



Professional License

Initial Professional License Requirements

This document will help guide you through the steps and requirements needed to apply for your initial professional license. Please follow the directions listed below. Please contact your building administrator if you have any questions. Follow the blue links for more information

In-State Requirements for an Initial Teaching License

- Bachelor's degree from a [regionally accredited college or university](#)
- Completion of a state-approved teacher preparation program
- Recency - means the applicant must have at least 8 credit hours or one year of accredited teaching experience completed within the last six years
- [Content assessment](#) in each of the endorsement areas you were trained to teach and wish to put on your license
- [Pedagogy assessment](#) - Principles of Learning and Teaching (PLT)

After you have completed all the requirements for a license, contact the Licensure Officer at KSDE for the appropriate application form and to coordinate the application process.

- [Licensure Officer Contact List](#)

Out-of-state applicant requirements for an initial teaching license

- Bachelor's degree from a [regionally accredited college or university](#)
 - Completion of a state-approved teacher preparation program
 - Recency - means the applicant must have at least 8 credit hours or one year of accredited teaching experience completed within the last six years
- AND**
- Must have [content and pedagogy tests](#) – tests completed to achieve the out-of-state license may be acceptable.
- OR**
- May be issued an two-year exchange license if applicable
- OR**
- May be issued a one-year nonrenewable license if hired by a Kansas district
- OR**
- A substitute license until content and pedagogy tests are completed
- OR**
- Meet experience requirements to come in at the professional license level

Note: Applicants will be issued the highest level of license they qualify for based on review by TEAL staff of the documentation provided.

After you have completed all the requirements for a license, contact the Licensure Officer at KSDE for the appropriate application form and to coordinate the application process.

- If this is your first Kansas license, you will also need to [Order a Fingerprint Card](#) and Instructions
- Complete a content knowledge assessment in each of the endorsement or teaching subjects areas for which you completed a [teacher preparation program](#)
 - [List of Kansas Required Assessments and Cut Scores](#)
- [Pedagogy assessment](#) - Principles of Learning and Teaching (PLT)



Professional License

Professional License Requirements

This document will help guide you through the steps and requirements needed to apply for your 5 year professional license. Please follow the directions listed below. Please contact your building administrator if you have any questions. Follow the blue links for more information

In-State Requirements for Renewing a Professional Teaching License

Master's Degree

- Earn 120 professional development points awarded by a Kansas local professional development council under an approved individual development plan.

Bachelor's 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.

OR

- If completing a program to add a new teaching, school specialist or school leadership endorsement, apply eight semester credit hours of the approved program towards renewal.

OR

- Verify three years of accredited experience during the current professional license IF the applicant holds a graduate degree. This type of experience renewal may be used only twice in the applicant's career. Choose "License Lookup" at www.ksde.org (Educator Licensure) to check how many times this option has been accessed if eligible.

OR

- Complete all components of the National Board for Professional Teaching Standards assessment for National Board Certification.

OR

- To move to an accomplished teaching license, achieve National Board Certification

Note: If your license has expired, you will also need to [Order a Fingerprint Card](#) and Instructions.

After you have completed all the requirements for a license follow the steps below

- Go to the [KSDE License Application website](#)
- Select [Form 3a](#) and print
- Complete the application by following the [application checklist](#).
- Print your My Learning Plan Transcript to verify requirements have been met.
- Contact Sara Powell for your official PDC transcript.
- Contact your university/college to request an official college transcript (only if you have college credit PDC points)

Mail renewal application, payment, and official PDC/college transcripts to KSDE to the address below.

Kansas State Department of Education
Teacher Education and Licensure
900 SW Jackson Street, Suite 106
Topeka, KS 66612-1182

In-State Requirements for Renewing a Professional Teaching License

When Kansas License is Currently Valid

- (See above)

OR

- If you want to maintain your Kansas license while living out-of-state, you may work through the Licensure Review Committee as your professional development council. As a first step, you will need to complete a form to file an individual development plan with the Licensure Review Committee. Contact Diana Stephan at 785-296-2280 for more information.

When Kansas License is Expired

- You may work through the Licensure Review Committee as your professional development council to earn points as described in 1 and 2 on the left. As a first step, you will need to complete a form to file an individual development plan with the Licensure Review Committee. Contact Diana Stephan at 785-296-2280 for more information.

OR

- You may be eligible to reinstate your Kansas license as a professional license if you have been employed out-of-state in a state-accredited school system under a valid license or certificate for at least three of the last six years AND you have achieved a professional level license in that state. The reinstated license will be valid only through the validity date of the out-of-state license (or not to exceed five years).

