerprinted before for a KSDE license, you will need to submit a fingerprint card.
- A Shawnee Mission Professional Development Transcript will be included with your relicensure application packet.

Licensure Information Disclaimer

While Shawnee Mission School District can provide guidance and information regarding licensure, KSDE is the issuing authority. The requirements for renewal are set by KSDE and Shawnee Mission does not have the final authority or decision-making power with regards to issuing licenses. If there are any questions as to the specific requirements for your relicensure situation, you should contact KSDE’s Teacher Licensure department for further information.

KSDE Teacher Relicensure Contact Information

Below is the contact information for KSDE’s Licensure department. They are a great resource for

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specific information regarding the requirements for your particular situation.

- KSDE Licensure Department: 785-296-2288
- KSDE Licensure Webpage: www.ksde.org



STEP 1

Register and Track with Shawnee Mission

Your first step is to register with Shawnee Mission and begin to accumulate and track your professional development (PD) points. You will refer to the Professional Development Council (PDC) Handbook as it will be very helpful in completing the tasks below.

Register with Shawnee Mission and Request MyLearning Plan Account

To register with and get additional information about the relicensure and PD point process in Shawnee Mission go to the Licensure page of the Shawnee Mission School District website. Once there Navigate to the [Community MyLearning Plan Account request form](#) and complete the [online form](#). You could also choose to go directly to the Licensure page by typing <https://www.smsd.org/human-resources/licensure> in your web browser's address page.

MyLearningPlan Account

In the communication about relicensure from Shawnee Mission, you will receive information about [MyLearningPlan](#) (MLP). MLP is an online tool in which licensed staff in Shawnee Mission track PD points. Directions on how to use MLP can be found on the Licensure webpage at <https://www.smsd.org/human-resources/licensure>. Detailed instructions for accessing MLP, entering activities and recording college credits can be found in the Professional Development Council (PDC) Handbook.

Filing a Professional Development Plan

Each licensed staff member earning PD points must have a Professional Development Plan (PDP) on file with the District Professional Development Council. This plan is housed in MLP as "Personal Goals." A typical PDP has 3-5 goals for the life of the current license. For detailed information on how to draft and enter your PDP and enter your goals in MLP, consult the PDC Handbook accessible online.

PROFESSIONAL DEVELOPMENT COUNCIL HANDBOOK

The PDC Handbook is the source for all licensed staff with respect to professional development procedures. In it you can find instructions for Frontline. It is available to download on the district webpage.

Earning & Entering Professional Development Points

Kansas state regulations governing PD points state that individuals seeking relicensure who are not employees of the District should be treated the same as employees of the District with regard to awarding PD points. However, the District is not required to provide non-employees access to district professional learning activities. Professional learning activities must align to your PDP in order to be eligible for PD points. Professional development points are awarded on a clock-hour basis. This means that for each hour of professional learning you complete, you are eligible for one PD point. Estimated times are not accepted.



For a list of activities typically eligible for professional development points, consult the **PDC Handbook**. If you have questions after consulting the PDC Handbook, please contact the Professional Development Office for guidance. Examples of activities not eligible for PD points include:

- Volunteering or community service
- Planning for instruction
- Actual instruction in a classroom or in other situations (e.g. Sunday school, other job-related workshops, classes at a community center, etc.)
- Time working as a substitute teacher
- Orientation meetings conducted by Human Resources
- College coursework not directly tied to education and your Professional Development Plan

STEP 2

Complete the Requirements for Relicensure

After registering with Shawnee Mission and submitting a Professional Development Plan (PDP), you're ready to begin to accrue points for relicensure. Each applicant has a unique situation and KSDE is the issuing authority. KSDE sets the requirements and makes the determination if they applicant receives a new license. All questions should be directed to KSDE, however some general guidelines that fit most cases are below.

Relicensure Requirements for Professional and Sub License

Most applicants are renewing a Five-Year Professional License. The requirements for the renewal of a Five-Year Professional License are listed below. Please check your license document or KSDE's Teacher Licensure webpage for information regarding your specific relicensure requirements. The most common relicensure requirements are below:

If the Applicant Holds a Graduate Degree:

Earn 120 professional development points awarded by a Kansas local professional development council under an approved individual development plan. If retired and participating in an educational retirement system, earn 60 professional development points.

OR

Verify three years of accredited experience during the current professional license. This type of experience renewal may be used only twice in the applicant's career. Choose "License Lookup" on KSDE's Licensure page to check how many times this option has been accessed, if eligible.



