

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>

FORM 3

Pages 1 and 2 apply to Expired Certificate Holders only

If your Kansas certificate was valid on July 1, 2003, and remains currently valid follow the renewal requirements printed on your current certificate and as described on pages 3 and 4.

EXPIRED THREE YEAR or FIVE YEAR CERTIFICATES

Kansas transitioned to a new licensure system effective July 1, 2003. The following renewal requirements are imposed by the new licensure regulations.

Applicants with expired certificates who are living in Kansas:

- Semester credit hours for renewal must have approval from a local professional development council (PDC) in a school district where you live or where your place of work is located. Contact the local district office where you live or work for details.

Applicants who had a Kansas certificate but who are now living out-of-state:

- If your Kansas certificate has been expired more than five years: you may be eligible to reinstate your Kansas license as a professional license if you have been employed out-of-state in a state-accredited school system under a valid license or certificate for at least three of the last six years AND you have achieved a professional level license in that state.
- If you have not been employed recently, **OR** if your Kansas certificate has been expired less than five years:
 - wait until you move back to Kansas and then work with a local professional development council to earn professional development points for renewal.

OR

- if you want to maintain your Kansas license while living out-of-state, you may work through the Licensure Review Committee as your professional development council. As a first step, you will need to complete a form to file an individual development plan with the Licensure Review Committee. Contact Diana Stephan at 785-296-2280 or Shannon Hall at 785-296-3835 for more information.

**Contact the Teacher Education and Licensure office at
785-291-3678
for questions or clarification.**

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Currently Valid Certificate Renewal Information

Refer to the renewal requirements printed on your current certificate or the charts below to determine your option(s) for renewal.

Currently Valid Three Year Certificates:

The three year certificate is not part of the new licensure system. Individuals will be allowed one additional three year certificate when applying after July 1, 2003 as a transition into the new licensure system. If the individuals do not meet the experience requirement to move to a five year license during that final three year certificate, they will be issued a conditional license (the initial license under the new licensure system) upon meeting renewal requirements.

| Three Year Certificates | |
|---|--|
| 3 year certificate → 5 year Professional License | 3 year certificate → 3 year certificate |
| <p>❶ Experience*: verification of <u>two (2) or more</u> years of accredited experience, half time or more, during the validity of the three-year Kansas certificate and within the six-year period prior to application. This type of experience is not “saved” to be used at a future date.</p> <p>❷ Once an applicant has moved to a professional license, all further renewals are for five years.</p> <p>❸ If the applicant does not meet the experience requirement to move to a five-year professional license, (s)he is then <u>eligible to apply for one final three-year certificate by meeting one of the requirements in the right-hand column.</u></p> | <p>❶ Experience*: verification of <u>one (1)</u> year of accredited experience*, half time or more, since the issuance of the three-year Kansas certificate and within the six-year period prior to application for renewal.</p> <p style="text-align: center;">OR</p> <p>❷ Credit: If holding a <u>Bachelor’s degree</u>: eight (8) semester credit hours; if holding a <u>Master’s degree or above</u>: six (6) semester credit hours of appropriate college credit from a regionally accredited college or university since the issuance of the three-year certificate and within the six-year period prior to application for renewal.</p> <p style="text-align: center;">OR</p> <p>❸ Inservice (Professional development)/Credit: <u>Bachelor’s degree</u>: completion of 80 additional Kansas inservice/professional development points ** and four (4) semester credit hours (minimum) of additional recent college credit from a regionally accredited college or university. <u>Master’s degree or above</u>: 120 additional inservice/professional development points or a combination of hours & points.</p> |

*If the experience is out-of-state, include a photocopy of your out-of-state certificate.

**Awarded by a district with a state approved inservice/professional development program. 20 pts = 1 hour.

Currently Valid Five Year Certificates

Five Year Certificates: 5 year → 5 year Professional License

❶ Credit:

Bachelor's degree: completion of eight (8) semester hours of additional recent college credit from a regionally accredited college or university within the six-year period prior to application for renewal;

Master's degree or above: six (6) semester hours of additional recent college credit from a regionally accredited college or university within the six-year period prior to application for renewal

OR

❷ Inservice (Professional Development)**/Credit:

Bachelor's degree: completion of 80 additional Kansas inservice/professional development points and a minimum of four (4) semester hours of additional recent college credit from a regionally accredited college or university;

Master's degree or above: completion of 120 additional Kansas inservice/professional development points or its equivalent in hours and points

OR

❸ **Master's degree or above only:** verification of three years of accredited experience* during the validity of the most recent five-year Kansas certificate and within the six-year period prior to the application for renewal. **This type of experience renewal may be used only twice in the applicant's career and is only available for advanced degrees earned prior to July 1, 2003.**

*If the experience is out-of-state, include a photocopy of your out-of-state certificate.

**Inservice/Professional Development points are those awarded by a Kansas district with a state approved inservice/professional development program. 20 pts = 1 hour

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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/cert/1ask4fp.html> or by calling 785-291-3678.
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 \$36.00 submitted for the application fee. Do not combine the fees into one payment!!!**
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.

