

# Licensure Regulations

REGULATIONS: 91-1-200, 201, 202, 203, 204, 205,  
206, 207, 208, 209, 210, 211, 214, 215, 216, 217,  
218, 219, 220



*Kansas leads the world in the success of each student.*

## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

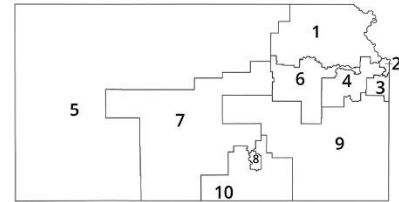
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



900 S.W. Jackson Street, Suite 600  
Topeka, Kansas 66612-1212  
(785) 296-3203  
[www.ksde.org/board](http://www.ksde.org/board)



DISTRICT 1



Danny Zeck  
[dzeck@ksde.org](mailto:dzeck@ksde.org)

DISTRICT 2



Melanie Haas  
Chair  
[mhaas@ksde.org](mailto:mhaas@ksde.org)

DISTRICT 3



Michelle Dombrosky  
[mdombrosky@ksde.org](mailto:mdombrosky@ksde.org)

DISTRICT 4



Ann E. Mah  
Legislative Liaison  
[amah@ksde.org](mailto:amah@ksde.org)

DISTRICT 5



Cathy Hopkins  
[chopkins@ksde.org](mailto:chopkins@ksde.org)

DISTRICT 6



Dr. Deena Horst  
Legislative Liaison  
[dhorst@ksde.org](mailto:dhorst@ksde.org)

DISTRICT 7



Dennis Hershberger  
[dhershberger@ksde.org](mailto:dhershberger@ksde.org)

DISTRICT 8



Betty Arnold  
[barnold@ksde.org](mailto:barnold@ksde.org)

DISTRICT 9



Jim Porter  
Vice Chair  
[jporter@ksde.org](mailto:jporter@ksde.org)

DISTRICT 10



Jim McNiece  
[jmcniece@ksde.org](mailto:jmcniece@ksde.org)



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
[www.ksde.org](http://www.ksde.org)

COMMISSIONER OF  
EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER

Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER

Division of Learning Services



Dr. Ben Proctor

The Kansas State Board 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 any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

*Kansas leads the world in the success of each student.*

Jan. 13, 2023

## FOREWORD

This section contains the regulations that establish the framework for licensure including the types of license, levels of licensure, endorsement areas, requirements for each type of license and renewal requirements.

This handbook is provided as a service to the education personnel of Kansas. It is intended to give direction to those who are in charge of teacher education programs and those who employ the program graduates to educate the children and youth of our state.

Kansas State Department of Education

Shane Carter  
Director, Teacher Licensure  
[TLALicense@ksde.org](mailto:TLALicense@ksde.org)

For additional information on Teacher Licensure  
visit our website at [www.ksde.org](http://www.ksde.org)

## LICENSURE REGULATIONS

# Contents

91-1-200: Definition of terms .....	5
91-1-201: Type of licensure.....	11
91-1-202: Endorsements.....	15
91-1-203: Licensure requirements.....	20
91-1-204: Licensure of out of state and foreign applicants.....	31
91-1-205: Licensure renewal requirements .....	38
91-1-206: Professional development plans for license renewal.....	41
91-1-207: Renewal of certificates issued before July 1, 2003 .....	42
91-1-208: General requirements.....	42
91-1-209: Additional endorsements .....	43
91-1-210: License extension based upon military service .....	44
91-1-211: Licensure review committee .....	44
91-1-214: Criminal history records check .....	45
91-1-215: In-service education definitions.....	46
91-1-216: Procedures for promulgation of in-service education plan; approved by state board; area professional development centers' in-service program.....	48
91-1-217: In-service education professional development council.....	49
91-1-218: Awarding of professional development points .....	49
91-1-219: Expenditures for an in-service education program .....	51
91-1-220: Career and Technical Education certificate.....	51

## LICENSURE REGULATIONS

# 91-1-200: Definition of terms

**Definition of terms.** Each of the following terms, as used in this article of the department's regulations, shall have the meaning specified in this regulation:

(a) **"Accomplished teaching license"** means a license issued to an individual who has successfully completed an advanced performance assessment designated by the state board for the purpose of identifying accomplished teaching, or who has achieved national board certification.

(b) **"Accredited experience"** means teaching experience gained, under contract, in a school accredited by the state board or a comparable agency in another state while the teacher holds an endorsement valid for the specific assignment. At least 90 consecutive days of substitute teaching in the endorsement area of academic preparation and in the same teaching position shall constitute accredited experience. Other substitute teaching experiences shall not constitute accredited experience.

(c) **"Alternative teacher education program"** means a program to prepare persons to teach by a means other than the traditional, college-based, approved program.

(d) **"Approved mentoring program"** means a program based on state board-approved program guidelines that is established and maintained by an LEA for the purpose of providing educators employed under initial licenses with professional support and continuous assistance from a mentor.

(e) **"Approved program"** means a teacher education program approved by the state board for content and pedagogy.

(f) **"Content area"** means a defined domain of knowledge and skill in an academic program.

(g) **"Content assessment"** means an assessment designated by the state board to measure subject matter knowledge for an endorsement.

(h) **"Deficiency plan"** means a detailed schedule of instruction from an approved program that, if completed, will qualify an individual for full endorsement in a subject. The individual who is to receive the instruction and a representative of the institution at which the instruction is to be given shall sign each deficiency plan.

(i) **“Early adolescence through late adolescence and adulthood”** means grades six through 12.

(j) **“Early childhood”** means any level from birth through grade three.

(k) **“Early childhood through late adolescence and adulthood”** means any level from prekindergarten through grade 12.

(l) **“Early childhood through late childhood”** means any level from prekindergarten through grade six.

(m) **“Early childhood unified”** means an endorsement that provides access to teach in a general education classroom or to provide special education instruction and support services for any level from birth through grade three.

(n) **“Elementary education unified”** means an endorsement that provides access to teach in a general education classroom or to provide special education instruction and support services for early childhood through late childhood.

(o) **“Emergency substitute teaching license”** means a license issued to an individual that allows access to practice as a substitute teacher as defined by K.A.R. 91-31-34(b).

(p) **“Endorsement”** means the legend printed on each license that identifies the subject in which an individual has specialization.

(q) **“Evidence-centered assessment”** means an assessment designated by the state board to measure an individual's knowledge of subject matter and ability to implement the knowledge and skills of a teacher leader.

(r) **“Initial”** when used to describe a license, means the first tier of license provided to an individual who meets all requirements to begin practice and may be issued for school leadership, school specialist, or teaching.

(s) **“Initial school leadership license”** means the first license that an individual holds to begin practice as a school leader while preparing for the professional school leadership license.

(t) **“Initial school specialist license”** means the first license that an individual holds to begin practice as a school specialist while preparing for the professional school specialist license.

(u) **“Initial teaching license”** means the first license that an individual holds to begin teaching while preparing for the professional teaching license.

(v) **“Interim alternative license”** means a license that allows temporary access to practice to an individual who has completed an alternative teacher education program and been issued a license in another state.

(w) **“Late childhood through early adolescence”** means grades five through eight.

(x) **“Licensure”** means the granting of access to practice teaching, administration, or school services in Kansas public schools.

(y) **“Limited-use teaching license”** means a license that allows an individual limited access to practice in an LEA under an arrangement by which the LEA is developing the teacher through a specified approved plan of study.

(z) **“Local education agency”** and **“LEA”** mean any governmental agency authorized or required by state law to provide education to children, including each unified school district, special education cooperative, school district interlocal, state school, and school institution.

(aa) **“Mentor”** means a teacher, a school specialist, or an administrator who holds a professional teaching license, school specialist license, or leadership license assigned by an LEA to provide support, modeling, and conferencing to a beginning professional.

(bb) **“Middle-level generalist,”** when used to describe an endorsement, means an endorsement that allows access to teach mathematics, English language arts, history, government and social studies, and science for late childhood through early adolescence.

(cc) **“Official transcript”** means a student record that includes grades and credit hours earned and that is affixed with the official seal of the college and the signature of the registrar.

(dd) **“One year of teaching experience”** means accredited experience that constitutes

one-half time or more in one school year, while under contract.

(ee) **“Pedagogical assessment”** means an assessment designated by the state board to measure teaching knowledge.

(ff) **“Performance assessment”** means an assessment designated by the state board to measure an individual’s ability to implement the knowledge and skills of a teacher, administrator, or school services provider.

(gg) **“Prekindergarten”** means a program for children three and four years old.

(hh) **“Professional,”** when used to describe a license, means achievement of the second tier of licensure based upon successful completion of a performance assessment while practicing under an initial license and may be awarded for school leadership, school specialist, or teaching.

(ii) **“Professional occupational license”** means the license required to practice in Kansas for the profession of speech language pathologist, audiologist, or licensed master social worker.

(jj) **“Professional school leadership license”** means a school leadership license issued to an individual based on successful completion of a performance assessment and maintained by professional development.

(kk) **“Professional school specialist license”** means a school specialist license issued to an individual based on successful completion of a performance assessment and maintained by professional development.

(ll) **“Professional teaching license”** means a teaching license issued to an individual based on successful completion of a performance assessment and maintained by professional development.

(mm) **“Provisional school specialist endorsement license”** means a license issued to an individual that allows access to practice as a school specialist while the individual is in the process of completing requirements for the school specialist license.

(nn) **“Provisional teaching endorsement license”** means a license issued to an individual that allows access to practice in an endorsement area while the individual is in the process of completing requirements for that endorsement.



