

Kansas State Department of Education

Teacher Education and Licensure

120 SE 10th Avenue, Topeka, KS 66612-1182 Phone: 785-296-2288 http://www.ksde.org/cert/cert.html

EMERGENCY SUBSTITUTE LICENSE

This application is to be used if this is your first emergency substitute license or you have not held an emergency substitute license since the 1999-2000 school year.

Minimum requirements: 60 semester credit hours from a regionally accredited college or university

- A. Complete section A of the application.
- B. Include a \$39.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH. Do not combine this fee with the background fee if you are submitting fingerprints.**
- C. **Attach official transcripts.** Submit a baccalaureate degree transcript (and graduate degree transcripts if a graduate degree has been earned) from a regionally accredited college or university. If no baccalaureate degree has been earned, submit transcripts verifying a minimum of 60 semester hours of college credit from a regionally accredited college or university. No photocopies or grade reports will be accepted.

Semester credit hours and/or degrees must be earned through a college or university accredited by one of the following regional accrediting associations: New England Association of Schools and Colleges; Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges; Association for Biblical Higher Education.

- D. Determine if you need to submit fingerprints by reviewing the Kansas Fingerprint Information on the back of this page. If fingerprints are needed, follow the instructions for submitting a fingerprint card.
- E. Mail the application, fee and all applicable supporting documents to: Teacher Education and Licensure, KSDE, 120 SE 10th Avenue, Topeka, KS 66612-1182. Processing fee cannot be refunded and does not guarantee a license will be issued.

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Kansas Fingerprint Information

WHO NEEDS A BACKGROUND CHECK?

Any applicant applying for an initial Kansas license OR any applicant whose Kansas certificate/license has been expired for more than six months.

Fingerprint Card Instructions

Applicant: To meet the fingerprint requirement, you must fill out ONE fingerprint card as follows:

1. Enter your name (including aliases, **maiden**, previous married) complete mailing address, **social security number**, citizenship, date of birth, and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth.) The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers. **Cards with missing or incomplete information will be rejected.**
2. Take the card to a qualified law enforcement agency and have them take your fingerprints. You must use the Kansas preformatted card (FBI, FD258). Some law enforcement agencies may take digital prints. If this application packet does not include a card and you need one, request one online at <http://www.ksde.org> Choose “educator” and then click on “licensure”. Under Quick Links, click on the link for a Fingerprint Card. You may also call 785-291-3678 to request a card.
3. Have at least one form of picture identification for the law enforcement agency. Sign the card in front of the law enforcement officer.
4. Place adequate postage on the envelope provided and give it to the law enforcement agency to use in submitting your fingerprints.
5. Request the law enforcement agency performing the fingerprinting process to mail the card along with your **\$44 background check fee** (check or money order made payable to KSDE) to the Kansas State Department of Education in the addressed envelope provided with the application packet. **DO NOT SEND CASH. The \$44.00 for the background check must be submitted as a separate payment from the \$39.00 application fee that is submitted with the application. Do not combine the background fee and the application fee!!!**
6. A card submitted without the background check fee of \$44 will not be processed. Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.
7. **A background check clearance is valid for six months.** Applications for certification/licensure submitted six months after the background check clearance is received will require a new fingerprint card for a new clearance.

