

Relicensure Information

All licensure information can be found at:

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL>

And here:

<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>

Outline:

1. Guidelines
 - a. 6 months Prior
 - b. Application Forms- Some now online-
 - c. Transcripts
 - i. KSDE wants to see “PDC Points”
 - ii. College hours transferred into points
 - iii. All college hours must be entered in MLP-
 - iv. If any college classes are on the MLP transcript, official college transcripts that coincide with PDC transcript must be sent to Dr. Bonner
 - v. Dr. Bonner will upload college and PDC transcript to KSDE during the renewal process
 - d. Fingerprints- check and prints submitted separately from application materials
 - i. Carla has fingerprint cards and envelopes
 - ii. Contact SROs or VCPD for fingerprinting
 - e. Check
2. Type of current license and method of relicensure determines application form needed
 - a. Spreadsheet
3. Methods of relicensure
 - a. Experience or Mentoring program if currently hold initial license
 - b. College Credits & PDC points
 - c. College credit only- if earning new or additional endorsement
 - d. Experience only if you have masters degree – can use twice in career – even if earning second masters
 - e. Points only – 120 with Master’s degree
4. Application Forms
 - i. Form 1 Initial license (all types; and one-year non-renewable)
 - ii. Form 20 Renew an initial license- online process
 - iii. Form 21 Upgrade from initial to professional- online process
 - iv. Form 3a Renew a professional license- online process

