

License Renewal Facts
License renewal information is printed on your license. You can find your license by clicking here: https://appspublic.ksde.org/TLL/SearchLicense.aspx
You can send in your renewal information 6 months before your license expires. If your license expires, you are required to have a background check, which involves getting fingerprints taken and an additional \$50 fee.

KSDE looks at the total PDC points earned. In some cases, those points **must** include points received from college credit.

Type of License	Renewal Options	Total PDC Points Needed	Points needed from College credits	Transcripts Needed	Forms/Items needed
Initial- First renewal					Form 20 - online process/form
Initial- Additional renewals or 5 years since first initial	PDC Points	160	80	PDC and College	Form 20 - online process/form
	Accredited Experience	0	0		1 year of experience if taking part in mentoring program
	Passing Praxis exams	0	0		Must send KSDE test results
Initial- to move to professional	Complete a two year mentoring program AND 1 year of experience. Admin. & School Specialist licenses complete 1-year mentoring program.	0	0	0	Form 21
Professional	PDC Points + College coursework	160	80	PDC and College	Form 3a for all
	PDC Points only- Must have Master's	120	0	PDC (if no college hours on PDC transcript)	
	College credit-new endorsement area or Master's degree that gives new endorsement	0	8 college credits	College	
	Master's Degree + experience	0	0	0	Can be used twice during career
	National Board Assessment	0	0	0	Must earn Nat'l Board Certification