

# Waivers, Substitutes, and License Types

The following types of teaching licenses can have a waiver (if other qualifications are met) and be a substitute teacher under K.A.R. 91-31-34(b).

Lic Code	License Type	Days/FTE allowed	FTE with Waiver
ESUB	EMERGENCY SUBSTITUTE <i>No Degree</i>	15 days / .08 FTE	Waiver for extension of number of days only- 93 days / .50 max FTE with waiver
ESUB	EMERGENCY SUBSTITUTE <i>Degree listed with Teacher Licensure</i>	30 days / .16 FTE	
SUB	STANDARD SUBSTITUTE	90 days / .48 FTE	
ACCOMP	ACCOMPLISHED LICENSE	125 days / .67 FTE	Waiver can allow 1.0 FTE
EXTCH	EXCHANGE TEACHING LICENSE		
INITCH	INITIAL TEACHING LICENSE		
INTALT	INTERIM ALTERNATIVE LICENSE		
PROF	PROFESSIONAL LICENSE		
STD3YR	STANDARD THREE-YEAR		
STD5YR	STANDARD FIVE-YEAR		
TN	ONE YEAR NONRENEWABLE		
TRANS	TRANSITIONAL LICENSE		

For information on Waivers: <http://www.ksde.org/Default.aspx?tabid=549>

Waivers and Provisionals Tip Sheet <http://www.ksde.org/Portals/0/SES/funding/CatAid/License-WaiversProvisionalLicensure.pdf>

## Substitute Information:

- Substitute FAQ: <http://www.ksde.org/Default.aspx?tabid=1037>
- All applicants for a Kansas license must submit a fingerprint card for the purpose of a KBI and FBI background clearance report. If a license expires, a new fingerprint card and background check (and fee) is required. To avoid a lapse in licensure, always consult the renewal requirements printed on the license and submit an application for renewal prior to expiration.
- All KSDE licenses date from the day the complete application is received. Standard processing time for any application received is 4-8 weeks, depending on application and call volume which is highest from May-August. Applications are processed in the order received and cannot be expedited. License progress can be tracked and the license may be printed through the Educator License Lookup at: <https://appspublic.ksde.org/TLL/SearchLicense.aspx/SearchLicense.aspx>
- Substitutes seeking employment should contact the school district office where they are interested in substitute teaching for employment information. Licensure does not guarantee employment.

## Types of Substitute Licensure

**Standard Teaching:** A different license is not needed to substitute teach.

**Substitute License:** Must hold a degree and have completed a teacher preparation program in order to qualify A teacher preparation program is a complete (typically degree) program at a four-year college/university with courses in content, pedagogy, and a student teaching internship.

**Emergency Substitute:** For those who have completed a bachelor's degree or coursework unrelated to education. The first emergency substitute teaching license will be valid only through the current school year. ESUB renewals are valid for two years. All ESUB license expire on June 30th. Emergency substitute renewal applications can be submitted beginning in February of the expiration year.