

Change in Fingerprint Requirement for Licensure

At their September 2014 meeting, the Kansas State Board of Education adopted regulation changes regarding requirements for a fingerprint based records check. **These changes will affect veteran educators who have never submitted fingerprints as part of any previous application for a Kansas certificate or license issued by the Kansas State Department of Education.**

EFFECTIVE November 15, 2014:

Any person submitting any of the following will **ALSO** be required to submit **AT THE TIME OF APPLICATION**, a complete set of fingerprints and the required fee:

- an application for the first Kansas certificate or license;
- an application for renewal of an expired Kansas certificate or license; or
- NEW** ■ 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

FAQ

When should I submit my fingerprints?

- ▶ Submit your fingerprint card and the \$50 fee **when you submit your next license application** (including any renewal, upgrade or application to add a new endorsement or license type).
- ▶ **Do not send your fingerprint card and fee unless you are within your eligibility to renew your license** (six months prior to the expiration date of your professional license) **OR** **are submitting an application for upgrade, added endorsement or new license type.**

How do I check if I need to submit a fingerprint card/fee?

- ▶ **After November 1, 2014**, you may access your record in **License Look-up** to determine if you need to submit a fingerprint card and fee with your next application for a license. A “yes/no” statement will be displayed.
 - <https://appspublic.ksde.org/tll/searchlicense.aspx> (from www.ksde.org, choose “Licensure” from Popular Resources, then the link to License Look-up)
 - Enter Last Name/SSN or Educator ID/Search to pull up your records.

Where do I get a fingerprint card?

- ▶ Order a fingerprint card to be mailed to your home address:
<http://www.ksde.org/agency/divisionoflearningservices/teacherlicensureandaccreditation/licensure/fingerprintcardorderform.aspx>
- ▶ School districts may request a supply of fingerprint cards to have on hand for their employees. Districts may order a desired number of cards using the same website. **Districts SHOULD NOT distribute unless the employee is ready to submit a license application.**

Where do I get my fingerprints taken?

- ▶ Any law enforcement agency or properly trained school personnel can take your prints.
- ▶ **Contact your local law enforcement agency BEFORE you go!** Confirm whether an appointment is required or if walk-ins are accepted and if there is a charge for the service.
- ▶ Districts wanting to have personnel trained to take prints should contact the Kansas Bureau of Investigation (KBI) for information.

Is there a fee?

- ▶ Yes. A \$50 fingerprint fee must be submitted with the fingerprint card. The fee is forwarded to the KBI for processing the criminal history records check utilizing KBI/Federal Bureau of Investigation (FBI) records.
- ▶ The fingerprint fee should be submitted as a separate payment (separate check or money order) from the application fee that is submitted with the license application. **Do not combine the fingerprint fee with the application fee on one payment.**



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