(oo) **“Recent credit”** means valid credit earned during the six-year period immediately preceding the filing of an application.

(pp) **“Recent experience”** means accredited experience earned during the six-year period immediately preceding the filing of an application.

(qq) **“Restricted school specialist license”** means a license that allows an individual limited access to practice as a library media specialist or a school counselor under a special arrangement among the individual, a Kansas teacher education institution, and an LEA.

(rr) **“Restricted teaching license”** means a license that allows an individual limited access to practice under a special arrangement among the individual, a Kansas teacher education institution, and an LEA.

(ss) **“School leadership license”** means a license that allows an individual to hold a position with the primary responsibility for supervision or management of a local education agency, a school system, a school building, or school programs.

(tt) **“School specialist”** means a person other than a teacher or school leader who is required to hold an educator license to provide specialized professional support services to students or teachers.

(uu) **“School specialist program”** means an approved program provided by teacher education institutions to prepare individuals for licensure as a school specialist.

(vv) **“Secondary education unified”** means an endorsement that provides access to teach academic subjects for which the content assessment has been passed and to provide special education support services for early adolescence through late adolescence and adulthood.

(ww) **“Standard”** when used to describe a license, means that the license is unrestricted, nonprobationary, nonprovisional, nonsubstitute, nonlimited-use, or nontemporary; is issued by the state board or a comparable agency in another state; and allows an individual to work as a teacher, administrator, or school specialist in accredited school systems in Kansas or another state.

(xx) **“Standards board”** means the teaching and school administration professional standards advisory board.

(yy) **“State board”** means Kansas state board of education.

(zz) **“STEM license”** means a license that allows an individual to teach only life science, physical science, earth and space science, mathematics, engineering, computer technology, finance, or accounting subjects in a hiring LEA, as specified in K.A.R. 91-1-203 (m).

(aaa) **“Subject”** means a specific teaching area within a general instructional field.

(bbb) **“Substitute teaching license”** means a license issued to an individual that allows access to practice as a substitute as defined in K.A.R. 91-31-34(b).

(ccc) **“Teacher education institution”** means a college or university that has an accredited administrative unit for the purpose of preparing teachers.

(ddd) **“Transitional license”** means a license that allows an individual to temporarily practice if the individual held a license but does not meet recent credit, recent experience, or the renewal requirements to qualify for an initial teaching license or a professional teaching license, an initial school specialist license or a professional school specialist license, or an initial school leadership license or a professional school leadership license.

(eee) **“Valid credit”** and **“credit”** mean a semester hour of credit earned in, or validated by, a college or university that is on the accredited list maintained by the state board.

(fff) **“Visiting international teaching license”** means a license issued to an individual participating in the visiting international teacher program, allowing the individual to be employed by a local education agency and be assigned to teach that individual’s native language or the content area of that individual’s teacher preparation.

(ggg) **“Visiting scholar teaching license”** means a license that allows an individual who has documentation verifying the individual’s qualifications for the license as described on the application to practice on a temporary, limited basis.

(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended July 18, 2008; amended Aug. 28, 2009; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended Mar. 17, 2023)

## 91-1-201: Type of licensure

- (a) The following types of licenses shall be issued by the State Board:
- (1) Accomplished teaching license;
  - (2) initial licenses, including the following:
    - (A) Initial school leadership license;
    - (B) initial school specialist license; and
    - (C) initial teaching license;
  - (3) emergency substitute teaching license;
  - (4) interim alternative license;
  - (5) limited-use teaching license;
  - (6) professional licenses, including the following:
    - (A) Professional school leadership license;
    - (B) professional school specialist license; and
    - (C) professional teaching license;
  - (7) provisional school specialist endorsement license;
  - (8) provisional teaching endorsement license;
  - (9) restricted school specialist license;
  - (10) restricted teaching license;
  - (11) STEM license;
  - (12) substitute teaching license;
  - (13) transitional license;
  - (14) visiting international teacher license; and
  - (15) visiting scholar teaching license.
- (b)
- (1) Each initial license shall be valid for two years from the date of issuance.
  - (2) An initial teaching license may be issued for one or more of the following levels:
    - (A) Early childhood;
    - (B) early childhood through late childhood;
    - (C) late childhood through early adolescence;
    - (D) early adolescence through late adolescence and adulthood; or
    - (E) early childhood through late adolescence and adulthood.
  - (3) Each initial school leadership license shall be issued for all levels.
  - (4) Each initial school specialist license shall be issued for the level that corresponds with the approved program completed by the applicant.

- (c) (1) Each professional license shall be valid on the date of issuance. Each license shall expire on the license holder's fifth birthdate following issuance of the license.
- (2) A professional teaching license may be issued for one or more of the following levels:
- (A) Early childhood;
  - (B) early childhood through late childhood;
  - (C) late childhood through early adolescence;
  - (D) early adolescence through late adolescence and adulthood; or
  - (E) early childhood through late adolescence and adulthood.
- (3) Each professional school leadership license shall be issued for all levels.
- (4) Each professional school specialist license shall be issued for the level that corresponds with the approved program completed by the applicant.
- (d) (1) Each accomplished teaching license shall be valid for 10 years from the date of issuance.
- (2) An accomplished teaching license may be issued for one or more of the following levels:
- (A) Early childhood;
  - (B) early childhood through late childhood;
  - (C) late childhood through early adolescence;
  - (D) early adolescence through late adolescence and adulthood; or
  - (E) early childhood through late adolescence and adulthood.
- (e) Each substitute teaching license shall be valid on the date of issuance and shall be issued for all levels. Each substitute license shall expire on the license holder's fifth birthdate following issuance of the license.
- (f) The first emergency substitute teaching license issued to an individual shall be valid for the school year in which it is issued and shall be issued for all levels. Each subsequent renewal of an emergency substitute license shall be valid for two consecutive school years.
- (g) Each visiting scholar teaching license shall be valid through June 30 of the school year for which it is issued and shall be issued for the level corresponding with the teaching assignment.

(h) Each visiting international teacher license shall be valid through June 30 of the school year for which it is issued and shall be valid for the level corresponding with the teaching assignment.

(i) (1) Each restricted teaching license shall be valid for the school year in which the license is issued. Any restricted teaching license may be reissued for two additional consecutive school years if progress reports are submitted as required in K.A.R. 91-1-203 (h)(2).

(2) A restricted teaching license may be issued for one or more of the following levels:

- (A) Late childhood through early adolescence;
- (B) early adolescence through late adolescence and adulthood; or
- (C) early childhood through late adolescence and adulthood.

(j) (1) Each restricted school specialist license shall be valid for three consecutive school years from the date of issuance.

(2) Each restricted school specialist license shall be issued for all levels.

(k) (1) Each transitional license shall be valid for the school year in which the license is issued.

(2) Each transitional license shall be nonrenewable.

(3) A transitional license may be issued for one or more of the following levels:

- (A) Early childhood;
- (B) early childhood through late childhood;
- (C) late childhood through early adolescence;
- (D) early adolescence through late adolescence and adulthood; or
- (E) early childhood through late adolescence and adulthood.

(l) (1) Each interim alternative license shall be valid for one year from the date of issuance.

(2) The initial one-year term shall be automatically extended for one additional one-year term if the licensee demonstrates progress toward achieving an initial or professional license. Each interim alternative license shall be nonrenewable after two years.

(3) An interim alternative license may be issued for one or more of the following levels:

- (A) Early childhood;
- (B) early childhood through late childhood;
- (C) late childhood through early adolescence;

- (D) early adolescence through late adolescence and adulthood; or
- (E) early childhood through late adolescence and adulthood.

- (m) (1) Each limited-use teaching license shall be valid only for the school year in which the license is issued. Any limited-use teaching license may be reissued for additional consecutive school years at the request of the employing LEA.  
(2) A limited-use teaching license may be used to teach in grades 6 through 12 but shall not be used to provide special education services.
- (n) (1) Each provisional teaching endorsement license shall be valid for two years from the date of issuance.  
(2) A provisional teaching endorsement license may be issued for one or more of the following levels:
  - (A) Early childhood;
  - (B) early childhood through late childhood;
  - (C) late childhood through early adolescence;
  - (D) early adolescence through late adolescence and adulthood; or
  - (E) early childhood through late adolescence and adulthood.
- (o) (1) Each provisional school specialist license shall be valid for two years from the date of issuance.  
(2) A provisional school specialist endorsement license shall be issued for all levels.
- (p) (1) A nonrenewable license shall be issued to each applicant who meets all other requirements for an initial license except the assessments.  
(2) Each nonrenewable license shall be valid only through June 30 of the school year for which the license is issued.
- (q) (1) Each STEM license shall be valid only through June 30 of the school year for which the license is issued.  
(2) Each STEM license shall be valid for grades 8 through 12.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Jan. 2, 2004; amended Aug. 25, 2006; amended Aug. 10, 2007; amended July 18, 2008; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended Mar. 17, 2023.)*

## 91-1-202: Endorsements

(a) Each license issued by the State Board shall include one or more endorsements.

(b) Except as otherwise provided in subsections (l) through (p), endorsements available for teaching at the early childhood license level shall be as follows:

- (1) Early childhood;
- (2) early childhood unified;
- (3) deaf or hard-of-hearing;
- (4) prekindergarten general education;
- (5) visually impaired; and
- (6) school psychologist.

(c) Except as otherwise provided in subsections (l) through (p), endorsements available for teaching at the early childhood through late childhood license level shall be as follows:

- (1) Elementary education;
- (2) elementary education, unified;
- (3) English for speakers of other languages;
- (4) gifted;
- (5) high-incidence special education; and
- (6) low-incidence special education.

