

Licensing/Relicensing Quick Reference Guide

The Kansas State Department of Education's (KSDE) website is the authoritative source on all things related to teacher licensure and accreditation. <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation>

To know which license or relicensing option to utilize for your situation, go to <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application> and scroll to the bottom of the page for the application forms and licensure requirements. There are 23 different possibilities so make sure you're choosing what applies to your particular situation. For quick reference purposes, the most common would be:

- Get your initial license – **Form 1**
- Renew an existing professional teaching license (5 yr) – **Form 3a**
- Upgrade from an initial license to a professional license – **Form 21**

The cost of the various licensure types varies depending on which option you use. These costs are listed here:

<http://www.ksde.org/Portals/0/TLA/Licensure/Licensure%20Documents/Updated%20Fee%20schedule%20chart%20by%20fee.pdf> and range from \$60 to \$85.

If you have already been finger printed for a previous license, you are now ready to mail your license/relicense application and any supporting documentation (sealed college/PDC transcripts, employment verifications, etc.) to KSDE (see address below). Remember to include the following in the envelope:

- Your completed application
- Supporting documentation for your license (transcripts, employment verification, etc.) in a separate sealed envelope
- A check or money order for the application fee

If you are getting your initial license or relicensing and **have NOT been finger printed**, you will need to do so. This can be done at most law enforcement agencies. In Salina, it is done by the Saline County Sheriff's office located at the Saline County Jail at 255 N 10th St. You will enter through the visitor's entrance and check in at the window for visitors. Tell them that you need fingerprints for your teaching license and they will take care of you. Please observe the following considerations when you are there for fingerprinting:

- Fingerprinting is done only Tuesday, Wednesday and Thursday from 9am – 4pm.
- This is not a fast process. Allow an hour in case you need to wait for others getting printed for employment, concealed/carry or juvenile booking activity. The fingerprinting process itself takes at least 20 minutes even if there is no wait.
- **You will need a photo ID**
- You do **not** need the fingerprinting card referenced on the KSDE website if you go through Saline County. They use electronic fingerprinting and will print the card on site. (Electronic fingerprinting is also much less messy and more accurate, reducing the possibility the prints will be returned and need to be redone).
- **Cost for the service is \$20 in cash or check made to Saline County**
- In a large envelope, have everything ready to be mailed to KSDE including your all your licensing documents and any supporting documentation (sealed college/PDC transcripts, employment verifications, etc.). **Place 2 first class postage stamps on the envelope.**
- You will need to include **two additional checks for KSDE**. These checks need to be separate, one made out for your licensing fee and the other for your fingerprinting fee for \$50. Both checks should be made out to KSDE.
- Remember to include the following in the envelope:
 - Your completed application
 - Supporting documentation for your license (transcripts, employment verification, etc.)
 - 2 separate checks, both made out to KSDE: 1 for the application fee, the other for \$50 for the fingerprinting fees
 - The sheriff's office staff who does your fingerprinting will have you sign the completed fingerprint card and will include it in the envelope with all the other items. It will be sealed by them and mailed from there in an envelope addressed and stamped by you.
 - The enveloped should be addressed as:
Teacher Licensure and Accreditation
KSDE
Landon State Office Building
900 SW Jackson Street Suite 106
Topeka, KS 66612-1212