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

Adding a teaching endorsement through testing only

This application is to be used only if you already hold a valid Kansas teaching license. You may submit this application along with a renewal application if your certificate/license is expired, and you have completed renewal requirements.

TEACHING ENDORSEMENTS FOR EARLY CHILHOOD, EARLY CHILDHOOD UNIFIED, ELEMENTARY EDUCATION, AND SPECIAL EDUCATION ENDORSEMENTS (adaptive, functional, gifted, deaf or hard-of-hearing, or visually impaired) ARE NOT AVAILABLE THROUGH TESTING ONLY.

Application Steps:

A. Complete section A of the application.

B. Include a $45.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. DO NOT SEND CASH.

C. **Verify a passing score on the appropriate content assessment:**

Attach official score report from Educational Testing Services (ETS). Submit the official score report from ETS indicating a passing score on the appropriate content assessment. Photocopies are not accepted. THE SCORE REPORT WILL BE RETURNED TO YOU WHEN THE UPDATED LICENSE IS ISSUED.

OR

I selected the code for KSDE as a score recipient for my score(s) when I registered for the test

OR

If unable to verify official scores based on one of the above options, you will need to log onto the ETS website and select KSDE as a score recipient OR a university may provide you with a verification of your scores if you coded the university as a score recipient.

E. Mail the application, fee and score report 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.

Application for

ADDING A TEACHING ENDORSEMENT TO A VALID TEACHING LICENSE THROUGH TESTING

FORM 22

SECTION A – TO BE COMPLETED BY APPLICANT

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 brand 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 branch 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 your application.) _____

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? _____

13. ☐ **I hold (or am eligible for) a valid Kansas teaching license. I want to add an endorsement for:**

Endorsement subject	**Grade level**			
	K-6	**6-12**	**5-8**	**Prk-12**

Teaching Endorsements for early childhood, early childhood unified, elementary education, and special education endorsements (adaptive, functional, gifted, deaf/hard-of-hearing, or visually impaired) are not available through testing only.

☐ **I have attached my official score report with a passing score for the appropriate content test.**

OR

I selected the code for KSDE as a score recipient for my score(s) when I registered for the test.

If unable to verify official scores based on one of the above options, you will need to log onto the ETS website and select KSDE as a score recipient OR a university may provide you with a verification of your scores if you coded the university as a score recipient.
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 **$45.00 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

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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.