(d) Except as otherwise provided in subsections (l) through (p), endorsements available for teaching at the late childhood through early adolescence license level shall be as follows:

- (1) English for speakers of other languages;
- (2) English language arts;
- (3) gifted;
- (4) high-incidence special education;
- (5) history, government, and social studies;
- (6) low-incidence special education;
- (7) mathematics;
- (8) middle-level generalist; and
- (9) science.

(e) Except as otherwise provided in subsections (l) through (p), endorsements available for teaching at the early adolescence through late adolescence and adulthood license level shall be as follows:

- (1) Advanced mathematics;
- (2) agriculture;
- (3) biology;
- (4) business;
- (5) chemistry;
- (6) driver education;
- (7) earth and space science;
- (8) English for speakers of other languages;
- (9) English language arts;
- (10) family and consumer science;
- (11) general mathematics;
- (12) gifted;
- (13) high-incidence special education;
- (14) history, government, and social studies;
- (15) journalism;
- (16) low-incidence special education;
- (17) physics;
- (18) psychology;
- (19) secondary education unified;
- (20) speech and theatre; and
- (21) technology and engineering education.

(f) Except as otherwise provided in subsections (l) through (p), endorsements available for teaching at the early childhood through late adolescence and adulthood level shall be as follows:

- (1) Art;
- (2) deaf or hard-of-hearing;
- (3) English for speakers of other languages;
- (4) gifted;
- (5) health;
- (6) high-incidence special education;
- (7) instrumental music;
- (8) low-incidence special education;
- (9) music;
- (10) physical education;
- (11) visually impaired;
- (12) vocal music; and
- (13) world language.



(g) Endorsements available for all school leadership licenses shall be as follows:

- (1) Building leadership;
- (2) director of special education; and
- (3) district leadership.

(h) Endorsements available for all school specialist fields shall be as follows:

- (1) Library media specialist;
- (2) reading specialist;
- (3) school counselor;
- (4) school psychologist; and
- (5) teacher leader.

(i) Endorsements available for the visiting international teacher license shall be issued in the content area for which the individual is qualified and valid only for the local education agency approved by the commissioner of education.

(j) Endorsements available for the restricted teaching license shall be issued in the state board-approved content area and valid only for the state board-approved local education agency.

(k) Endorsements available for the limited-use teaching license shall be issued in the content area and valid only for the employing local education agency.

(l) Endorsements available for the provisional teaching endorsement license at the early childhood through late childhood license level shall be as follows:

- (1) English for speakers of other languages;
- (2) gifted;
- (3) high-incidence special education; and
- (4) low-incidence special education.

(m) Endorsements available for the provisional teaching endorsement license at the early childhood license level shall be as follows:

- (1) Early childhood; and
- (2) early childhood unified.

(n) Endorsements available for the provisional teaching endorsement license at the late childhood through early adolescence license level shall be as follows:

- (1) English for speakers of other languages;
- (2) English language arts;

- (3) gifted;
- (4) high-incidence special education;
- (5) history, government, and social studies;
- (6) low-incidence special education;
- (7) mathematics; and
- (8) science.

(o) Endorsements available for the provisional teaching endorsement license at the early adolescence through late adolescence and adulthood license level shall be as follows:

- (1) Advanced mathematics;
- (2) agriculture;
- (3) biology;
- (4) business;
- (5) chemistry;
- (6) earth and space science;
- (7) English for speakers of other languages;
- (8) English language arts;
- (9) family and consumer science;
- (10) general mathematics;
- (11) gifted;
- (12) high-incidence special education;
- (13) history, government, and social studies;
- (14) journalism;
- (15) low-incidence special education;
- (16) physics;
- (17) psychology;
- (18) speech and theatre; and
- (19) technology and engineering education.

(p) Endorsements available for the provisional teaching endorsement license at the early childhood through late adolescence and adulthood level shall be as follows:

- (1) Art;
- (2) deaf or hard-of-hearing;
- (3) English for speakers of other languages;
- (4) gifted;
- (5) health;
- (6) high-incidence special education;
- (7) instrumental music;

- (8) low-incidence special education;
- (9) music;
- (10) physical education;
- (11) visually impaired;
- (12) vocal music; and
- (13) world language.

(q) Endorsements available for provisional school specialist endorsement license at all levels shall be as follows:

- (1) Library media specialist;
- (2) reading specialist; and
- (3) school counselor.

(r) Each applicant for a license with a low-incidence or high-incidence special education endorsement, or a gifted, visually impaired, or deaf or hard-of-hearing endorsement, shall have successfully completed one of the following:

- (1) A state-approved program to teach general education students; or
- (2) a professional education component that allows students to acquire competency in the following:
  - (A) The learner and learning: learner development, learning differences, and learning environments;
  - (B) content: content knowledge and application of content;
  - (C) instructional practice: assessment, planning for instruction, and instructional strategies;
  - (D) professional responsibility: professional learning and ethical practice, leadership, and collaboration; and
  - (E) the ability to apply the acquired knowledge to teach general education students.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Aug. 25, 2006; amended Aug. 10, 2007; amended Aug. 28, 2009; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended Mar. 17, 2023)*

## 91-1-203: Licensure requirements

(a) Initial licenses.

(1) Each applicant for an initial teaching license shall submit to the state board the following:

- (A) An official transcript verifying the granting of a bachelor's degree;
- (B) verification from an accredited institution by the unit head or designee of completion of a teacher education program;
- (C) verification of successful completion of a pedagogical assessment;
- (D) verification of successful completion of a content assessment;
- (E) verification of eight semester hours of recent credit;
- (F) an application for an initial license; and
- (G) the licensure fee.

(2) Each applicant for an initial school leadership license shall submit to the state board the following:

- (A) An official transcript verifying the granting of a graduate degree;
- (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school leadership program;
- (C) if application is made for a district leadership endorsement, verification from an accredited institution by the unit head or designee of completion of an approved building leadership or director of special education program;
- (D) verification of a minimum 3.25 cumulative GPA on a 4.0 scale in graduate leadership program coursework;
- (E) verification of successful completion of a state board-approved school leadership assessment;
- (F) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (G) an application for an initial school leadership license;
- (H) the licensure fee; and
- (I) verification of five years of experience in a state-accredited school while holding a standard teaching or school specialist license and having achieved the professional-level license, a professional occupational license, or a full career and technical education certificate.

(3) Each applicant for an initial school specialist license shall submit to the state board the following:

- (A) An official transcript verifying the granting of a graduate degree;
- (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school specialist program;

- (C) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (D) verification of a minimum 3.25 cumulative GPA on a 4.0 scale in graduate school specialist program coursework;
- (E) if application is made for a library media specialist endorsement or reading specialist endorsement, a currently valid professional teaching license;
- (F) if application is made for a school counselor endorsement, verification of one of the following:
  - (i) A currently valid initial teaching license or professional teaching license; or
  - (ii) the applicant's successful completion of additional field experiences consisting of two three-credit-hour courses or at least 70 clock-hours over at least two semesters during the approved program specified in paragraph (a)(3)(B);
- (G) verification of successful completion of a state board-approved school specialist assessment;
- (H) an application for an initial school specialist license; and
- (I) the licensure fee.

(b) Professional licenses.

- (1) Each applicant for a professional teaching license shall submit to the state board the following:
  - (A) Verification of successful completion of the teaching performance assessment prescribed by the state board while the applicant holds an initial teaching license and is employed in a school accredited by the state board or by a national or regional accrediting agency recognized by the state board as listed on the Kansas state department of education's web site;
  - (B) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (C) an application for professional teaching license; and
  - (D) the licensure fee.
- (2) Each applicant for a professional school leadership license shall submit to the state board the following:
  - (A) Verification of successful completion of the school leadership performance assessment prescribed by the state board while the applicant holds an initial school leadership license and is employed in a

- school accredited by the state board or by a national or regional accrediting agency recognized by the state board as listed on the Kansas state department of education's web site;
  - (B) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (C) an application for professional school leadership license; and
  - (D) the licensure fee.
- (3) Each applicant for a professional school specialist license shall submit to the state board the following:
- (A) Verification of successful completion of the school specialist performance assessment prescribed by the state board while the applicant is employed in a school accredited by the state board or by a national or regional accrediting agency recognized by the state board as listed on the Kansas state department of education's web site and while the applicant holds an initial school specialist license;
  - (B) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (C) an application for professional school specialist license; and
  - (D) the licensure fee.
- (4) Each applicant for a professional school specialist license with endorsement for teacher leader shall submit to the state board the following:
- (A) An official transcript verifying the granting of a graduate degree;
  - (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level teacher leader program and verification of successful completion of an evidence-centered assessment;
  - (C) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (D) verification of at least five years of accredited experience as a teacher, as a library media specialist or reading specialist, or as a school counselor;
  - (E) verification of a minimum 3.25 cumulative GPA on a 4.0 scale in graduate teacher leader program coursework;
  - (F) verification of a currently valid professional teaching license;
  - (G) an application for a professional school specialist license for teacher leader; and
  - (H) the licensure fee.
- (5) When required by this subsection, the performance assessment for professional teaching licensees shall be completion of at least a two-year

approved mentoring program. The performance assessment for professional school specialist licensees shall be completion of at least a year-long approved mentoring program. The performance assessment for professional school leadership licensees shall be completion of at least a year-long approved mentoring program.