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Application Instructions

FORM 3

1. Complete all sections on the front page of the application.
2. Complete only those sections on pages 8 and 9 of the application that pertain to your basis for renewal.
3. Include one or more of the following to document your basis for renewal:
Applications received without official documentation attached will be sent back to the applicant.
 - a. Official college/university transcripts in the sealed envelope from the college/university to verify semester credit hours. **Do not have transcripts sent directly to KSDE.**
 - b. Official inservice/professional development transcript from the district office in the sealed district envelope to verify Kansas inservice/professional development points.
 - c. Experience verification form in a sealed envelope to verify accredited experience as a teacher or administrator.
4. Include a personal check or money order in the amount of \$36.00. **Do not combine this fee with the background fee if you are submitting fingerprints.**
5. Fingerprint Process-**For applicants whose certificate has been expired for six months or more.**
 - a. A fingerprint card will need to be submitted in the manner described on the fingerprint card instructions page. Fingerprint card instructions state that the card and \$44 background check fee will be mailed by the qualified law enforcement agency taking the fingerprints in the addressed envelope provided by the applicant. The application, transcripts, and fee will not be submitted with the fingerprint card.
 - b. Fingerprint cards not submitted in the proper manner or rejected prints will require the applicant to obtain a new set of fingerprints.

Items to note:

- Whenever a new degree has been earned, an official degree transcript must be submitted, regardless of the basis for renewal.
- Any out-of-state accredited experience must be accompanied by a copy of the out-of-state certificate/license valid during verified experience.

Refer to the renewal information page to determine your renewal options.

II. TYPE OF RENEWAL REQUESTED AND BASIS FOR RENEWAL

- I request an upgrade of my three (3) year standard certificate to a five (5) year professional license based on two years of accredited experience.
 - I have two years of accredited experience during my currently valid three year certificate – Complete Section IV and the Verification of Accredited Experience form
 - My three year certificate has been expired for more than five years, but I have three years of accredited experience out-of-state during the last six years and have achieved a professional level license in that state – Complete Section IV and the Verification of Accredited Experience form

- I do not meet the experience requirement to move to the five year license, and request a renewal of my three (3) year standard certificate for another three year certificate.
 - One year of accredited experience – complete Section IV and the Verification of Accredited Experience form
 - College Credit only – complete Section V
 - College Credit and Inservice/Professional Development Points – complete Section III and V
 - I hold a graduate degree and have Inservice/Professional Development Points only – complete Section III

- I request renewal of my five year certificate to a 5 year license
 - College Credit only – complete Section V
 - College Credit and Inservice/Professional Development Points – complete Section III and V
 - I hold a graduate degree and have Inservice/Professional Development Points only – complete Section III
 - I hold a graduate degree earned prior to September 1, 2003, have a remaining “masters plus experience”, and have three years of accredited experience during my currently valid certificate – complete Section IV and the Verification of Accredited Experience form
 - My five year certificate has been expired for more than five years, but I have three years of accredited experience out-of-state during the last six years and have achieved a professional level license in that state – Complete Section IV and the Verification of Accredited Experience form

SECTION B – SUPPORTING DOCUMENTATION – Complete only the sections that pertain to your basis for renewal and attach documentation requested.

III. INSERVICE/PROFESSIONAL DEVELOPMENT POINTS INFORMATION

A. List all local school district(s) where official Kansas Inservice/Professional Development points have been earned.

| School | USD/City | Points Earned |
|--------|----------|---------------|
| | | |
| | | |
| | | |

B. Attach the official professional development transcript given to you by the District.

IV. TEACHING EXPERIENCE INFORMATION

A. List all accredited school experience completed in the last six (6) years.

| School | City | State | Dates of Employment |
|--------|------|-------|---------------------|
| | | | |
| | | | |
| | | | |

B. Attach the completed Experience Verification Form.

V. EDUCATION INFORMATION

A. List all regionally accredited colleges and universities where you completed renewal credits.

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

B. Attach official transcripts of all college coursework completed for renewal.

IF AN EXCEPTIONAL CHILD SURVEY COURSE WAS PRINTED AS A RENEWAL REQUIREMENT ON YOUR MOST RECENT CERTIFICATE: Complete the statement below and attach an official transcript of the course.

I have completed a two semester hour survey course in exceptional children. NO YES

Institution: _____ Term: _____

VI. IF YOU COMPLETED LOWER DIVISION CREDIT HOURS for renewal:

REFER TO THE "EXPLANATION OF TERMS – Criteria for Renewal Credit " on page 11 for clarification

As a Kansas district or building administrator or Kansas Teacher Education Institution Licensure officer, I hereby approve the following lower division semester hours for the purpose of renewal of certification, knowing that they are in compliance with S.B.R. 91-1-30(b).

