

Relicensure Information FAQs

1. What are the requirements for relicensure and the timeline involved?

See chart, or:

<http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation.aspx>

Your current license determines the requirements and forms you need to relicense.

Renewing a license is now an online process. You can learn about it here:

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>

For those with a 5-year professional license, instead of sending KSDE official college transcripts, you send them to the Director of Human Resources. Once you fill out the online renewal forms, the DO is contacted and will upload the PDC transcript so the relicensure can move forward.

It is important for you to be aware of your license renewal timeline and requirements. You can view your licensure information at this link:

<https://appspublic.ksde.org/TLL/SearchLicense.aspx>

2. What is the process after the online renewal process is complete (logistics of the state process)? How long is the turn around?

It can be fairly quick, but four to six weeks is the timeline given by KSDE.

You can apply for renewal six months in advance

3. How does Frontline Professional Growth relate to relicensure, and how many points are needed?

Frontline Professional Growth is the method we use to track all PDC points. To renew, the state must have everything (in most cases) on the PDC transcript which must include college classes converted to PDC points.

For those with a master's degree, points from college credit are not needed for renewal.

All college credit hours needing to be used for renewal must be in Frontline.

4. What is the process of obtaining PDC points from district and out-of-district inservices? What is the process for signing up for PDC points that are not already listed in the District Catalog?

Must fill out the appropriate forms- Prior Approval (for PDC points only) or College Credit for college classes. They are to be submitted before the beginning date of the workshop or class.

5. How many college hours are needed for relicensure? What college hours are counted, and how does this work?

Depends- see chart

College hours must be approved by the PDC council-through Frontline

6. Once a Master's Degree is obtained, what will be the next relicensure requirements?

See Chart

7. What is the teacher's responsibility for tracking relicensure requirements and relicensing dates?

The teacher is fully responsible.

8. How does the relicensure process work with an out of state license?

There are many variables- see

<http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation.aspx>

9. How does the Praxis affect relicensure?

There is a form for adding an endorsement through testing- Form 22

10. What happens if your license expires?

KSDE is now allowing those whose licenses have expired but their renewal forms are in process with KSDE to not be penalized.

If your license expires and it is not in process with KSDE, the district is required to suspend you. We will allow you to teach provided you have a substitute license. You will be paid the substitute rate as statute prohibits the district from paying a non-licensed teacher as a teacher.