OR

- Wait until you move back to Kansas and then work with a local professional development council to earn professional development points for renewal



Professional License Upgrade Requirements

This document will help guide you through the steps and requirements needed for upgrading a two-year exchange, one year nonrenewable or transitional (out-of state) license. Please follow the directions listed below. Please contact your building administrator if you have any questions. Follow the blue links for more information

Two Year Exchange Certificate/License

Verification of completion of any deficiencies in pre-standard certification/licensure requirements:

- Successful completion of the required Kansas pre-standard certification/licensure tests: Principles of Learning and Teaching (PLT) Test and/or appropriate content assessment(s).

AND/OR

Recency:

- a. Recent experience-verification of one (1) year of accredited experience within the six-year period prior to application for renewal. This requirement may be met by teaching under contract one year in an accredited school (not necessarily in Kansas) during the validity of your exchange certificate/license.

OR

- b. Recent credit – Semester credit hours from a regionally accredited college or university that are not older than six years old at the time you apply to upgrade to the full certificate/license.

AND/OR

- Minimum cumulative grade point average of 2.5 on a 4.0 scale.
and/or
- Any other described deficiency.

One Year Non-Renewable

Verification of completion of the pre-standard certification/licensure testing requirement(s):

Successful completion of the Principles of Learning and Teaching (PLT) Test and/or appropriate content assessment(s).

After you have completed all the requirements for an upgrade follow the steps below

- Go to the [KSDE License Application website](#)
- Select [Form 3b](#) and print.
- Include one or more – Official college transcript, Verification of passing test scores, Experience verification form



Professional License All Level School Leadership

This document will help guide you through the steps and requirements needed for a school leadership license. Please follow the directions listed below. Please contact your building administrator if you have any questions. Follow the blue links for more information

Building or District Administrator Requirements

- You must have three years of experience in a state-accredited school while holding a professional level teaching, school specialist or clinical license or a full vocational-technical certificate.
- You must complete the appropriate approved graduate level school leadership program and hold a graduate degree to qualify for a school leadership license.
- Contact the licensure officer for a plan of study, including entry requirements into the program. You should not start the program unless you meet the experience requirements described above
- Complete all program and degree requirements:
- Minimum cumulative GPA of 3.25 or above in your graduate coursework is required.

Complete a School Leadership content test:

School leadership exam administered through Educational Testing Services. For information on testing: <https://www.ets.org/praxis/ks/requirements>

THEN

- Apply for and receive a conditional school leadership license.
- Complete a performance assessment. Supervised internship by enrolling in internship credits during your first year of employment in a school leadership position under your conditional license.
- Apply for and receive a five –year professional school leadership license.

After you have completed all the requirements for a license, contact the Licensure Officer at KSDE for the appropriate application form and to coordinate the application process.



Professional License Substitute License Requirements

This document will help guide you through the steps and requirements needed for a standard substitute license and emergency substitute license. Please follow the directions listed below. Please contact your building administrator if you have any questions. Follow the blue links for more information

Standard Substitute License

Must hold a degree and have completed a teacher preparation program in order to qualify

All applicants for an initial Kansas license must submit one fingerprint card for the purpose of a KBI and FBI background clearance report.

One fingerprint card is also required for applicants whose Kansas certificate/license is expired.

- [Order a Fingerprint Card and Instruction](#)
- [Regular Substitute Application - Form 5](#) (PDF)

Emergency Substitute License

For individuals who have completed a minimum of 60 semester credit hours from a regionally accredited college or university

All applicants for an initial Kansas license must submit one fingerprint card for the purpose of a KBI and FBI background clearance report. One fingerprint card is also required for applicants whose Kansas certificate/license has been expired.

- [Order a Fingerprint Card and Instruction](#)
- [Initial Emergency Substitute Application - Form 8a](#) (PDF)
- [Renewal Emergency Substitute Application \(online process\)](#) - Form 8

Renewing Requirements- Substitute License

- 50 professional development points awarded by a local Kansas Professional Development Council.

After you have completed all the requirements for an upgrade follow the steps below

- Go to the [KSDE License Application website](#)
- Select [Regular Substitute Application - Form 5](#) and print

Mail renewal application, payment, and official PDC/college transcripts to KSDE to the address below.

Kansas State Department of Education
Teacher Education and Licensure
900 SW Jackson Street, Suite 106
Topeka, KS 66612-1182