(c) Accomplished teaching licenses. Each applicant for an accomplished teaching license shall submit to the state board the following:

- (1) Verification of achieving national board certification issued by the national board for professional teaching standards;
- (2) verification of a currently valid professional teaching license;
- (3) an application for an accomplished teaching license; and
- (4) the licensure fee.

(d) Substitute teaching license. Each applicant for a substitute teaching license shall submit to the state board the following:

- (1) An official transcript from an accredited institution verifying the granting of a bachelor's degree;
- (2) verification from an accredited institution of completion of an approved teacher education program;
- (3) an application for substitute teaching license; and
- (4) the licensure fee.

(e) Emergency substitute teaching license. Each applicant for an emergency substitute teaching license shall submit to the state board the following:

- (1) An official transcript verifying the completion of at least 60 semester hours of general education coursework, professional education coursework, or a combination of these types of coursework;
- (2) an application for emergency substitute teaching license; and
- (3) the licensure fee.

(f) Visiting scholar teaching license.

- (1) Each applicant for a visiting scholar teaching license shall submit to the state board the following:
  - (A) An application for a visiting scholar teaching license and the licensure fee;
  - (B) written verification from an administrator of an accredited or approved local education agency that the applicant will be employed if the license is issued; and

- (C) documentation verifying the applicant's qualifications for the license as described on the application.
- (2) Upon receipt of an application for a visiting scholar teaching license, the following requirements shall be met:
  - (A) The application and documentation submitted shall be reviewed by the commissioner of education or the commissioner's designee.
  - (B) A recommendation to the state board shall be made by the commissioner of education or the commissioner's designee on whether a visiting scholar teaching license should be issued to the applicant.
- (3) The decision of whether a visiting scholar teaching license should be issued to any applicant shall be made by the state board.

(g) Visiting international teacher license.

- (1) Each applicant for a visiting international teacher license shall submit to the state board the following:
  - (A) An application for a visiting international teacher license and the licensure fee;
  - (B) an official credential evaluation by a credential evaluator approved by the state board and listed on the state board's web site;
  - (C) verification of employment from the local education agency, including the teaching assignment, which shall be to teach in the content area of the applicant's teacher preparation or to teach the applicant's native language; and
  - (D) verification of the applicant's participation in the visiting international teacher program.
- (2) The visiting international teacher license may be renewed for a maximum of four additional school years if the licensee continues to participate in the visiting international teacher program, the district will continue to employ the teacher, and the district certifies that the teacher's evaluation is at the effective level.

(h) Restricted teaching license.

- (1) Each applicant for a restricted teaching license shall submit to the state board the following:
  - (A) An application for a restricted teaching license and the licensure fee;
  - (B) an official transcript or transcripts verifying completion of an undergraduate or graduate degree in the content area or with equivalent coursework in the area for which the restricted teaching license is sought. Heritage language speakers shall qualify as having met content equivalency for their heritage language;



- (C) verification of a minimum 2.75 grade point average on a 4.0 scale for the most recent 60 semester credit hours earned;
- (D) verification that the applicant has attained a passing score on the content assessment;
- (E) verification that the local education agency will employ the applicant if the license is issued;
- (F) verification that the local education agency will assign a licensed teacher with three or more years of experience to serve as a mentor for the applicant;
- (G) verification that the applicant has completed a supervised practical training experience through collaboration of the teacher education institution and the hiring local education agency;
- (H) a statement from the licensing officer of a teacher education institution in Kansas attesting to the following:
  - (i) The applicant has on file a written plan that will qualify the applicant for standard licensure in the content area for which the restricted teaching license is sought;
  - (ii) the plan for program completion can be completed in not more than two years and contains a specific designation of the coursework that is to be completed each year;
  - (iii) the program provided to the applicant will meet the teacher education institution's approved professional education standards; and
  - (iv) the teacher education institution will provide the applicant with on-site support at the employing local education agency, including supervision of the applicant's teaching experience; and
- (I) a statement verifying that the local education agency and the teacher education institution have collaborated regarding the approved program that the applicant will pursue and the support that the applicant will receive.

(2) The teacher education institution providing a plan of study for any person holding a restricted teaching license shall coordinate the submission of a progress report before July 1 of each year during the effective period of the restricted teaching license. This progress report shall verify the following:

- (A) The applicant's contract will be renewed.
- (B) The local education agency will continue to assign a mentor teacher to the applicant.
- (C) The applicant has completed at least 50 percent of the plan to qualify for standard licensure.

- (D) The institution will continue to support the applicant, on-site, as necessary.
  - (E) The applicant has attained at least a 2.75 GPA on a 4.0 scale in those courses specified in the applicant's plan for standard licensure.
- (3) Each applicant who is unable to provide any verification or statement required in paragraph (h)(2) shall no longer be eligible to hold a restricted teaching license.
- (i) Restricted school specialist license.
- (1) Each applicant for a restricted school specialist license with endorsement for library media specialist or school counselor shall submit to the state board the following:
- (A) An application for a restricted school specialist license and the appropriate fee;
  - (B) an official transcript or transcripts verifying completion of a graduate degree in the content area of counseling or library media;
  - (C) verification of at least three years of full-time professional counseling or librarian experience;
  - (D) verification of a minimum 3.25 cumulative grade point average on a 4.0 scale in graduate school specialist program coursework; and
  - (E) documentation that the following conditions are met:
    - (i) The local education agency has made reasonable attempts to locate and hire a licensed person for the restricted school specialist position that the applicant is to fill;
    - (ii) the local education agency will employ the applicant if the license is issued;
    - (iii) the local education agency has an agreement with an experienced school specialist in the same content area to serve as a mentor for the applicant;
    - (iv) the local educational agency will provide, within the first six weeks of employment, an orientation or induction program for the applicant;
    - (v) the local education agency has collaborated with a teacher education institution in Kansas regarding the program that the applicant will pursue to obtain standard licensure; and
    - (vi) the local education agency will provide release time for the candidate to work with the mentor and to work on progress toward program completion; and
  - (F) a statement from the licensing officer of a teacher education

institution in Kansas attesting to the following:

- (i) The applicant has on file a written plan that will qualify the applicant for standard licensure in the school specialist content area for which the restricted school specialist license is sought;
- (ii) the plan for program completion can be completed in not more than three years and contains a specific designation of the coursework that is to be completed each year;
- (iii) the program provided to the applicant will meet the teacher education institution's approved professional education standards;

(iv) the teacher education institution will provide the applicant with on-site support; and

(v) the teacher education institution has collaborated with the employing local education agency concerning the applicant's program.

(2) Each local education agency that employs a person holding a restricted school specialist license shall submit to the commissioner of education a progress report before July 1 of each year during the effective period of the restricted school specialist license. This progress report shall include the following:

(A) Verification that the applicant has attained passing scores on the content assessment by the end of the first year;

(B) verification from the chief administrative officer of the employing local education agency attesting to the following:

(i) The applicant's contract will be renewed; and

(ii) the local education agency will continue to assign a mentor to the applicant and provide accommodations to the applicant to work with the mentor and to complete the applicant's plan for standard licensure;

(C) a statement from the licensing officer of the applicant's teacher education institution attesting to the following:

(i) The applicant has completed 50 percent of the applicant's plan to qualify for standard licensure; and

(ii) the teacher education institution will continue to support the applicant, on-site, as necessary; and

(D) an official transcript verifying that the applicant has attained at least a 3.25 GPA on a 4.0 scale in the courses specified in the applicant's plan for standard licensure.

(3) Each applicant who is unable to provide any verification or statement

required in paragraph (i)(2) shall no longer be eligible to hold a restricted school specialist license and shall return any previously issued restricted school specialist license to the state board.

(j) Transitional license.

(1) Each applicant for a transitional license shall submit to the state board the following:

- (A) Verification of meeting the requirements for any initial license or any professional license as provided in subsection (a) or (b) or in K.A.R. 91-1-204(c), except for recent credit or recent experience; or
- (B) verification of having previously held any initial or any professional license or certificate issued by the state board that has been expired for six months or longer;
- (C) an application for a transitional license; and
- (D) the licensure fee.

(2) Any person who holds a transitional license issued under paragraph (j)(1)(A) may upgrade that transitional license to an initial license or a professional license by submitting to the state board the following:

- (A) Verification of accredited experience during the term of the transitional license; or
- (B) (i) Verification of having successfully completed eight hours of recent credit; or  
(ii) verification of meeting the requirements in K.A.R. 91-1-205(b)(3)(C), if the person meets the requirements of K.A.R. 91-1-206.

(k) Provisional teaching endorsement license.

(1) Each applicant shall hold a currently valid initial teaching license or professional teaching license at any level and shall submit to the state board the following:

- (A) Verification of completion of at least 50 percent of an approved teacher education program in the requested endorsement field;
- (B) a deficiency plan to complete the approved program requirements from the licensing officer of a teacher education institution;
- (C) verification of employment and assignment to teach in the provisional endorsement area;
- (D) an application for a provisional teaching endorsement license; and
- (E) the licensure fee.

(2) Each applicant for a provisional teaching endorsement license for high-

incidence special education, low-incidence special education, deaf or hard-of-hearing, gifted special education, or visually impaired shall hold a currently valid initial teaching license or professional teaching license and shall submit to the state board the following:

- (A) Verification of completion of coursework in the areas of methodology and the characteristics of exceptional children and special education, and completion of a practicum in the specific special education field;
- (B) a deficiency plan to complete the requirements from the licensing officer of a teacher education institution;
- (C) verification of employment and the assignment to teach in the provisional endorsement area;
- (D) an application for a provisional teaching endorsement license; and
- (E) the licensure fee.

