

GUIDANCE



Licensure Policies during COVID-19 Pandemic

The following information is provided to answer licensing questions during this period of uncertainty.

1. Expiration dates of licenses during RENEWAL process:

Licenses are considered non-expiring as long as the application and fee is received prior to the expiration date UNLESS it is discovered during processing that renewal requirements were not met. When issued, the renewed license will not show a break in effective dates - as long as requirement are met.

- Staff will continue to process applications during this period.
- If your license is expiring submit your application to renew now!

2. ALL application forms are available for submission!

All forms can be accessed here: <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>. Scroll down to see the list of forms.

Applicants: If you need to upgrade or renew a license submit your application now – don't wait.

Select this link <https://appspublic.ksde.org/AuthenticationPublic/login.aspx> to go directly to the log in to submit an online application.

District/LEA staff: you still have access to process online applications from any computer. License Application is a KSDE authenticated application. Here is a direct link to access the authenticated applications: <https://apps.ksde.org/authentication/login.aspx> for bachelor level teachers to whom you awarded PD points for semester credit hours, it is sufficient to upload just the PDC transcript. No university transcript will be required.

3. INITIAL LICENSE HOLDERS - Completion of mentoring programs to upgrade to the professional license

- Spring semester 2020 will be considered a complete semester as of the date of school closings.
- All educators (teachers, school specialists and school leaders) who were on track to complete mentoring programs in May 2020, can IMMEDIATELY submit the Form 21 application to upgrade to the Professional license.
- **Teachers who were issued an Extension of their Initial teaching license:**
 - Submit a Form 21 application to upgrade now.
 - Teachers who have ALREADY submitted a Form 21 upgrade application (with or without being issued an Extension) will be issued the upgrade as soon as possible. No additional action is required by the teacher or the district.

4. Emergency Substitute licenses

- All applications for a first-time emergency substitute licenses received on or after March 1, 2020, will be issued valid through next school year with an expiration date of June 30, 2021.

5. One-year nonrenewable licenses

- Applications for a one-year nonrenewable licenses received on or after March 1, 2020 will be issued valid through next school year with an expiration date of June 30, 2021.
- **CURRENT ONE-YEAR NONRENEWABLE LICENSE HOLDERS EXPIRING ON JUNE 30, 2020:**
 - Your license will be extended valid through December 31, 2020 to allow additional time to complete your testing if you have not already done so. No additional action needed from you.
 - **If you have already completed your testing**, submit the Upgrade Application Form 3b now.

6. Fingerprint Cards

- A fingerprint-based background clearance will still be required for all first-time and expired Kansas licenses
- Expect delays of fingerprint card mailing and of KBI clearance processing due to the government shutdown.

7. Testing

- All initial program completers who are unable to complete testing prior to July 1, 2020, can apply for and be issued a one-year nonrenewable license, valid through next school year, June 30, 2021. This includes school leadership and school specialist program completers needing the content assessment for their initial license.
- Districts offering positions to **Restricted License (Transition to Teaching)** candidates who are unable to complete the content assessment by July 1:
 - Submit the Form 9 application in collaboration with the university. The Restricted License will be issued valid through December 31, 2020

For more information, contact:

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