Shawnee Mission School District

Licensure Renewal Questions and Directions
Renewing when the highest degree you have is a Bachelor’s Degree:

- Create an account with KSDE
- Fill out form 3A
- Have your official college transcripts sent to SMSD that you entered on your professional development account using the historical form (and that they have been approved by your administrator).
### Bachelor’s Degree:

1. Where is the Renewal Application?
   a. KSDE Website

2. When renewing your license with a Bachelor’s Degree as your highest degree, how many PD points do you need?
   a. 160

3. How many of those points need to be from college credit hours?
   a. 80

4. Can I use all college credit hours to renew?
   a. Yes (must be 8 hours in an approved program - meaning you are working toward a new endorsement/license)

5. Can I use classes that I took outside of my licensure dates?
   a. No (only classes taken within the timeframe of your license count)

6. Do you need to put the college credit hours in to PLM?
   a. Yes (all classes need to be added into PLM for licensure)

7. If I am using all college hours to renew, do I still need to put the college hours in PLM?
   a. Yes (all classes need to be added into PLM for licensure)

8. How do you put college credit hours in PLM?
   a. Use Historical Forms

9. Do I need to have an official college transcript sent to KSDE?
   a. Yes

10. Does the VOE form need to be filled out if I am NOT renewing on experience?
    a. No
Renewing when the highest degree you have is a Master’s Degree:

- Create account with [KSDE website](#)
- Fill out application from KSDE (form 3a) & fill out

If you are using ONLY college hours (6 hours toward a new certification/license):
- Make sure you have entered your college classes into PLM through historical forms (and that they have been approved by administrator).
- Have your official transcript sent to heatherdeyoung@smsd.org with Human Resources

**Renewing on Experience:**

- Fill out application from [KSDE website](#) (form 3a) & fill out.
- Download Form “Verification of Experience and send to heatherdeyoung@smsd.org
Every teacher **must** hold a **valid (current)** Kansas Teaching License.

There are specific requirements to renew your license after each license cycle depending on the type of license you hold (1 year, 2 year, 5 year).

Log onto www.ksde.org to view your license(s), identify your specific license renewal requirements, apply for a new license, and check your renewal application status.

Renewal options are always printed on a license and should be your first location for accessing specific requirements to your specific renewal process.

Your principal may require you to document your license info at the beginning and/or ending of each year.

**YOU** are responsible for holding a current and valid Kansas Teaching License. (Repercussions occur if your license is not up to date. You cannot teach with an expired teaching license.)

You may not renew your license any earlier than 6 months prior to the expiration date. NOTE: License renewal processing can take up to 6 weeks. It is highly recommended that you begin the process of renewing 6mos. before your license expires.
Renewal Process Checklist

2 year Initial KS License
- 2 year Mentoring Program, including 1 Year of Accredited Experience

5 year Professional KS License w/ a Bachelor's Degree
- 160 PD Points (80 points MUST come from graduate level college credit - 4 hours)
- PD Transcript
- College Transcript
- 8 graduate level credit hours (160 points from graduate level hours)
- College Transcript

5 year Professional KS License w/ a Master's Degree
- 120 PD Points
- PD Transcript
- 8 graduate level credit hours
- College Transcript
- OR
- 3 years experience
- Experience Form

NOTE: Professionals who hold a Career or Transitional license, as well as those who hold an out-of-state license, will have renewal processes which may differ from the three traditional license renewal paths shown here.

Always refer to your printed license on KSDE for specific renewal requirements and contact KSDE license specialists for guidance.
what are PD POINTS?
Points earned towards re-licensure while attending professionally-related new/continuous learning opportunities obtained through the district or other educational resources.

- 1 clock hour of professional development = 1 point
- 1 semester hour of graduate level college credit = 20 points
creating
A PD PLAN

• Once you receive a Professional License, all certified staff **who will be using PD points to renew their license** through KSDE **must** have an approved professional growth / learning plan with at least one goal and will need to earn, log, and track PD points in their Frontline Education Professional Learning Management system account.

• All certified staff must have and maintain a professional growth / learning plan with at least one professional goal.
in-district

PD SESSIONS

Sessions attended within the district *should* already be created in the PLM system prior to the start of any new learning session. You must sign in for attendance confirmation to receive points. Your building principal, PDC rep, or session facilitator are responsible for confirming attendance according to the recorded sign in sheet / form.

