

VERIFICATION OF AN INDUCTION AND MENTORING PROGRAM

Each conditionally or initially licensed teacher, school specialist or school leader must complete a year-long, district-administered induction and mentoring program to pass the performance assessment as a prerequisite to receiving a professional license.

Mentored Teacher/School Specialist/School Leader information

This form should be completed by the district or building administrator where the mentoring program occurred.

Name (First) _____ (Middle) _____ (Last) _____

Social Security Number ____ - ____ - ____

OR

Teacher identification number from license _____

If the current school year is the mentor year, do not complete and submit until after May 15th

I verify:

- The above named applicant successfully completed a year-long induction and mentoring program provided by the district. (By verifying this information, a professional license will be issued upon fulfillment of all other regulatory requirements.)

District Name and Number where mentoring occurred		Accreditation Information State Accredited School? <input type="checkbox"/> NO <input type="checkbox"/> YES If not state accredited, attach verification of accreditation status.	
Building Name			
Beginning Date of mentored experience (MM/DD/YYYY)	Ending date of mentored experience (MM/DD/YYYY)	Assignment of teacher/school specialist/leader during mentored experience	Grade level

Administrator's Name (Please Print or Type)	Administrator's Position (May be district or building)	School Phone Number

Administrator's Signature	Date

Who was the mentor?

Mentor's Name:**Mentor's SS# or teacher ID#**



Kansas Fingerprint Information and Instructions

120 SE 10th Avenue, Topeka, KS 66612-1182 • Phone: 785-296-2288 • <http://www.ksde.org>

WHO NEEDS A BACKGROUND CHECK?

- **Any applicant applying for their first Kansas license.**
- **Any applicant whose Kansas certificate/license has expired.**

A background clearance is valid for six months. Applications for licensure submitted six months after the background clearance report is received will require a new fingerprint card submission.

You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

1. Fill out the card:

- Complete name (including aliases, **maiden**, previous married), mailing address, **social security number**, citizenship, and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth.)
- **DO NOT SIGN THE CARD YET - this will be done in front of the law enforcement officer.**
- The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers.
- **Cards with missing or incomplete information will be rejected.**

2. Have your prints taken: - A qualified law enforcement officer must take your fingerprints:

- Take the filled out card to your local police station or sheriff's office.
- Take at least one form of picture identification with you.
- Some law enforcement agencies may charge a fee to take your prints.
- Sign the card in front of the officer taking your prints.
- Digital prints are accepted as long as they are in the FD258 format.

3. Background check fee:

- Prepare check or money order for \$50.00 made payable to KSDE.
- **DO NOT SEND CASH.**
- **The \$50.00 for the background check must be submitted as a separate payment from the application fee that is submitted with the license application. Do not combine the background fee and the application fee.**
- A card submitted without the background check fee of \$50.00 will not be processed.

4. Mail the card and the fee:

- Place adequate postage on an envelope addressed to Teacher Education and Licensure, KSDE, 120 SE 10th Ave, Topeka, KS 66612-1182.
- Request the law enforcement agency performing the fingerprinting process to place the card along with your **\$50.00 background check fee** in the envelope, seal it and mail it.
- Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.