If the Applicant Does Not Hold a Graduate Degree:

Earn 160 professional development points awarded by a Kansas local professional development council under an approved individual development plan, including at least 80 points for college credit. If retired and participating in an educational retirement system, earn 80 professional development points, including at least 40 points for college credit.

If the Applicant holds a Substitute License:

If you are renewing a substitute license you will need to earn 60 professional development points over the life of the previous substitute license.

College Credit and Relicensure

College credits are awarded PD points at a ratio of 20 points per college credit. To ensure that a course will receive PD points, please follow the process outlined in the PDC Handbook. It begins with a pre-approval step that will determine the eligibility of any one class. It is your responsibility to secure pre-approval before taking a college course to ensure that you will be awarded PD points for your efforts. College courses will need to satisfy the three requirements below to be eligible for PD points:

1. The University or College must have local or regional accreditation.
2. The coursework must align with at least one of the personal goals of the PDP.
3. The coursework must address one of the following:
 - a. Content Endorsement Standards (These standards define the skills and knowledge required for a content-area endorsement. Summarized, this is what you teach. Examples of this would include a Math teacher taking a course about how to teach probability to primary grades or a 5th grade teacher taking a course in content area literacy.)
 - b. Professional Education Standards (These standards define the knowledge, skills and competencies required to perform in a particular role or position. Summarized, this is how you teach. Examples could be a course on classroom management, technology integration or cooperative learning.)



STEP 3

Apply to KSDE for a New License

Once you have completed the requirements for relicensure, you will need to complete and submit the application packet to KSDE. The contents of the packet vary based on the basis upon which you are renewing. The application itself has a great checklist to use to ensure that you are submitting all the required documents.

Background Check and Fingerprinting

If you are renewing an expired Kansas teaching license or have never been fingerprinted for a KSDE license, you will need to submit a fingerprint card for the purpose of a KBI and FBI background clearance report. There is a fee that is submitted to KSDE to pay for the background clearance report. If you are renewing a current license that has not expired and have been fingerprinted previously for licensure, you do not need to submit the fingerprint card.

You can order a fingerprint card from the [KSDE Licensure webpage](#). KSDE will send you a fingerprint card that you will complete and return with your application.

SUBMITTING YOUR RELICENSURE APPLICATION

You may submit your application up to six months before the expiration date. Remember to sign your application and submit all fees. Allow six to eight weeks for processing. You can check the status of your application on the License Look-up page on the KSDE Teacher Licensure website.

Printing Your License

KSDE no longer prints and mails you your renewed license. You will go to KSDE's website and print the license yourself. The link can be found at www.ksde.org on the Licensure page under "License Look-Up."

Application Forms

If you are renewing a five-year Professional License you will need to download, complete and submit [Form 3a](#) off KSDE's Licensure webpage. If you are renewing a Substitute License, you will download, complete and submit [Form 5](#). Each form has detailed instructions and relicensure requirements. Read it carefully and complete all sections and tasks so that your new license is not delayed.

Requesting a PD Transcript

Part of your relicensure application will be a Shawnee Mission Professional Development transcript. This transcript is much like a college transcript. It lists your professional development activities and college coursework translated to PD points. It is signed and arrives in a sealed envelope that you include in your application packet. To request a PD transcript go to the Shawnee Mission Licensure page at <https://www.smsd.org/human-resources/licensure> then click on "PD Transcript Request." Once there you may submit a short [online form](#).



Useful Websites & Contacts

Below is a list of useful websites and phone numbers to be used in the relicensure process.

- Shawnee Mission Professional Development Office:
<https://www.smsd.org/human-resources/licensure>
- My Learning Plan:
www.mylearningplan.com
- KSDE's Teacher Licensure Page:
<http://www.ksde.org/Default.aspx?tabid=325>
- Order the Fingerprint Form:
<http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Licensure/FingerprintCardOrderForm.aspx>
- License Look-Up (Application Status):
<https://svapp15586.ksde.org/TLL/SearchLicense.aspx>
- Form 3a (Professional License Renewals):
<http://www.ksde.org/Portals/0/TLA/Licensure/Licensure%20Documents/Form%2003a.pdf>
- Form 5 (Substitute License Renewals):
<http://www.ksde.org/Portals/0/TLA/Licensure/Licensure Documents/Form 5 Standard Substitute 10-14.pdf>
- Shawnee Mission School District Professional Development office: 913-993-6278
- KSDE Licensure Department: 785-296-2288