(I) Provisional school specialist endorsement license. Each applicant shall submit to the state board the following:

- (1) Verification of completion of 50 percent of a school specialist program;
- (2) a deficiency plan for completion of the approved school specialist program from the licensing officer at a teacher education institution;
- (3) verification of employment and assignment in the school specialty endorsement area for which licensure is sought;
- (4) for a provisional library media or reading specialist endorsement license, verification of a currently valid professional teaching license;
- (5) for a provisional school counselor endorsement license, the following:
  - (A) Verification from the employing local education agency that a person holding a professional school counselor specialist license will be assigned to supervise the applicant during the provisional licensure period; and
  - (B)
    - (i) Verification of a currently valid initial teaching license or professional teaching license; or
    - (ii) verification from the licensure officer at the teacher education institution that the applicant has successfully completed additional field experiences consisting of at least one of the three-credit-hour courses or at least 35 of the 70 clock-hours specified in paragraph (a)(3)(F)(ii) and that the applicant will be supervised on-site by the teacher education institution during the first semester of the provisional license;
- (6) an application for a provisional school specialist license; and
- (7) the licensure fee.

(m) STEM license.

(1) Each applicant for a STEM license shall submit to the state board the following:

- (A) An official transcript verifying the granting of an undergraduate or graduate degree in one of the following subjects: life science, physical science, earth and space science, mathematics, engineering, computer technology, finance, or accounting;
- (B) verification of at least five years of full-time professional work experience in the subject;
- (C) verification that a local education agency will employ the applicant and assign the applicant to teach only the subject specified on the STEM license if the STEM license is issued;
- (D) verification that the hiring local education agency will provide professional learning opportunities determined as appropriate by the hiring local education agency;
- (E) an application for the STEM license; and
- (F) the licensure fee.

(2) Any STEM licensee may apply for a STEM license valid for subsequent school years by submitting the following:

- (A) The verifications specified in paragraphs (m)(1)(C) and (D);
- (B) an application for renewal; and
- (C) the licensure fee.

(n) Limited-use teaching license. Each applicant for a limited-use teaching license shall submit to the state board the following:

- (1) An official transcript verifying the granting of any bachelor's degrees and any graduate degrees;
- (2) verification that an LEA will employ the applicant and assign the applicant to teach only the subject and grade level specified on the license if the license is issued;
- (3) verification of the applicant's content knowledge in the subject of the applicant's assignment. Verification shall include one or more of the following:
  - (A) A degree in the subject;
  - (B) coursework equivalent to a major in the field;
  - (C) a passing score on the subject content assessment; or
  - (D) 4,000 hours of occupational experience in the subject;
- (4) verification from the hiring LEA that the LEA will be responsible for developing the applicant through delivery of pedagogy coursework from an approved program in the subject;

- (5) verification from the hiring LEA that the LEA has assigned a mentor to the applicant;
- (6) an application for a limited-use teaching license; and
- (7) the licensure fee.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Jan. 2, 2004; amended Aug. 5, 2005; amended Aug. 10, 2007; amended July 18, 2008; amended Aug. 28, 2009; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended Mar. 17, 2023.)*

## 91-1-204: Licensure of out of state and foreign applicants

Licensure of out-of-state and foreign applicants. As used in this regulation, “accredited institution” shall mean any college or university outside of Kansas that has successfully completed an evaluation process through an educational association recognized for that purpose by the United States department of education.

- (a) Despite any other licensure regulation, any person who meets the requirements of this regulation may be issued a license by the state board.
- (b)
  - (1) Any person who holds or has held a standard teaching, school leadership, or school specialist license issued by another state may apply for either an initial teaching license, an initial school specialist license, or an initial school leadership license or a professional teaching license, a professional school specialist license, or a professional school leadership license.
  - (2) To obtain an initial teaching license, each applicant specified in paragraph (b)(1) shall submit the following:
    - (A) An official transcript verifying the granting of a bachelor’s degree;
    - (B) verification from the unit head or designee of an accredited institution that the applicant has completed a state-approved teacher education program. If the applicant is seeking licensure to teach content in grades 8 through 12, this verification shall not be required if the applicant submits verification of having secured a commitment for hire from a local education agency;
    - (C) verification of successful completion of a pedagogical assessment prescribed by the state board or evidence of successful completion of a pedagogical assessment in the state in which the applicant holds or has held a standard license;

- (D) verification of successful completion of a content assessment or evidence of successful completion of an endorsement content assessment in the state in which the applicant holds or has held a standard license;
- (E) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (F) a copy of the applicant's out-of-state standard license;
- (G) an application for a Kansas license; and
- (H) the licensure fee.

(3) To obtain a professional teaching license, each applicant specified in paragraph (b)(1) shall submit the following:

- (A) An official transcript verifying the granting of a bachelor's degree;
- (B) verification from the unit head or designee of an accredited institution that the applicant has completed a state-approved teacher education program. If the applicant is seeking licensure to teach content in grades 8 through 12, this verification shall not be required if the applicant submits verification of having secured a commitment for hire from a local education agency;
- (C) a copy of the applicant's out-of-state standard teaching license;
- (D)
  - (i) Evidence of successful completion of pedagogical, content, and performance assessments prescribed by the state board or evidence of successful completion of the three assessments in the state in which the applicant holds or has held the standard license;
  - (ii) verification of at least three years of recent experience under a standard license; or
  - (iii) verification of at least five years of accredited experience under a standard license;
- (E) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (F) an application for a Kansas license; and
- (G) the licensure fee.

(4) To obtain an initial school leadership license, each out-of-state applicant shall submit the following:

- (A) An official transcript verifying the granting of a graduate degree;
- (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school leadership program;
- (C) if application is made for a district leadership endorsement, verification from an accredited institution by the unit head or designee of completion of a state-approved building leadership program;



(D) verification of a minimum 3.25 cumulative GPA in graduate leadership program coursework;

(E) verification of successful completion of a school leadership content assessment as determined by the state board or documentation of successful completion of an appropriate leadership content assessment in the state in which the applicant holds or has held a standard leadership license;

(F) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(G) a copy of the applicant's out-of-state standard leadership license;

(H) an application for initial school leadership license;

(I) the licensure fee; and

(J) verification of five years of experience in a state-accredited school while holding a standard teaching license or standard school specialist license and having achieved the professional-level license, a professional occupational license, a leadership license, or a full career and technical education certificate.

(5) To obtain an initial school specialist license, each out-of-state applicant shall submit the following:

(A) An official transcript verifying the granting of a graduate degree;

(B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school specialist program;

(C) verification of a minimum 3.25 cumulative GPA in graduate school specialist program coursework;

(D) (i) If application is made for a library media specialist endorsement or reading specialist endorsement, a valid professional teaching license; or

(ii) if application is made for a school counselor endorsement, a standard teaching license;

(E) verification of successful completion of a school specialist content assessment as determined by the state board;

(F) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(G) a copy of the applicant's out-of-state standard school specialist license;

(H) an application for an initial school specialist license; and

(I) the licensure fee.

(6) To obtain a professional school leadership license, each out-of-state applicant shall submit the following:

- (A) An official transcript verifying the granting of a graduate degree;
  - (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school leadership program;
  - (C) verification of a minimum 3.25 cumulative GPA in graduate leadership program coursework;
  - (D) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (E) verification of five years of experience in a state-accredited school while holding a standard teaching license or standard school specialist license and having achieved the professional-level license, a professional occupational license, a leadership license, or a full career and technical education certificate;
  - (F)
    - (i) Evidence of successful completion of the school leadership content assessment and completion in a state-accredited school of the school leadership performance assessment prescribed by the state board or evidence of successful completion of the two assessments in the state in which the applicant holds or has held a standard school leadership license;
    - (ii) verification of at least three years of recent experience in a school leadership position while holding a standard school leadership license; or
    - (iii) verification of at least five years of accredited school leadership experience under a standard school leadership license;
  - (G) a copy of the applicant's out-of-state standard school leadership license;
  - (H) an application for the professional school leadership license; and
  - (I) the licensure fee.
- (7) To obtain a professional school specialist license, each out-of-state applicant shall submit the following:
- (A) An official transcript verifying the granting of a graduate degree;
  - (B) verification from an accredited institution by the unit head or designee of completion of a graduate-level specialist program;
  - (C) verification of a minimum 3.25 cumulative GPA in graduate school specialist program coursework;
  - (D) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (E)
    - (i) If application is made for a library media specialist endorsement or reading specialist endorsement, a currently valid professional teaching license; or

- (ii) if application is made for a school counselor endorsement, a standard teaching license;
- (F) (i) Evidence of successful completion of the school specialist content assessment and completion in a state-accredited school of the school specialist performance assessment prescribed by the state board or evidence of successful completion of the two assessments in the state in which the applicant holds or has held a standard school specialist license;
- (ii) verification of at least three years of recent experience in a school specialist position while holding a valid standard school specialist license; or
- (iii) verification of at least five years of accredited school specialist experience under a standard school specialist license;
- (G) a copy of the applicant’s out-of-state standard school specialist license;
- (H) an application for the professional school specialist license; and
- (I) the licensure fee.

(8) Any person who holds a valid initial or professional school specialist license as a school counselor in another state where the counselor license is issued without a classroom teaching requirement may apply for an initial or professional school specialist license with endorsement for school counselor.

