Kansas State Department of Education
Teacher Education and Licensure

900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212 Phone: 785-296-2288 http://www.ksde.org

Applicants who completed their education program from an institution outside of the United States

Requirements for Initial Kansas License

INITIAL TEACHING LICENSE

Submission of a credential evaluation report that verifies:

- Equivalent bachelor's degree from a regionally accredited college or university
- Completion of an approved teacher preparation program in the subject or field in which licensure is sought

In addition, verification of:

- Recency: defined as at least one year of accredited teaching experience OR 8 semester hours of college credit, within the six year period immediately prior to application
- Completion of appropriate content and pedagogy tests
- Passing scores on an English proficiency exam – TOEFL iBT

Fingerprint background check clearance is required for all applicants

Application Steps: All Applicants Must Follow These Steps

Step 1: Obtain a credential evaluation report:

- You must have all of your official education credentials/transcripts evaluated by one of the educational credential evaluators listed at http://www.naces.org/members.htm
- The evaluator will verify the equivalency of your academic credentials to degree(s) awarded by an accredited institution of higher education in the United States. In addition, the credential evaluator must verify the completion of a teacher education program, including teaching subject area(s) and grade level preparation.
- Request a course-by-course evaluation.

Step 2: Determine if you need to complete pre-licensure assessments:

- Refer to assessment sheet (page 7) to determine if you need to complete Kansas pre-licensure assessments and which assessments to take.
- Register for the assessments through Educational Testing Services (ETS) online at www.ets.org/praxis. Choose Kansas from the state pull down menu to access Kansas testing requirements and links for study materials and to register. **Enter the Kansas State Department of Education code as a score recipient (code 7270) when you register**.
- Complete the assessment(s).

Step 3: Complete an English proficiency exam:

- If your first language is not English, you must present verification of competence in both written and spoken English, by obtaining a passing score on an English language proficiency exam.
- Details on the Test of English as a Foreign Language (TOEFL iBT) offered through Educational Testing Services (ETS) can be found at www.toefl.org. **Enter the Kansas State Department of Education code as a score recipient (code 7503) when you register**. Passing score for the TOEFL iBT is 88.

Step 4: Verify that you meet "recency":

- Kansas licensure requires that you meet a recency requirement. You may meet this in one of two ways:
  - You have at least one year of teaching experience in an accredited or approved school under a valid credential during the last six years. You will need to verify this experience, including verification of the credential that was valid during the teaching experience. To verify the experience, use the verification of experience form (page 6) OR submit an original or notarized letter of verification from the school administrator.

  OR
  - You have the equivalent of at least 8 semester credit hours within the last six years. If the credit is from a foreign institution, the equivalency will need to be verified by the credential evaluator. If the credit is from a U.S. college or university, you must obtain an official transcript.

(Application steps are continued on next page)

Step 5: Complete the application Form:

- Attach the original credential evaluation report
- Attach official pre-licensure test scores if applicable
- Attach a score report verifying a passing score on an English proficiency exam
- Attach experience verification and verification of teaching credential if applicable
- If you have completed additional coursework and/or degrees through a U.S. college or university, attach official transcripts in sealed envelopes from every institution where coursework was completed.

Step 6: Include $54.00 fee (check or money order) and mail all documents together in a single packet. **Do not combine this fee with the background fee if you are submitting fingerprints.**

Step 7: Obtain fingerprints from a qualified law enforcement agency – submit the card and fingerprint background check fee of $50.00 as directed in the fingerprint card instructions. (DO NOT BEND CARDS).

A fingerprint card and instructions can be ordered at http://www.ksde.org/HTMLDocs/License/Application_Form.html

Any attached verifying documents, such as experience verification must be in English and translations must be completed by an independent translator and notarized.

PLEASE NOTE

- **An incomplete packet will be returned unprocessed.**

- The application and background check fees are **nonrefundable**, and do not guarantee a license will be issued.

- If you wish to seek licensure in a teaching subject area not verified by the credential evaluation report, you will need to contact a Kansas teacher education institution. The Kansas institution will determine your eligibility for the additional endorsement area. They may be able to recommend you for provisional licensure and identify courses you would need to complete for full licensure in the additional subject area.

CONTACT TEACHER EDUCATION AND LICENSURE AT 785-296-2288 IF ADDITIONAL INFORMATION IS REQUIRED.
THE AVERAGE PROCESSING TIME IS FOUR – SIX WEEKS.

FORM 2
Non-U.S.

Application for Kansas

INITIAL LICENSE

Graduates from institutions outside the United States

I. VITAL INFORMATION

1. Social Security Number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

2. Legal Name **(First)** **(Middle)** **(Last)**

3. List all prior names (maiden, alias, previous married, etc.)

4. Mailing Address	**City**	**State**	**Zip Code**

5. Birthdate (MM/DD/YYYY)	**6. Gender** ❒ Male ❒ Female	**7. Phone:** ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___ **Alternate Phone:** ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___

8. Ethnicity (Mark only if applicable) ☐ Hispanic/Latino

9. Race (choose one or more) ☐ American Indian or Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Refuse to Designate

10. Have you honorably served in any branch of the US Armed Forces, including the National Guard and Reserves?
☐ No ☐ Yes
If Yes, please enter total years below in a and b.
a. Total years of active duty service in any brand of the US Armed Forces (if none enter "0") _____
b. Total years of national guard/reserve service (if none enter "0") _____

11. Email Address (Please provide an email address that will be active throughout the application process so that we may notify you of the changing status of you application.) _____

II. PROFESSIONAL CONDUCT (All questions must be answered)

12. a. Have you ever been convicted of a felony?
☐ NO ☐ YES If yes, please attach a copy of the court documents regarding conviction.

