Kansas State Department of Education
Teacher Licensure and Accreditation

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

CAREER AND TECHNICAL EDUCATION (CTE) SPECIALIZED CERTIFICATE

- Allows individuals with appropriate occupational knowledge and skills to instruct in a CTE pathway assignment
- Valid only in the school system requesting the issuance of the certificate and identified on the certificate
- Valid only to teach in the CTE courses authorized by the hiring local educational agency (LEA) and identified on the certificate
- Valid for the three school years
- Valid for grades 8-12
- Renewable with a request for issuance by a hiring LEA and application for renewal

Requirements for a CTE Specialized Certificate

1. **Verification of occupational competency:**
   - Industry recognized certificate in the technical profession and five years of full-time work experience in that technical profession **OR**
   - If hired in a .5FTE or less assignment, verification of **ONE** of the following, dependent upon the technical content area:
     - Recognized trade competency *exam (for example, NOCTI carpentry exam for residential carpentry)*
     - Occupational license *(nursing license for health sciences; law license for law and public safety)*
     - Appropriate degree *(business degree business management)*
     - Industry recognized credential *(applicable especially for information technology pathway)*
     - 2 years (4000 hours) of occupational work experience related to the CTE area *(experience as a chef for culinary arts)*
2. **Request for issuance from an LEA that authorizes** the applicant to teach identified courses

How to Apply – CTE Specialized Certificate

Step 1) Applicant: complete pages on the attached form. Provide verification of occupational competency to the hiring district.

Step 2) Hiring district completes the LEA Assurances and Verifications form.

Step 3) Submit completed application along with a check for the application fee to KSDE.

Step 4) Order a fingerprint card and obtain fingerprints as instructed and submit to KSDE along with a $50.00 background check fee.

KANSAS TEACHER LICENSURE FINGERPRINT MEMO

Fingerprint Information and Instructions

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 Licensure and Accreditation
  KSDE
  Landon State Office Building
  900 SW Jackson St., Suite 106
  Topeka, KS 66612-1212

- 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.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Nov. 2013

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

(785) 296-2288
(785) 296-7933 - *fax*
www.ksde.org

APPLICATION FOR KANSAS

CAREER AND TECHNICAL EDUCATION SPECIALIZED CERTIFICATE

FORM 6e

KSDE INTERNAL USE ONLY			
	Legal	M & E +	
	Signature	Fee	
	SS#	Send Back	
	RAP	Expiration	
	FP In	Verified by	

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 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 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.)

_____

Please read the following questions very carefully. Failure to accurately answer these questions or submit appropriate documents will delay the issuance of your license. Unless expunged, you are required to disclose both adult and juvenile offenses.

12. a. Have you EVER been convicted of a felony?
☐ NO ☐ YES If yes, please attach a certified copy of the charging document and of the journal entry of conviction.

b. Have you EVER been convicted of ANY crime involving theft, drugs, or a child?
☐ NO ☐ YES If yes, please attach a certified copy of the charging document and of the journal entry of conviction.

c. Have you EVER entered into a diversion agreement or otherwise had a prosecution diverted after being charged with any felony or any crime involving theft, drugs, or a child?
☐ NO ☐ YES If yes, please attach a certified copy of the charging document, the diversion agreement, and the journal entry closing that case.

d. Are criminal charges pending against you in any state involving any felony or any crime involving theft, drugs, or a child?
☐ NO ☐ YES If yes, please attach a certified copy of the charging document.

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? _____

To be completed by the applicant

Applicant Checklist and Verifications

1. **Offer of employment and assignment:**
   I have an offer for hire by a school district to teach course(s) in a career and technical education pathway appropriate to my occupational knowledge, skills and/or experience.

   ☐ I have been hired in full-time assignment **OR**

   ☐ I have been hired in a .5FTE or less assignment

2. **Occupational competency verification:**
   I have provided verification of my occupational competency to the hiring district.

Full-time CTE assignment in a technical profession pathway:	**Half-time or less assignment to teach courses in a CTE pathway:**
Must verify:	Must verify:
• Five years of full-time work experience in the technical profession; AND • An industry recognized certificate in the technical profession	**ONE** of the following options, dependent upon the CTE content area: 1. **Recognized trade competency exam** (example: NOCTI carpentry exam for residential carpentry) 2. **Occupational license** (examples: nursing license for health sciences; law license for law and public safety) 3. **Appropriate degree** (example: business degree business management) 4. **Industry recognized credential** (applicable especially for information technology pathway) 5. **2 years (4000 hours) of occupational work experience related to the CTE area** (example: experience as a chef for culinary arts)

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*

To be completed by the hiring LEA

LEA Assurances and Verifications for a Career and Technical Education (CTE) Specialized Certificate

Teacher Licensure and Accreditation Landon State Office Building 900 SW Jackson Street, Suite 106, Topeka KS 66612 785-296-2288 www.ksde.org

_____ _____

Printed name of Applicant *Last 4 digits of SSN*

Section A

1. The _____ school system, requests the issuance of a Career and Technical Education Specialized Certificate to the above named individual authorizing the individual for assignment to teach identified courses in the _____ Pathway.

2. The assignment is: ☐ Full-time **or** ☐ .5 FTE or less

3. Courses the individual will be assigned to teach:

Course title	State Course Code (5 digit code)	Number of Classes	Grade levels of course assignment

Individuals can only be assigned to teach the course(s) listed on their CTE Specialized Certificate. District must have the approved pathway.

Section B

The applicant provided verification of their occupational competency to qualify for the CTE Specialized Certificate.

Five years of full-time work experience in the technical profession; AND an industry recognized certificate in the technical profession. **Please describe the specific employment that provides the individual with the skills. Provide the name of the industry credential or certification.**

OR

For a half-time or less assignment, the applicant verified at least ONE of the following:

A Recognized trade competency exam (example: NOCTI carpentry exam for residential carpentry). **Provide the name of the competency exam**

OR

The appropriate occupational license (examples: nursing license for health sciences; law license for law and public safety). **Provide the name of the license and the expiration date of the license.**

OR

An appropriate degree (example: business degree for business management). **Degree earned and the university/college.**

OR

Industry recognized credential (applicable especially for information technology pathway). **Provide name of the industry credential or certification.**

OR

2 years (4000 hours) of occupational work experience related to the CTE area (example: experience as a chef for culinary arts). **Describe specific practice/employment documenting years of experience and skills that prepare the individual to qualify to instruct in this area.**

_____ _____

Authorized District Signature/Title *Date*

Include a **$60.00 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 Licensure and Accreditation, 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 "Printed" 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.