(A) To obtain an initial school specialist license with endorsement for school counselor, each applicant specified in paragraph (b)(8) shall submit to the state board the following:

- (i) An official transcript verifying the granting of a graduate degree;
- (ii) verification from an accredited institution by the unit head or designee of completion of a graduate-level school counselor program;
- (iii) verification of a minimum 3.25 cumulative GPA on a 4.0 scale in graduate school specialist program coursework;
- (iv) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (v) evidence of successful completion of the school counselor content assessment prescribed by the state board or evidence of successful completion of a school counselor assessment in the state in which the applicant holds or has held a standard school specialist license;
- (vi) a copy of the applicant’s out-of-state standard school specialist license;

- (vii) an application for the school specialist license; and
    - (viii) the licensure fee.
  - (B) To obtain a professional school specialist license with endorsement for school counselor, each applicant specified in paragraph (b)(8) shall submit to the state board verification of all documentation specified in paragraph (b)(8)(A) and one of the following:
    - (i) Verification of at least three years of recent experience as a school counselor while holding a valid, standard school counselor license; or
    - (ii) verification of at least five years of accredited school counselor experience under a standard school counselor license.
- (c)
  - (1) Any person who holds a valid professional teaching license in another state and has earned national board certification issued by the national board for professional teaching standards may apply for an accomplished teaching license, which shall be valid for as long as the national board certificate is valid.
  - (2) To obtain an accomplished teaching license, each applicant specified in paragraph (c)(1) shall submit the following:
    - (A) Evidence of current national board certification;
    - (B) verification of a valid professional teaching license issued by another state;
    - (C) an application for an accomplished teaching license; and
    - (D) the licensure fee.
- (d)
  - (1)
    - (A) Any person who holds a valid license in another state earned through completion of an alternative teacher-education program may apply for a interim alternative license.
    - (B) Any person who holds a valid license in another state earned through completion of an alternative teacher-education program and who has five or more years of accredited experience earned under a standard license, three years of which are continuous in the same local education agency, may apply for a professional teaching license by meeting the requirements of paragraph (b)(3).
  - (2) To obtain an interim alternative license, each applicant specified in paragraph (d)(1)(A) shall submit to the state board the following:
    - (A) An official transcript verifying the granting of a bachelor's degree;
    - (B) a copy of the applicant's currently valid out-of-state license;
    - (C) verification of completion of the alternative teacher-education program;

- (D) verification of at least one year of recent experience or at least eight semester hours of recent credit;
  - (E) an application for an interim alternative license; and
  - (F) the licensure fee.
- (3) Each person who holds an interim alternative license shall submit to the commissioner of education, within the term of the interim alternative license, a request for review of the application by the licensure review committee.
- (A) Upgrading the interim alternative license to the standard initial license shall require verification of the following:
    - (i) Successful completion of all requirements set by the licensure review committee and approved by the state board; and
    - (ii) successful completion of a pedagogical assessment and successful completion of a content assessment.
  - (B) Upgrading the interim alternative license to the professional level license shall require verification of the following:
    - (i) A recommendation from the licensure review committee and approval by the state board with no additional requirements specified; and
    - (ii) verification that the person meets the requirements of paragraph (b)(3)(D).
- (e) Any person who has completed an education program from a foreign institution outside of the United States may receive an initial license if, in addition to meeting the requirements for the initial license as stated in K.A.R. 91-1-203, that person submits the following:
- (1) An official credential evaluation by a credential evaluator approved by the state board; and
  - (2) if the person's primary language is not English, verification of passing scores on an English proficiency examination prescribed by the state board.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Aug. 10, 2007; amended July 18, 2008; amended Aug. 28, 2009; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended Mar. 17, 2023.)*

# 91-1-205: Licensure renewal requirements

## (a) Initial licenses.

(1) Any person, within five years of the date the person was first issued an initial license, may apply for renewal of the initial license by submitting an application for renewal of the initial license and the licensure fee.

(2) Any person who does not renew the initial license within five years of the date the initial license was issued may obtain one or more additional initial licenses only by meeting the requirements in S.B.R. 91-1-203 (a). The assessments required by S.B.R. 91-1-203 (a)(1)(C) and 91-1-203 (a)(1)(D) shall have been taken not more than one year before the date of application for the initial license, or the applicant may verify either eight semester hours of recent credit related to one or more endorsements on the initial license or one year of recent accredited experience or may meet the requirements of paragraph (b)(3)(C) or (D) of this regulation.

(3) A person who does not successfully complete the teaching performance assessment during four years of accredited experience under an initial teaching license shall not be issued an additional initial teaching license, unless the person successfully completes the following retraining requirements:

- (A) A minimum of 12 semester credit hours with a minimum cumulative GPA of 2.50 on a 4.0 scale, earned through the verifying teacher education institution and addressing the deficiencies related to the teaching performance assessment criteria; and
- (B) following completion of the required credit hours, an unpaid internship supervised by the verifying teacher education institution and consisting of at least 12 weeks, with attainment of a grade of "B" or higher.

(4) A person who does not successfully complete the school specialist or school leadership performance assessment during four years of accredited experience shall not be issued an additional initial school specialist or school leadership license, unless the person successfully completes the following retraining requirements:

- (A) A minimum of six semester credit hours with a minimum cumulative GPA of 3.25 on a 4.0 scale, earned through the verifying teacher education institution and addressing the deficiencies related to the performance assessment criteria; and
- (B) following completion of the required credit hours, an unpaid internship supervised by the verifying teacher education institution and

consisting of at least 12 weeks, with attainment of a grade of "B" or higher.

(b) Professional licenses. Any person may renew a professional license by submitting the following to the state board:

- (1) An application for renewal;
- (2) the licensure fee; and
- (3) verification that the person, within the term of the professional license being renewed, meets any of the following requirements:
  - (A) Has completed all components of the national board for professional teaching standards assessment for board certification;
  - (B) has been granted national board certification;
  - (C)
    - (i) Has earned a minimum of 120 professional development points under an approved individual development plan filed with a local professional development council if the applicant holds an advanced degree; or
    - (ii) has earned a minimum of 160 professional development points under an approved individual development plan filed with a local professional development council, including at least 80 points for college credit, if the applicant does not hold an advanced degree;
  - (D) has completed a minimum of eight credit hours in an approved program or completed an approved program;
  - (E) if the person holds an advanced degree, submits to the state board verification of having completed three years of recent accredited experience during the term of the most recent license. Each person specified in this paragraph shall be limited to two renewals; or
  - (F) if the person is participating in an educational retirement system in Kansas or another state, has completed half of the professional development points specified in paragraph (b)(3)(C).

(c) Accomplished teaching licenses.

- (1) Any person may renew an accomplished teaching license by submitting to the state board the following:
  - (A) Verification of achieving renewal of national board certification since the issuance of the most recent accomplished teaching license;
  - (B) an application for accomplished teaching license; and
  - (C) the licensure fee.
- (2) If a person fails to renew the national board certificate, the person may apply for a professional license by meeting the renewal requirement for a professional license specified in paragraph (b)(3)(C) or (D).

(d) Substitute teaching license. Any person may renew a substitute teaching license by submitting to the state board the following:

- (1) Verification that the person has earned, within the last five years, a minimum of 50 professional development points under an approved individual development plan filed with a local professional development council;
- (2) an application for a substitute teaching license; and
- (3) the licensure fee.

(e) Provisional teaching endorsement license. An individual may renew a provisional teaching endorsement license one time by submitting to the state board the following:

- (1) Verification of completion of at least 50 percent of the deficiency plan;
- (2) verification of continued employment and assignment to teach in the provisional endorsement area;
- (3) an application for a provisional endorsement teaching license; and
- (4) the licensure fee.

(f) Provisional school specialist endorsement license. Any individual may renew a provisional school specialist endorsement license by submitting to the state board the following:

- (1) Verification of completion of at least 50 percent of the deficiency plan;
- (2) verification of continued employment and assignment as a school specialist;
- (3) an application for a provisional school specialist endorsement license; and
- (4) the licensure fee.

(g) Any person who fails to renew the professional license may apply for a subsequent professional license by meeting the following requirements:

- (1) Submit an application for a license and the licensure fee; and
- (2) provide verification of one of the following:
  - (A) Having met the requirements of paragraph (b)(3); or
  - (B) having at least three years of recent, out-of-state accredited experience under an initial or professional license.
- (3) If a person seeks a professional license based upon recent, out-of-state accredited experience, the person shall be issued the license if verification of the recent experience is provided. The license shall be valid through the remaining validity period of the out-of-state professional license or for five years from the date of issuance, whichever is less.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Aug. 25, 2006; amended July 18, 2008; amended Aug. 28, 2009.)*



## 91-1-206: Professional development plans for license renewal

(a) Any person filing a professional development plan with a local professional development council for licensure renewal purposes under S.B.R. 91-1-205 (b) shall develop a plan that includes activities in one or more of the following areas:

- (1) Content endorsement standards as adopted by the state board;
- (2) professional education standards as adopted by the state board; or
- (3) service to the profession.

(b) Each person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.

(c) Each individual submitting a professional development plan shall ensure that the plan meets the following conditions:

- (1) The plan results from cooperative planning with a designated supervisor.
- (2) The plan is signed by the individual submitting the plan and by the individual's supervisor, if the supervisor agrees with the plan.
- (3) The plan is reviewed and approved by the local professional development council.

(d) If a person is unable to attain approval of an individual development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed individual development plan.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Jan 2, 2004.)*

## 91-1-207: Renewal of certificates issued before July 1, 2003

(a) Each applicant renewing a valid certificate issued before July 1, 2003 shall renew that certificate based on the renewal requirements in effect at the time of the issuance of the certificate.

(b) Upon renewal of a certificate issued before July 1, 2003, the applicant shall be issued the appropriate license with content endorsements obtained before July 1, 2003.

