

Directions to Apply for a KS Emergency Substitute Teacher License

Go to www.ksde.org

Click on the “Teaching & Learning” tab

Select License Applications

Scroll down to Form 8, Emergency Substitute License, & click on the “Review Requirements & Access Form” link

Read through the instructions carefully, if you have questions please contact a licensure consultant, listed in the right-hand column of that same page.

When you are ready to begin, click on the “Public Authenticated Applications” link. It will ask you to create a username & password, & from there on you should be able to follow step-by-step directions to apply. There is a **\$60 online application fee.**

You may also need fingerprints!

We recommend individuals take the provided fingerprint board (this can be picked up at the Board Office) to the Oswego courthouse. They typically provide fingerprinting services for free.

Send the fingerprint board & the \$50 fee to KSDE (the address is on the fingerprint board).

Once you receive your sub license, via email, you may bring it along with your Driver’s License & S.S. Card to the Board Office. We will give you our district packet to complete & then place you on the following month’s board agenda for approval.

Change in Fingerprint Requirement for Licensure

At their September 2014 meeting, the Kansas State Board of Education adopted regulation changes regarding requirements for a fingerprint based records check. **These changes will affect veteran educators who have never submitted fingerprints as part of any previous application for a Kansas certificate or license issued by the Kansas State Department of Education.**

EFFECTIVE November 15, 2014:

Any person submitting any of the following will ALSO be required to submit AT THE TIME OF APPLICATION, a complete set of fingerprints and the required fee:

an application for the first Kansas certificate or license;

an application for renewal of an expired Kansas certificate or license; or

an application for renewal of a valid Kansas certificate or license, if the person has never submitted fingerprints as part of any previous application for a Kansas certificate or license

FAQ

When should

I submit my fingerprints?

Submit your fingerprint card and the \$50 fee when you submit your next license application (including any renewal, upgrade or application to add a new endorsement or license type).

Do not send your fingerprint card and fee unless you are within your eligibility to renew your license (six months prior to the expiration date of your professional license) **OR** are submitting an application for upgrade, added endorsement or new license type.

How do I check if I need to submit a fingerprint card/fee?

After November 1, 2014, you may access your record in License Look-up to determine if you need to submit a fingerprint card and fee with your next application for a license. A "yes/no" statement will be displayed.

<https://svapp15586.Ksde.Org/tll/searchlicense.aspx> (from www.ksde.org, choose "Licensure" from Popular Resources, then the link to License Look-up)

Enter Last Name/SSN or Educator ID/Search to pull up your records.

Where do I get a fingerprint card?

Order a fingerprint card to be mailed to your home address:

<http://www.ksde.org/agency/divisionoflearningservices/teacherlicensureandaccreditation/licensure/fingerprintcardorderform.aspx>

School districts may request a supply of fingerprint cards to have on hand for their employees. Districts may order a desired number of cards using the same website. Districts SHOULD NOT distribute unless the employee is ready to submit a license application.

Where do I get my fingerprints

Any law enforcement agency or properly trained school personnel can take your prints.

Contact your local law enforcement agency BEFORE you go! Confirm whether an appointment is required or if

taken?

walk-ins are accepted and if there is a charge for the service.

Districts wanting to have personnel trained to take prints should contact the Kansas Bureau of Investigation (KBI) for information.

Is there a fee?

Yes. A \$50 fingerprint fee must be submitted with the fingerprint card. The fee is forwarded to the KBI for processing the criminal history records check utilizing KBI/Federal Bureau of Investigation (FBI) records. The fingerprint fee should be submitted as a separate payment (separate check or money order) from the application fee that is submitted with the license application. Do not combine the fingerprint fee with the application fee on one payment.

Teacher Licensure and Accreditation
Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 106
Topeka, Kansas 66612-1212

For more information:

(785) 296-2288

www.ksde.org

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Oct. 2014