b. Have you ever been convicted of ANY crime involving theft, drugs, or a child?
☐ NO ☐ YES If yes, please attach a copy of the court documents regarding conviction.

c. Have you entered into a criminal diversion agreement after being charged with any offense described in question 8a or 8b?
☐ NO ☐ YES If yes, please attach a copy of the diversion agreement.

d. Are criminal charges pending against you in any state involving any of the offenses described in question 8a or 8b?
☐ NO ☐ YES If yes, please attach a copy of the court documents regarding your case.

e. Have you had a teacher's or school administrator's certificate or license denied, suspended, revoked or been the subject of other disciplinary action in any state?
☐ NO ☐ YES If yes, please indicate the action taken: ☐ denied, ☐ suspended or ☐ revoked.
Which state(s)? _____
Please attach a copy of the documents regarding the official action taken.

f. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license?
☐ NO ☐ YES If yes, please attach a copy of the official documents regarding the action pending against you.

g. Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state?
☐ NO ☐ YES If yes, please indicate the action taken: ☐ denied, ☐ suspended or ☐ revoked.
Which state(s)? _____

Please attach a copy of the documents regarding the official action taken.

h. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?

☐ NO ☐ YES If yes, which district(s)? When?

i. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?

☐ NO ☐ YES If yes, what state(s)? When?

III. EDUCATIONAL INFORMATION

13. List all colleges and universities where courses were taken in order of attendance.

Name of College/University	State	Degree Information				Last Term of Attendance
		Type of Degree	MM/DD/YY Conferred	Major for Degree Earned	No Degree Earned at This Institution	

IV. VERIFICATION STATEMENT

14. I certify that I am of good moral character and that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my license.

Signature of Applicant **Date**

Include a **$54.00 Application Fee** made payable to the Kansas State Department of Education.
Money order or cashier's check preferred. Personal checks accepted.
DO NOT SEND CASH.
Mail to: **Teacher Education and Licensure, KSDE, Landon State Office Building,**
900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212.
Processing fee **CANNOT** be refunded and does not guarantee a license will be issued.

KSDE is no longer printing and mailing paper licenses

You can view, save or print a copy of your license online at License Look-up at https://svapp15586.ksde.org/TLL/SearchLicense.aspx Enter the requested information and hit "search". When the search is completed, your license information page will display and you will see a button to "Print License". You may save a PDF and/or print a copy of your newly issued license using the Print License button.

You may also track your application processing through License Look-up. As soon as your status goes to "Issued" or "Not Active", the Print License button will become available and will remain available to you throughout the validity of your license. A license or certificate printed from the License Look-up website may be considered an "official copy" for district files.

VERIFICATION OF ACCREDITED EXPERIENCE FOR KANSAS LICENSURE

SECTION A – TO BE COMPLETED BY APPLICANT

Social Security Number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Legal Name **(First)** **(Middle)** **(Last)**

Mailing Address	**City**	**State**	**Zip Code**

Birthdate (MM/DD/YYYY)	**Gender** ❒ Male ❒ Female	**Phone:** ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___ **Alternate Phone:** ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___

Former Name(s)

❒ **I have no accredited experience in the most recent six (6) year period.**

❒ **I hereby give my former and/or current employer permission to release any and all information required in Section B.**

Signature of Applicant **Date**

SECTION B – TO BE COMPLETED BY EMPLOYING SYSTEM

The above named individual was employed in our school system as verified below.

Name of School System	**Accreditation Information** State Accredited School? ❒ NO ❒ YES **If not state accredited, attach verification of accreditation status.**

School Street Address	**City**	**State**	**Zip Code**

Beginning Date of Employment (MM/DD/YYYY)	**Ending Date of Employment (MM/DD/YYYY)**	**Assignment** Include teaching, administrative, school specialist assignments	**Grade level**

❒ **Experience was full-time under contract**
OR
❒ **Experience was at least half-time (.5 FTE) but less than full-time**
OR
❒ **Experience was less than half-time under contract**

Total number of years employed in the district

Administrator's Name (Please Print or Type)	**Administrator's Position**	**School Phone Number**

Administrator's Signature **Date**

PLEASE RETURN TO APPLICANT
IN A SEALED OFFICIAL SCHOOL ENVELOPE

Verify Which Assessments Are Required

Were you issued a credential to teach in your own country (or in another state) PRIOR TO MAY 1, 1986?

Yes:

- **If yes, you do not need to complete any additional assessments to qualify for the initial license.**

No:

- **If you were <u>not</u> credentialed prior to May 1, 1986, you will need to complete content assessment(s) and a test of pedagogy.**

Required Kansas Assessments →	CONTENT Assessment	Principles of Learning and Teaching (PLT)
	Complete for all endorsement fields. (A content assessment approved in another state is accepted)	Complete the level appropriate to your educational training. (A pedagogy assessment approved in another state is accepted)

OR

- **If you have received a certificate or license in another state and were required to complete content and pedagogy assessments, you may submit official score reports from those assessments. Staff will review the assessments and determine if they are acceptable to substitute for the Kansas assessments. If not, your file would be held open to allow you time to complete the appropriate assessments.**

Licensure assessments are administered by Educational Testing Service (ETS). Register for the test(s) online at www.ets.org/praxis. Choose Kansas from the state pull down menu. Determine the appropriate tests for your license. Links to study materials and to register for the tests are accessible on the Kansas praxis page or from the main praxis page**. Enter the Kansas State Department of Education code as a score recipient (code 7270) when you register for the tests so that your scores will be sent to and received electronically by the teacher licensing office.**

Gifted, Latin and Journalism educators: a content assessment is not required at this time for an endorsement in these areas.