*(Authorized by and implementing Article 6, Section 2(a) of Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended July 18, 2008.)*

## 91-1-208: General requirements

(a) Application procedures. Application for each license, renewal, or duplicate license shall be made by the person seeking the license. Each application shall be submitted on a form provided by the state department of education. The form shall be filled out completely, including all names under which the applicant has been known. The application shall be submitted by mail or in person, with the correct fee and, when required, official documentation to the certification section of the state department of education.

(b) Child abuse and neglect central registry. Each application shall include a completed child abuse and neglect central registry release.

(c) Renewal period. Any license may be renewed up to six months before its expiration date.

(d) License registration. Each teacher or other licensed person employed in a public school shall file a valid license in the office of the superintendent of the district in which the person is employed.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 7, 2017.)*

## 91-1-209: Additional endorsements

(a) Any person who holds any currently valid teaching, school specialist, or school leadership license may add additional endorsements to that license by submitting to the state board the following:

- (1) Verification from an accredited institution by a unit head or designee of completion of an approved content area program;
- (2) verification of successful completion of the appropriate endorsement content assessment prescribed by the state board;
- (3) an application for an added endorsement; and
- (4) the application fee.

(b) (1) Except as specified in paragraph (b)(2), any person who holds a valid teaching license may add additional teaching endorsements by submitting to the state board the following, for each endorsement:

- (A) Verification of successful completion of the endorsement content assessment prescribed by the state board;
- (B) an application for the added endorsement; and
- (C) the application fee.

(2) Teaching endorsements for early childhood, early childhood unified, early childhood through late childhood, high-incidence special education, low-incidence special education, elementary education unified, secondary education unified, gifted, deaf or hard-of-hearing, or visually impaired shall not be available under paragraph (b)(1).

(3) Each applicant adding a subject endorsement for technology and engineering education, family and consumer science, agriculture, or English for speakers of other languages shall verify completion of content-specific professional learning and assessment of the learning in addition to the requirements of paragraph (b)(1). The assessment shall be designed and administered by any teacher education institution providing a state board- approved program in the subject endorsement and shall address the essential knowledge and skills prescribed in the program standards, including student safety where applicable. The professional learning and assessment shall be reviewed during each teacher education institution's program review process as required in K.A.R. 91-1-235 and K.A.R. 91-1-236.

(4) An endorsement for driver education may be added to a currently valid standard teaching license by submitting to the state board the following:

- (A) An official transcript verifying completion of six semester hours of credit in driver education and three semester hours of credit in general safety from an approved program;
- (B) an application for the driver education endorsement; and
- (C) the application fee.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended Aug. 10, 2007; amended July 18, 2008; amended July 27, 2012; amended Mar. 17, 2023.)*

## 91-1-210: License extension based upon military service

Any holder of a current initial or professional teaching, school specialist, or leadership license who enters active military service during the period the license is valid shall be granted an extension of the expiration date equal to the time in calendar days of active military service if all of the following requirements are met:

- (a) Entry into active military service is on a full-time, 24-hour-per-day basis and occurs during a time of emergency as determined by the state board of education.
- (b) An application for extension is submitted within one year after discharge or separation from active military service under honorable conditions.
- (c) Verification of the length of time of active military service is provided.
- (d) Application is made for an extension of the license.
- (e) The licensure fee is paid.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 18, 2008.)*

## 91-1-211: Licensure review committee

- (a) A licensure review committee shall be established as provided in this rule and regulation to review the qualifications of applicants who desire to be licensed in the state of Kansas but who do not satisfy all the requirements for licensure.
- (b) The licensure review committee shall be composed of one chief school administrator, one chairperson of a department of education of a teacher education institution, one building administrator, and four classroom teachers. Each member shall be recommended by the teaching and school administration professional standards advisory board, and shall be appointed by the state board.
- (c) The licensure review committee shall review cases referred to it by the commissioner of education. The licensure review committee shall make a written recommendation to the state board to either approve or deny each application for

licensure and shall state, in writing, the reasons for the recommendation given. The recommendation of the licensure review committee shall be reviewed by the state board, and the application for licensure shall be either approved or denied. The applicant shall be notified, in writing, of the decision of the state board.

(d) This regulation shall be effective on and after July 1, 2003.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.)*

## 91-1-214: Criminal history records check

(a) Each person submitting any of the following shall also submit, at the time of the application, a complete set of legible fingerprints of the person taken by a qualified law enforcement agency or properly trained school personnel:

- (1) An initial application for a Kansas certificate or license;
- (2) an application for renewal of an expired Kansas certificate or license; or
- (3) an application for renewal of a valid Kansas certificate or license, if the person has never submitted fingerprints as part of any previous application for a Kansas certificate or license issued by the state board. Fingerprints submitted pursuant to this regulation shall be released by the Kansas state department of education to the Kansas bureau of investigation for the purpose of conducting criminal history records checks, utilizing the files and records of the Kansas bureau of investigation and the federal bureau of investigation. A list of those applicants who are required to submit fingerprints at the time of license or certificate renewal shall be maintained by the Kansas state department of education.

(b) Each applicant shall pay the appropriate fee for the criminal history records check, to be determined on an annual basis.

(c) In addition to any other requirements established by regulation for the issuance of any certificate or license specified in subsection (a), the submittal of fingerprints shall be a prerequisite to the issuance of any certificate or license by the state board. A person submitting an application who does not comply with this regulation shall not be issued a certificate or license.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Sept. 13, 2002; amended Oct. 31, 2014.)*

## 91-1-215: In-service education definitions

(a) "Content endorsement standards" means those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements prescribed in K.A.R. 91-1-202.

(b) "Educational agency" means a public school district, accredited nonpublic school, area professional development center, institution of postsecondary education authorized to award academic degrees, the Kansas state department of education, and any other organization that serves school districts.

(c) "In-service education" means professional development and staff development and shall include any planned learning opportunities provided to licensed personnel employed by a school district or other authorized educational agency for purposes of improving the performance of these personnel in already held or assigned positions.

(d) "In-service education plan" and "plan" mean a detailed program for provision of professional or staff development, or both.

(e) "Noncontractual times" means periods of time during which an employee is not under a contractual obligation to perform services.

(f) "Professional development" means continuous learning that is based on individual needs and meets both of the following criteria:

(1) The learning prepares a person for access to practice, maintains the person's access to practice, builds an individual's knowledge or skills, or is requested by the employing educational agency.

(2) The learning positively impacts the individual or the individual's students, school or school district.

(g) "Professional development council" and "PDC" mean a representative group of licensed personnel from an educational agency that advises the governing body of the educational agency in matters concerning the planning, development, implementation, and operation of the educational agency's in-service education plan.

(h) "Professional development plan" means a written document describing the in-service education activities to be completed during a specified period of time by the individual filing the plan.

(i) "Professional development point" means one clock-hour of in-service education. One semester hour of college credit shall count as 20 professional development points.

(j) "Professional education standards" means those standards adopted by the state board that specify the knowledge, competencies, and skills necessary to perform in a particular role or position.

(k) "Service to the profession" means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.

(l) "Staff development" means continuous learning offered to groups of professionals that develops the skills of those professionals to meet common goals, or the goals of a school or school district.

(m) "State board" means the state board of education. This regulation shall be effective on and after July 1, 2003.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.)*

## 91-1-216: Procedures for promulgation of in-service education plan; approved by state board; area professional development centers' in-service program

(a) An in-service education plan to be offered by one or more educational agencies may be designed and implemented by the board of education or other governing body of an educational agency, or the governing bodies of any two or more educational agencies, with the advice of representatives of the licensed personnel who will be affected.

(b) Procedures for development of an in-service plan shall include the following:

- (1) Establishment of a professional development council;
- (2) an assessment of in-service needs;
- (3) identification of goals and objectives;
- (4) identification of activities; and
- (5) evaluative criteria.

(c) Based upon information developed under subsection (b), the educational agency shall prepare a proposed in service plan. The proposed plan shall be submitted to the state board by August 1 of the school year in which the plan is to become effective.

(d) The plan shall be approved, approved with modifications, or disapproved by the state board. The educational agency shall be notified of the decision by the state board within a semester of submission of the plan.

(e) An approved plan may be amended at any time by following the procedures specified in this regulation.

(f) Each area professional development center providing in-service education for licensure renewal shall provide the in-service education through a local school district, an accredited nonpublic school, an institution of postsecondary education, or an educational agency that has a state-approved in-service education plan.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended Aug. 28, 2009.)*



## 91-1-217: In-service education professional development council

- (a) Each professional development council shall meet the following criteria:
- (1) Be representative of the educational agency's licensed personnel; and
  - (2) include at least as many teachers as administrators, with both selected solely by the group they represent.
- (b) Each council shall have the following responsibilities:
- (1) To participate in annual training related to roles and responsibilities of council members, including responsibilities under these regulations, K.A.R. 91-1-215 through K.A.R. 91-1-219;
  - (2) to develop operational procedures; and
  - (3) to develop a five-year plan that may be approved by the governing body of the educational agency and is based upon criteria established by the state board.
- (c) This regulation shall be effective on and after July 1, 2003.

(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.)

## 91-1-218: Awarding of professional development points

- (a) In awarding professional development points, each educational agency shall designate that one professional development point is equal to one clock-hour of in-service education.
- (b) If a person documents completion of an in-service activity, the person shall be awarded professional development points equal to the number of clock-hours completed.
- (c) If a person who has earned points for completion of an in-service activity later verifies that the person has applied the skills or knowledge gained, the person shall be awarded two times the number of professional development points that were earned for completion of the in-service activity. Evidence of application of the knowledge gained through the in-service activity shall be presented to the professional

development council and may include any of the following:

- (1) Independent observation;
- (2) written documentation; or
- (3) other evidence that is acceptable to the PDC.