Examples of in-district sessions may include:
- faculty meetings where *new learning* is presented;
- staff professional development days;
- SMSD Instructional Fair sessions;
- SMSD Summer Impact Institute sessions;
- New curriculum resource specific trainings;
- Content related trainings / meeting where *new learning* is presented;
- District evening catalog courses
out-of-district PD SESSIONS

Sessions attended outside of the district (e.g. professional learning you do on your own) will need to be entered by you into the system via a Historical Form. You can access the Historical Form tutorial through your PDC rep and / or they may provide building-level training on how to complete Historical Forms within the PLM system for principal approval.

Examples of out-of-district sessions may include:

- professional book studies
- independent research project / field research in the classroom
- educationally relevant / professional webinars / seminars
- educational conferences
- graduate level college coursework applicable to current position
- Service to the Profession activities (e.g. supervision of a student teacher, presenting professional development to colleagues, publication of a professional article, participation on district professional committees such as district sponsored content cadres, PDC, Strategic Planning Committee, BLT, etc.)
new learning
IS NOT:

• logistical staff meetings
• annual required trainings required as a condition of employment (e.g. Blood Borne Pathogen, Jason Flatt Act, Sexual Harassment trainings, etc.)
• PLC and specialty/content/departmental meetings where new learning is not presented & obtained

These types of professional activities are not eligible to receive PD points and should not be logged in your Frontline Professional Growth account.
how to

LOG INTO FRONTLINE
1. Log onto www.smsd.org

2. Select “STAFF”
3. Log in with your credentials
4. Select “MY LEARNING PLAN”
NOTE: This was DIFFERENT than your Frontline Substitute Management login, which is usually 0+ your employee ID number and a 4-digit password. These systems have since merged.

If you ever have trouble logging in, check and make sure you are on the correct site, as the login page looks identical except for the title above the sign in.
6. Bookmark & Rename this page to identify it as Frontline PD System
how to
CREATE A NEW LEARNING PLAN
THE INDIVIDUAL PROFESSIONAL LEARNING PLAN CYCLE

- Write/Review PLM goals
- Initiate your PLM Plan
- Engage in professional learning
- Record activities
- Review and revise your plan

WE ARE HERE
1. Select “Forms”

2. Select “Individual Professional Growth”
3. Select appropriate items

4. Change the dates to:
   Start: 10/01/2021
   End: 09/30/2024

5. Select “Add New Personal Goal”
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>6</td>
<td>Name the goal</td>
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<tr>
<td>7</td>
<td>List goal specifics here</td>
</tr>
<tr>
<td>8</td>
<td>Select “Save”</td>
</tr>
</tbody>
</table>
Select all goals you want to appear in your learning plan.

If all goals are entered, select "Submit" and add more goals.

Select "Save as Draft" and add more goals.
suggestions for
WRITING NEW GOALS
THINGS TO KEEP IN MIND:

● Your PLM contains your goals and the activities you complete while working toward those goals.
● You should establish alignment between your personal goals, building goals, and district-wide goals. This ensures that activities completed on your own, at the building level, or at the district level can be counted.
● Your PLM should be developed collaboratively with your PDC rep and your supervisor. It is the responsibility of the building supervisors and PDC representatives to review PLMs and goals to ensure alignment.
GUIDANCE FOR GOALS:

- Goals should be focused in topic, broad in possibilities.
- At least some goals should align with building and district goals to ensure building and district learning can be credited.
- Goals should not reflect professional responsibilities. Ex: things expected as part of the role.
SAMPLE GOALS:

- Increase skills and instructional strategies related to the Science of Reading, including phonemic awareness, phonics, vocabulary, fluency, comprehension, etc.
- Increase skills and competencies in recognizing and meeting the needs of diverse learners.
- Increase skills, competencies, and instructional strategies related to instructional best practices in mathematics.
- Increase competencies and skills related to the incorporation of meaningful technology integration in the classroom.
- Increase skills in the areas of assessment usage, data analysis, and data-based interventions.
Non-Examples of GOALS:

