

Kansas State Department of Education

Teacher Education and Licensure

120 SE 10th Avenue, Topeka, KS 66612-1182

Phone: 785-291-3678

www.ksde.org

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 \$42.00 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 expired.

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 "Teacher 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 **\$50 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 \$50.00 for the background check must be submitted as a separate payment from the 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 \$50 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.

Application for Kansas Initial
EMERGENCY SUBSTITUTE LICENSE
2013-2014 SCHOOL YEAR

SECTION A – TO BE COMPLETED BY APPLICANT

1. Social Security Number _ _ _ - _ _ _ - _ _ _

2. Legal Name (First) (Middle) (Last)

3. List all prior names (maiden, alias, previous married, etc.)

4. Mailing Address	City	State	Zip Code
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5. Birthdate (MM/DD/YYYY)	6. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	7. Phone: _ _ _ - _ _ _ - _ _ _ _ _ Alternate Phone: _ _ _ - _ _ _ - _ _ _ _ _
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8. a. **Have you ever been convicted of a felony?**
 NO YES If yes, please attach a copy of the court documents regarding conviction.
- b. **Have you ever been convicted of ANY crime involving theft, drugs, or a child?**
 NO YES If yes, please attach a copy of the court documents regarding conviction.
- c. **Have you entered into a criminal diversion agreement after being charged with any offense described in question 8a or 8b?**
 NO YES If yes, please attach a copy of the diversion agreement.
- d. **Are criminal charges pending against you in any state involving any of the offenses described in question 8a or 8b?**
 NO YES If yes, please attach a copy of the court documents regarding your case.
- e. **Have you had a teacher’s or school administrator’s certificate or license denied, suspended, revoked or been the subject of other disciplinary action in any state?**
 NO YES If yes, please indicate the action taken: denied, suspended or revoked.
Which state(s)? _____
Please attach a copy of the documents regarding the official action taken.
- f. **Is disciplinary action pending against you in any state regarding a teacher’s or administrator’s certificate or license?**
 NO YES If yes, please attach a copy of the official documents regarding the action pending against you.
- g. **Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state?**
 NO YES If yes, please indicate the action taken: denied, suspended or revoked.
Which state(s)? _____
Please attach a copy of the documents regarding the official action taken.
- h. **Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?**
 NO YES If yes, which district(s)? _____ When? _____
- i. **Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?**
 NO YES If yes, what state(s)? _____ When? _____

9. List ALL regionally accredited colleges and universities where courses were taken in order of attendance. Attach official transcripts. If you were issued an Emergency Substitute License on August 1, 1999 or after, you do not need to resubmit transcripts unless your degree information has changed.

Name of College/University	State	List your Degree - if earned	Year Earned	Last term of attendance	Semester Hours Earned

10. I certify that I am of good moral character and that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my license.

Signature of Applicant

Date

In order to be hired as a substitute teacher, you must contact the local district office in the district where you want to substitute teach. The district will provide instructions on their substitute requirements and hiring process. Issuance of the emergency substitute license does not guarantee that you will be hired as a substitute teacher. You are eligible to work as a substitute teacher in more than one school district. Your initial emergency substitute license will be valid for the current school year only. You may apply for another emergency substitute license when this one expires. Emergency substitute renewals are issued valid for two school years.

Include a **\$42.00 Application Fee** made payable to the Kansas State Department of Education.
 Money order or cashier’s check preferred. Personal checks accepted.

DO NOT SEND CASH.

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