

A Brief Guide to the KSDE License Lookup

Disclaimer: This was written primarily for districts claiming staff for state special education reimbursement.

Screenshots have been modified to improve readability (I took out a lot of white space) and protect teacher information.

CLICK ON THE SECTION HEADERS

Selection Criteria

Educator Credentials

Application Status

You can click on each of these to get search options or information. Application Status is what used to be at the top of the license lookup.

Applied for a License.

Educator Credentials

Report date: 7/15/2021
Name: [REDACTED]

The current license displays first. Please and/or a renewed or "future" license.

Expired License History
No Expired Licenses found

Education
No Education Degree data found

Application Status

Name	Educator ID	Disciplinary Action	Application Status	Status Date
[REDACTED]	[REDACTED]	NONE	APPLICATION IN PROCESS	11/2/2020

Application Status Definitions:
Active License: License is active; no application processing
Application in Process: Application is processing with KSDE
Expired License: License expired, and no application is processing with KSDE

Fingerprint Card and Background Check Required with next application:
 YES NO

Note that there is no "Print License" button. This indicates the license is NOT FINALIZED and the person may have no current license.

Name/Educator ID: This is the name the individual submitted to KSDE and their official KSDE ID number. Regardless of what endorsements they get or the status of their license, this ID number will be their unique identifier with KSDE.

Expired License History: This applicant has never held licensure from KSDE.

Application Status: Application in process includes any change to existing licensure as well as new license applications.

Status Date: Shows the last time the record was touched by Teacher Licensure. It is likely the 11/2/20 date reflects the date that a request for information was sent to the applicant. Applications may be purged after 90 days of inactivity,

Fingerprint Card and Background Check: This shows whether fingerprints have been received. If "Yes" is marked, then KSDE does not have current fingerprints on file and no application can be processed until those are received and a background check is run. **If a license lapses, new fingerprints must be submitted.** This is KBI policy, not KSDE.

Substitute License

Educator Credentials

Report date: 7/15/2021

Name: [REDACTED]

[Print License](#)

The current license displays first. Please scroll down to see all licenses, including and/or a renewed or "future" license.

Licenses

Type	Original	Current	Expire
ESUB	07/14/2017	07/01/2020	06/30/2022

Endorsements

Original	End Type	Subject Name	Level
07/14/2017	ESUB	EMERGENCY SUBSTITUTE TEACHER	PRK-12

Expired License History

Type	Original	Current	Expire
ESUB	07/14/2017	07/14/2017	06/30/2018
ESUB	07/14/2017	07/01/2018	06/30/2020

Education

No Education Degree data found

Application Status

There are two types of substitute licenses in Kansas, SUB and ESUB. The time a SUB (Substitute) or ESUB (Emergency Substitute) is allowed to substitute is on their license. The substitute regulations may be found at K.A.R. 91-31-3 4(b). Licensed teachers (not SUB or ESUB or restricted/limited licenses) may substitute in any area or grade they are not licensed in for up to 140 days per school year.

This is the license for an Emergency Substitute. At the bottom of the license is a section for Education with the words "No Education data found". This printed license would state "You may substitute up to 75 school days each semester in one school district. You cannot substitute for more than 25 days in the same assignment.". Had this person submitted evidence of a college degree (Bachelors or higher) to KSDE, the college, year of degree, and degree would be listed in this section, the printed license would not have the semester restriction, and the limit would be 45 days.

Note that this license has a "Print License" button in the top section.

A certificate may be printed. This button is **only** available when a license has been approved and is active.

Full Teaching license

Educator Credentials

Report date: 7/15/2021

Name: [REDACTED]

[Print License](#)

The current license displays first. Please scroll down to see all licenses and/or a renewed or "future" license.

Licenses

Type	Original	Current	Expire
PROF	05/17/2021	05/17/2021	05/17/2027

Endorsements

Original	End Type	Subject Name	Level
05/17/2019	PROF	HIGH-INCIDENCE SPECIAL EDUCATION	6-12
05/17/2019	PROF	ELEMENTARY EDUCATION	K-6
02/20/2021	PROF	GIFTED	K-12

Expired License History

Type	Original	Current	Expire
ESUB	02/01/2019	02/01/2019	06/30/2019
INITCH	05/17/2019	05/17/2019	05/17/2021
PROV	03/08/2020	03/08/2020	02/20/2021

Education

University	Year	Degree
PITTSBURG STATE UNIVERSITY	2019	MA
UNIVERSITY OF MISSOURI	2009	BA

Using the information visible, we can form a fairly accurate timeline of this teacher's licensure history. Look towards the bottom of the information to "Expired License History".

This teacher has had an esub in the past and had a provisional license in Gifted before getting the full endorsement. The Initial license was 2019-2021 and the High Incidence and Elementary endorsements date from that license.

What can this teacher do?

This teacher has Elementary K-6 and the special education endorsements High-Incidence 6-12 and Gifted K-12. The special education endorsements are not content endorsements and do not enable the teacher to be the sole teacher of a classroom.

Qualified to teach: General education students grades Kindergarten through grade 6, but not grades 7-12 or pre-school. They are able provide gifted services to students K-12. In grades 6-12, this teacher could co-teach with a teacher who is licensed for content, or consult on IEP services, or provide IEP services directly to students identified with "high incidence" disabilities but could not be the sole teacher of a classroom due to the lack of a content endorsement for those grades.

As a substitute, this teacher could teach any grades.