

## Policy on providing a copy of your out-of-state teaching license

The out-of-state Form 2 application will ask you to provide a copy of your currently in effect out-of-state teaching license. Many states are unable to issue a standard license, based on testing requirements for the standard license, and current unavailability of testing due to the closure of test centers. **Therefore, Kansas will accept a temporary license or permit issued by another state due to the closure of test centers – under the following parameters.**

**Please read and follow the instructions below if you are unable to provide a copy of a standard license from your home state as requested in STEP 3 on the Form 2 application. Home state means the state where the university you completed your licensure program is based.**

1. Submit a copy of the temporary license (or permit) you have received from your home state in lieu of a copy of a standard teaching license. This of course, is in addition to the completed application and all other required documentation. During the processing of the application, we will review to verify that the only requirement not met for a standard license in your home state is the testing.
2. Assuming all other requirements are met for the KS license, we will issue you a one-year nonrenewable KS license, valid through next school year (June 30<sup>th</sup> of 2021). This will allow you to teach full-time all of the 2020-21 school year while providing time to complete the testing.
3. In order to upgrade the one-year nonrenewable license you **must also document achievement of the standard license in your home state.** We would not issue another license until you do so.
4. **AND** we will continue our practice to allow you to utilize comparable out-of-state tests taken to achieve your standard license in your home state (even if taken during the KS one-year nonrenewable license period). Kansas requires content test(s) and a test of general pedagogy. This means that we would accept comparable content tests and/or general pedagogy test taken to achieve your home state license and not make you retake the specific KS test(s).
5. If in doubt about comparable tests or which tests you need, contact our office as early as possible to ensure that you complete all required KS testing requirements during the one-year license.

Fingerprint processes have been affected by the COVID virus. If you are unable to access a law enforcement center to have your prints taken, do so as soon as possible. **SEND IN THE COMPLETED APPLICATION, FEE AND CONNECTING DOCUMENTS NOW.** Do not wait until you are able to send in the fingerprint card and fee. This will allow us time to process your license application and will save time when fingerprinting processes resume.