(d) If a person who has earned points for application of knowledge or skills learned through in-service activities verifies that the application of the knowledge or skills has had a positive impact on student performance or the educational program of the school or school district, the person shall be awarded three times the number of professional development points that were earned for completion of the in-service activity. Evidence of impact upon student performance or school improvement shall be presented to the professional development council and may include any of the following:

- (1) Independent observation;
- (2) written documentation;
- (3) evidence of improved student performance; or
- (4) other evidence that is acceptable to the PDC.

(e) A person shall be awarded professional development points for activities related to service to the profession upon the basis of the number of clock-hours served. The person shall be awarded one point for each clock-hour of service. The person shall submit verification of service to the professional development council.

(f) For purposes of renewing a license, a professional development council shall not impose a limit on the number of professional development points that may be earned. However, a council may impose limits on the number of professional development points that may be earned for purposes related to employment or other local matters.

(g) This regulation shall be effective on and after July 1, 2003.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.)*

## 91-1-219: Expenditures for an in-service education program

- (a) Education agencies may receive in-service education funds for the following expenditures:
- (1) Consultant fees and honorariums;
  - (2) travel expenses for consultants;
  - (3) cost of materials used in training;
  - (4) salaries of substitute teachers for certified staff who have filed an individual development plan, but these salaries shall not exceed 25 percent of the total in-service education expenditures;
  - (5) registration fees for, and travel expenses to, in-service workshops and conferences, both in state and out of state, for certified individuals who have individual development plans on file;
  - (6) salaries of secretarial personnel, but these salaries shall not exceed the amount of one hour of secretarial wages for each certified employee having an approved individual development plan on file; and
  - (7) salaries paid to certified staff, during non-contractual times, for participation in district-level or building-level training or other staff development activities.
- (b) Education agencies shall not receive in-service education funds for the following expenditures:
- (1) Rental or facilities;
  - (2) utilities;
  - (3) equipment;
  - (4) administrative expenses; and
  - (5) salaries of teachers attending in-service workshops or conferences during contractual times, or the salaries of council members.
- (c) This regulation shall be effective on and after July 1, 2003.

*(Authorized by and implementing K.S.A. 2000 Supp. 72-9603; effective July 1, 2003.)*

## 91-1-220: Career and Technical Education certificate

- (a) Any individual may apply for a restricted career and technical education certificate, a full career and technical education certificate, a career and technical education endorsement certificate, or a career and technical education specialized certificate.

- (b) (1) Each restricted career and technical education certificate shall be valid for two years from the date of issuance and shall be valid for instruction in grades 8 through 12.
- (2) Each restricted career and technical education certificate shall be valid for providing instruction in career and technical education pathways for agriculture, food, and natural resources; architecture and construction; arts, audio-video technology, and communications; business management and administration; finance; health science; hospitality and tourism; human services; information technology; law, public safety, and security; manufacturing; marketing; science, technology, engineering, and mathematics (STEM); and transportation, distribution, and logistics.
- (c) Each applicant for a restricted career and technical education certificate shall submit the following to the state board:
- (1) Verification that a local education agency will employ the applicant in a career and technical education pathway if the certificate is issued;
- (2) verification of at least 4,000 hours of occupational work experience in the career and technical education content area in which the certificate is sought;
- (3) documentation of the following:
- (A) Verification of occupational competency in the career and technical education content area. Verification shall be dependent upon the content area and may include any of the following:
- (i) Successful completion of any recognized competency exam;
  - (ii) having a valid, appropriate occupational license in programs for which a license is required;
  - (iii) holding the appropriate educational degree; or
  - (iv) having a valid, industry-recognized credential;
- (B) a written plan to qualify for full certification during the four-year period immediately following issuance of the initial restricted career and technical education certificate. The plan shall be based upon completion of the requirements of a professional education program for a full career and technical education certificate;
- (C) verification from the employing local education agency that the agency has assigned a certified or licensed teacher with at least three years of experience to serve as a mentor for the applicant; and
- (D) verification from the employing local education agency that the applicant has completed a supervised practical training experience that addresses, at a minimum, lesson plan development, teaching methodologies, student assessment, and classroom management;

- (4) an application for a restricted career and technical education certificate; and
- (5) the certificate fee.

(d) Any individual may renew a restricted career and technical education certificate one time. Each applicant for renewal shall submit the following to the state board:

- (1) Verification of completion of at least 50 percent of the applicant's plan of study;
- (2) verification of continued employment in the career and technical education pathway;
- (3) an application for a restricted career and technical education certificate; and
- (4) the certificate fee.

(e) To qualify for a full career and technical education certificate, each individual holding a restricted career and technical education certificate shall meet the requirements for a full career and technical education certificate during the period of validity of the individual's restricted certification.

(f) (1) Each full career and technical education certificate shall be valid for five years from the date of issuance and shall be valid for instruction in grades 8 through 12.

(2) Each full career and technical education certificate shall be valid for instruction in career and technical education pathways for agriculture, food, and natural resources; architecture and construction; arts, audio-video technology, and communications; business management and administration; finance; health science; hospitality and tourism; human services; information technology; law, public safety, and security; manufacturing; marketing; science, technology, engineering, and mathematics (STEM); and transportation, distribution, and logistics.

(3) Each applicant for a full career and technical education certificate shall submit the following to the state board:

- (A) An application for a full career and technical education certificate and the appropriate fee;
- (B) documentation of successful completion of the professional education program for career and technical education certification as specified in subsection (g);
- (C) verification of successful completion of a pedagogical assessment as determined by the state board;
- (D) verification of successful completion of two years of teaching experience in a career and technical education pathway; and

(E) verification of professional learning opportunities related to the content area during each year of the restricted certificate period.

(g) Each applicant for a full career and technical education certificate shall have successfully completed an approved professional education program delivered through an institution of higher education or an approved professional learning program provider. At a minimum, each approved professional education program shall provide the competencies specified in the professional education standards adopted by the state board in each of the following areas:

- (1) The learner and learning: learner development, learning differences, and learning environments;
- (2) content: content knowledge and application of content;
- (3) instructional practice: assessment, planning for instruction, and instructional strategies; and
- (4) professional responsibility: professional learning, ethical practice, leadership, and collaboration.

(h) Any person may renew a full career and technical education certificate by submitting the following to the state board:

- (1) An application for renewal and the required fee; and
- (2) (A) Verification that the person, within the term of the current full career and technical education certificate, has earned at least 160 professional development points under an approved individual development plan filed with a local professional development council. The individual development plan shall include professional learning opportunities related to the content area during each year of the duration of the certificate; or  
(B) if the applicant holds an advanced degree, verification that the person, within the term of the current full career and technical education certificate, has earned at least 120 professional development points under an approved individual development plan filed with a local professional development council. The individual development plan shall include professional learning opportunities related to the content area during each year of the duration of the certificate.

(i) Any person whose full career and technical education certificate has expired may apply for a transitional career and technical education certificate by submitting to the state board the following:

- (1) An application for a transitional certificate; and

(2) the certification fee.

(j) Any person may upgrade a transitional career and technical education certificate to a full career and technical education certificate by submitting to the state board verification of meeting the renewal requirements in paragraph (h)(2).

(k) Any person who holds a valid teaching license or a full career and technical education certificate may add a career and technical education endorsement certification by submitting to the state board the following:

(1) An application for a career and technical education endorsement certification;

(2) verification of occupational competency in the career and technical education content area. Verification shall be dependent upon the content area and may include any of the following:

(A) Successful completion of any recognized competency exam;

(B) having a valid, appropriate occupational license in programs for which a license is required; or

(C) having a valid, industry-recognized credential; and

(3) the certification fee.

(l) A career and technical education specialized certificate may be issued to allow an individual with appropriate occupational knowledge, skills, and experience to instruct in a career and technical education pathway assignment.

(1) Each career and technical education specialized certificate shall be valid for three school years. Each certificate shall be valid only for the endorsed career and technical education area for grades 8 through 12 and only for the local education agency identified on the certificate.

(2) To obtain a career and technical education specialized certificate, each applicant shall submit to the state board the following:

(A) A written request for issuance from a local education agency that authorizes the applicant to teach each identified course;

(B) (i) Verification of an industry-recognized certificate in the technical profession and verification of at least five years of full-time work experience in the technical profession for which the industry-recognized certificate is held; or

(ii) verification of the applicant's occupational competency in the career and technical content area. Verification shall be dependent upon the content area and may include any of the following: successful completion of any recognized competency exam; having

a valid, appropriate occupational license in programs for which a license is required; holding the appropriate educational degree; having an industry-recognized credential; or having 4,000 hours of occupational work experience related to the endorsed career and technical education area;

(C) an application for a career and technical education specialized certificate; and

(D) the certification fee.

(3) The career and technical education specialized certificate issued to each individual meeting the requirements of paragraph (1)(2) shall allow the individual to instruct in a career and technical education pathway up to a .5 FTE assignment.

(4) Any person may renew a career and technical education specialized certificate by submitting the following to the state board:

(A) An application for renewal;

(B) the certification fee; and

(C) a written request for issuance by the local education agency authorizing the applicant to continue to teach each identified course.

*(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Aug. 5, 2005; amended July 18, 2008; amended, T-91-6- 30-14, June 30, 2014; amended Oct. 24, 2014.)*

For more information, contact:

Teacher Licensure  
785-296-2288  
[TLALicense@ksde.org](mailto:TLALicense@ksde.org)



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)