

Shawnee Mission School District



COMMUNITY MEMBER & 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/Frontline to track professional development points.

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 sent electronically when you apply for your license with KSDE.

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 specific information regarding the requirements for your particular situation.

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

STEP 1

Track with Shawnee Mission

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.

DISCLOSURE

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.

Examples of Activities not Eligible for PD points include:



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- 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

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. College courses will need to satisfy the requirements below to be eligible for PD points:

1. The University or College must have local or regional accreditation.
2. 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.

You may submit your application up to six months before the expiration date. Remember to 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. If you need to submit fingerprints; those can be ordered from the [KSDE Licensure webpage](#). KSDE will send you a fingerprint card that you will complete and return with your application.

Printing of your KSDE 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

KSDE has moved to online submission. 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.

PD Transcript

Once SMSD receives notification from KSDE that you submitted for Relicensure we will submit your PD Transcript electronically.



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: <https://login.frontlineeducation.com>
- KSDE's Teacher Licensure Page:
<http://www.ksde.org/Default.aspx?tabid=325>
- License Look-Up (Application Status):
<https://svapp15586.ksde.org/TLL/SearchLicense.aspx>
- Shawnee Mission School District Professional Development office: 913-993-6495
- KSDE Licensure Department: 785-296-2288