- Teach the district curriculum
- Implement the school improvement plan
- Provide leadership skills to Committee X.
how to REVIEW A LEARNING PLAN
1. Select “Learning Plan”
2. Verify that your plan goes until 2021
### My Requests - CRYSTAL ALBO

<table>
<thead>
<tr>
<th>Actions</th>
<th>Activity Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Form Name</th>
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<td>06/30/2021</td>
<td>Individual Professional Growth Plan (retired 7/23/19)</td>
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<td>OPE PLC Canvas Development Thurs 8/27/2020</td>
<td>08/27/2020</td>
<td>08/27/2020</td>
<td>Catalog PD Request Form AESOP</td>
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<td>OPE Canvas Modules 3-6 Thursday 8/27/2020</td>
<td>08/27/2020</td>
<td>08/27/2020</td>
<td>Catalog PD Request Form AESOP</td>
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<td>Manage</td>
<td>OPE Canvas Intro, Modules 1-2 Wednesday 8/26/2020</td>
<td>08/26/2020</td>
<td>08/26/2020</td>
<td>Enrollment Form - Online Content</td>
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</table>

- **Instructor Has Confirmed Attendance (2 Record(s))**
  - Manage Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group 06/04/2020 06/04/2020 Catalog PD Request Form AESOP
  - Manage Impact Institute: Literacy in the Math Classroom with Greg Tang, Grades 3-5 06/02/2020 06/02/2020 Catalog PD Request Form AESOP

- **Awaiting Final Credit (0 Record(s))**

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3. Select “Manage”
4. Select “View/Print Form”
5. Scroll down and Choose “Edit” to read and/or edit your goal.

6. Select “Add New Personal Goal” if you want/need to add more goals.
7. Name the goal
8. List goal specifics here
9. Select “Save”
Select "Save as Draft" and add more goals. If all goals are entered, select "Submit" and upload any supporting documents.
how to
SEARCH & REGISTER FOR ACTIVITIES
1. Select "Activity Catalogs"

2. Select "District Catalog"
3. Search by Activity Name or Location

4. Browse activities listed

5. Click on the activity name
6. Select “Sign Up Now”
how to

COMPLETE AN EVALUATION

*Not all activities will require evaluations*
(It is the presenter's choice to ask for an evaluation)
1. Select "Learning Plan"
<table>
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<th>End Date</th>
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<td><strong>Manage</strong> Professional Growth Plan</td>
<td>07/01/2018</td>
<td>06/30/2021</td>
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<td><strong>Instructor Has Confirmed Attendance (3 Record(s))</strong></td>
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<td></td>
<td><strong>Manage</strong> Phonics Lesson Library and 5% Group</td>
<td>06/04/2020</td>
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<td><strong>Manage</strong> Impact Institute: Literacy in the Math Classroom with Greg Tang, PreK-2</td>
<td>06/02/2020</td>
<td>06/02/2020</td>
<td>Catalog PD</td>
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<td><strong>Manage</strong> Impact Institute: Literacy in the Math Classroom with Greg Tang, Grades 3-5</td>
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2. Select “Manage”

This icon means an evaluation is available.
**Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group**

Instructor(s): ERIN SMITH, DARCY SWAN, CHRISTOPHER VILLARREAL, KRISTEN ZUCK, Amy Culey

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<td>1</td>
<td>Thu Jun 4, 2020</td>
<td>8:30 am to 11:30 am</td>
<td>Online</td>
<td>False</td>
<td>FULLDAY</td>
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Participants will learn to maximize the use of the basic, advanced and multi-syllable chip kits to close phonics gaps for students. Participants will also learn how to incorporate the Phonics Lesson Libraries into instruction.

Approval Status

<table>
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<tr>
<th>#</th>
<th>Administrator</th>
<th>Approval Type</th>
<th>Comments</th>
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<tr>
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<td>Final Approval</td>
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If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

**Actions**

- View/Print Form
- Download Calendar File
- 18-19 Workshop Evaluation

3. Select “Workshop Evaluation”
4. Complete required sections

5. Select “Save”
how to
ENTER HISTORICAL PD
(personal PD)
1. Select “Forms”

2. Select “Historical PD Request Form”
3. Complete required sections

4. Hit "Submit"