

STEPS TO LICENSURE

These are the steps you will take AFTER graduating and passing your Praxis tests.

1. Click the link to go to [KSDE License Information and Applications](#).
2. Create a KLAS account. Select the "Initial Teaching License" application and complete the form and payment ***IF***...
 - a. you have already passed your Praxis tests ***OR***
 - b. plan to pass them by ***mid-June*** of the year you want to begin teaching.
3. If you have accepted a teaching job starting in August, but haven't passed your Praxis tests by June, you will need to consider applying for a Temporary Non-renewable License (***not advisable!***) or ask your school district's HR if they'll let you begin teaching with a Standard Substitute License.
 - a. Neither of these options will count if your teaching job is outside of Kansas.
 - b. Neither of these options will get you out of taking your Praxis tests; these licenses expire after one year.

Fingerprints

NOTE: If you hold a current, active Emergency Sub license, you will not need to be fingerprinted again. You need to apply for your Initial Teaching license BEFORE your Emergency Substitute license expires to avoid being fingerprinted again.

If you have never been fingerprinted OR if your Emergency Sub license has expired:

4. Pick up a fingerprint/background check packet in person from Katie Pearson or another Ed. Dept. faculty member or click here for [KSDE's fingerprint requirements](#).
5. Call your local police department for an appointment to be fingerprinted. Take the packet with you and a check or money order for \$57 payable to KSDE.
 - a. You cannot submit payment in any other way. It must be sent with everything else.
 - b. The packet will not be returned to you; the police officer helping you will mail it.
 - c. Your local police department may charge you a separate fee for the fingerprinting service. In Lindsborg, if you tell the police department you are a Bethany education major/graduate, you *might* not be charged.

Transcripts

6. Click here to order your [official transcript](#).
7. Follow the prompts for your transcript to be sent **electronically**. This will cost \$10.50.
8. When you are asked, "Who is requesting transcripts?", type in KSDE.
9. When prompted for a recipient email, type in **etranscripts@ksde.gov**. DO NOT list your own email as the recipient.

Then what?

KSDE will notify Katie Pearson, who will confirm your Praxis score(s), graduation, and TWS score. KSDE will notify you via email when your license is active.

Adding Endorsements

- Endorsements like SPED and ESL/ESOL may be added to your license at any time. However, take your other Praxis exams first!
- Once your Initial Teaching License is active, return to your KLAS account, and choose "Adding an Endorsement by Program Completion." You may be prompted to resubmit transcripts, and there will be another application fee.
- Later, if you want to add more endorsements, you can do that by passing additional Praxis tests or completing some extra coursework.

Other helpful info:

- If more than six weeks have passed since you submitted your license application, and you haven't heard from KSDE, log into your KLAS account and double-check that you submitted your application fee. If that isn't the problem, you can email pearsonke@bethanylb.edu for help.
- If you pass your Praxis exams, your scores will be valid for 10 years.

- If you plan to teach out of state, contact Katie Pearson about how to transfer your Kansas license. ***You can do this at any time after graduation.***