License Waivers Tip Sheet

Waiver Deadlines

**November 1st** - Waiver applications should be received in the office of Teacher Education and Licensure, Kansas State Department of Education by November 1

**February 1st** - Hires or reassigns a person requiring a waiver after the start of the school year AND the individual could not meet the enrollment requirement prior to the spring semester.

Log on to Authenticated Web Applications: “Form 16 – Accreditation License Waiver” to review the waivers you have submitted.

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<th>Last Name</th>
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<th>Teacher ID</th>
<th>Assignment</th>
<th>Licensure Program</th>
<th>Submitted</th>
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If your grid indicates FALSE and your application is complete—choose "Select", scroll down to the bottom of the waiver application page, and click "Submit".

Waiver Eligibility

- LEA must maintain a file for each waiver application submitted including:
  - An OFFICIAL plan of study from the college/university LICENSURE OFFICER, NOT an academic advisor.
  - Proof of CURRENT enrollment in coursework from the plan of study
  - 2nd and 3rd year waiver applications additionally require proof of progress

Waiver Facts

- A license waiver DOES NOT affect an educator’s license.
- A waiver allows an LEA to assign an individual to teach in a subject or at a grade level not authorized by the teacher’s Kansas teaching certificate/license.
- The intent of a licensure waiver is to allow a school district to utilize the expertise of teaching staff to meet the educational needs of students.
- Time teaching under a waiver is NOT accredited experience.

For more information on waivers, please visit:

Waiver Contact

Teacher Licensure email: tlalicense@ksde.org
Shane Carter, Director: scarter@ksde.org or 785-296-2289.

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 rev 9/2/14
Waiver Application Items to Remember:

1. School Year: 2015
2. Teacher’s SSN or ID Number:
   - SSN  Teacher ID Validate
3. Teacher’s Name:
   - Last Name: First Name: MI:
4. Choose type of currently valid certificate/license the teacher holds:
   - None Selected
   - if the teacher does not hold a currently valid certificate/license, a waiver cannot be requested. Emergency and Standard Substitute license holders may qualify only for an extension on the number of days (Refer to #12).
5. LEA name and Organization number:
6. Name of LEA Official:
   - Official’s Phone Number
   - Official’s Email
7. Type of request:
   - None Selected
8. This individual has been hired and assigned to teach:
   - None Selected
9. Grade level of assignment (mark all that apply):
   - PreK  K  Gr 1  Gr 2  Gr 3  Gr 4  Gr 5  Gr 6  Gr 7  Gr 8  Gr 9  Gr 10  Gr 11  Gr 12
10. Is this a request for an extension on the number of days allowed under a substitute license?
   - Yes  No
   - if yes, provide a justification or rationale for the request to extend the number of days allowed in the text box below. Include the length of time the extension is requested for. Then, skip to #20 and complete #20 and #21.
11. If No, continue and complete #13-#21.
12. I verify this individual has an approved plan of study on file to complete the appropriate licensure program.
   - Yes  No
13. LICENSURE OFFICER for completion of licensure program in question #14
14. Program and Level MUST match assignment/level, i.e. K-6 High Incidence assignment = High Incidence K-6 or PRK-12 program (based on plan of study)
15. Educator must be made aware of what this means for his/her license!!!
Provisional License Tip Sheet

Provisional License Reminders
- Educators should move to a provisional license as soon as they are able.
- If an educator is eligible for a provisional, he/she IS NOT eligible for a waiver.
- College/university licensure officer (not academic advisor) should work with teacher on licensure.

Provisional License Facts
- Experience
  - Under a Provisional = Accredited Experience
  - With provisional licensure – educators may complete performance assessment, mentoring, to upgrade from the initial to the professional level license
- If program is completed = NOT eligible for a provisional OR a waiver - must pass content test and add full endorsement
- FORM 4 Provisional Application -> ONLINE
  - Authenticated Web Applications – “License Applications”
  - Educator -> LEA -> University -> KSDE
    - Automated e-mail notification is sent to the LEA once have been submitted to the district.

Requirements for a Special Education Provisional Teaching License
- Already holds a valid teaching license in a general education subject.
- Coursework in methodology, characteristics and a practicum completed.
- Kansas district verifies assigned to teach in provisional special ed area at appropriate level.

For more information on provisional licenses, please visit:

Teacher Licensure Operator: 785-296-2288

Provisional License application now online application
- Teacher (applicant) completes and submits form.
- LEA designated by the teacher on their application receives an e-mail (Superintendent).
- LEA goes to the KSDE Authenticated Applications webpage to access “License Applications”.
- LEA completes the “district” portion verifying the teacher’s assignment and submits the form.
- University receives the form, verifies the required information and submits to KSDE.
- Teacher notified when KSDE is sent the application so that they can submit payment.
- KSDE receives the application and payment and processes the application.

A list of Kansas college/university licensure officers is available at:

For a summary of the information above and a comprehensive list of endorsement areas eligible for waivers and provisional licensure, please refer to the appendix of the Licensed Personnel Guide: http://www.ksde.org/Default.aspx?tabid=812

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