Course No./Title _____ Course No./Title _____

Course No./Title _____ Course No./Title _____

Administrator's Signature _____ USD # _____

Administrator's Name (PLEASE PRINT) _____

Explanation of Terms

FORM 3

Exceptional Child Survey Course

APPLICABLE ONLY IF AN EXCEPTIONAL CHILD SURVEY COURSE WAS PRINTED AS A RENEWAL REQUIREMENT ON YOUR MOST RECENT CERTIFICATE

- ❖ Each applicant for renewal of a standard elementary and/or secondary certificate must provide evidence that a two semester or more credit hour survey course from a regionally accredited college or university in exceptional children or equivalent content from other courses has been completed.
- ❖ *If a course has already been included with prior credit, it is NOT necessary to complete a more recent course.*
- ❖ Equivalent content from other courses must be verified by the certification officer of the teacher education institution.

Criteria for Renewal Credit

- ❖ Renewal credit must be completed at a regionally accredited college or university within a six-year period prior to application and must be upper-division (junior or senior) or graduate level.
- ❖ The applicant shall select credit hours which maintain or improve skills related to employment as a teacher, administrator, or special service personnel in the school.
- ❖ Renewal credit shall be appropriate to the endorsements which appear on the certificate, to a new endorsement area, or to professional development as an educator.

- ❖ Credits from lower-division coursework (freshman, sophomore, or community college level) will only be accepted for renewal credit if they relate to the endorsements on the applicant's certificate or to a new endorsement area. In addition, the applicant must have a Kansas building or district administrator's approval or that of a university certification officer to use lower division hours. Such approval must be verified on Section VI on the back of the application for certificate renewal.

Inservice/Professional Development Points

- ❖ Applicants for certification renewal who are employed by Kansas districts or who live or work in a Kansas school district may use inservice/professional development points in part or in full, depending on their degree level, as a basis for recertification.
- ❖ The applicant must have an approved individual development plan on file with the district and must supply an **official** itemized inservice transcript at the time of application for renewal.
- ❖ Inservice education points must have been earned during the **five-year** period prior to renewal.

Applying in Advance

- ❖ A certificate may be renewed as much as, but not more than, 18 months in advance provided that the renewal requirements have been met. No certificate validity will be lost.

PROFESSIONAL DEVELOPMENT TO RENEW THE FIVE YEAR PROFESSIONAL LICENSE MUST OCCUR DURING THE EFFECTIVE DATES OF THE LICENSE. THEREFORE, IF YOU UPGRADE YOUR FIVE YEAR CERTIFICATE TO A FIVE YEAR PROFESSIONAL LICENSE IN ADVANCE AS DESCRIBED ABOVE, PROFESSIONAL DEVELOPMENT FOR RENEWAL OF THE LICENSE WILL NOT BE APPLICABLE UNTIL THE EFFECTIVE DATE OF THE NEW LICENSE.

When Can You Renew Your Certificate?

| You can apply for certificate renewal 18 months in advance of its expiration. | | |
|--|-------------|-------------|
| Expiration | Expiration | Expiration |
| | ↓ | ↓ |
| 07/04-01/06 | 07/05-01/07 | 07/07-01/09 |
| 08/04-02/06 | 08/05-02/07 | 08/07-02/09 |
| 09/04-03/06 | 09/05-03/07 | 09/07-03/09 |
| 10/04-04/06 | 10/05-04/07 | 10/07-04/09 |
| 11/04-05/06 | 11/05-05/07 | 11/07-05/09 |
| 12/04-06/06 | 12/05-06/07 | 12/07-06/09 |
| 01/05-07/06 | 01/06-07/07 | 01/08-07/09 |
| 02/05-08/06 | 02/06-08/07 | 02/08-08/09 |
| 03/05-09/06 | 03/06-09/07 | 03/08-09/09 |
| 04/05-10/06 | 04/06-10/07 | 04/08-10/09 |
| 05/05-11/06 | 05/06-11/07 | 05/08-11/09 |
| 06/05-12/06 | 06/06-12/07 | 06/08-12/09 |
| | | |
| | 07/06-01/08 | |
| | 08/06-02/08 | |
| | 09/06-03/08 | |
| | 10/06-04/08 | |
| | 11/06-05/08 | |
| | 12/06-06/08 | |
| | 01/07-07/08 | |
| | 02/07-08/08 | |
| | 03/07-09/08 | |
| | 04/07-10/08 | |
| | 05/07-11/08 | |
| | 06/07-12/08 | |

Are the Credits or Inservice/Professional Development Points Too Old?

| Credit is valid for 6 years. | | | |
|-------------------------------------|--------------|-----------------------|--------------|
| Date Credit Received: | Valid Until: | Date Credit Received: | Valid Until: |
| | ↓ | | ↓ |
| FALL 99- | JUN 1, 06 | SPR 01 - | SEP 1, 07 |
| | | SUM 01 - | DEC 31, 07 |
| SPR 00 - | SEP 1, 06 | FALL 01 - | JUN 1, 08 |
| SUM 00 - | DEC 31, 06 | | |
| FALL 00 - | JUN 1, 07 | SPR 02 - | SEP 1, 08 |
| | | SUM 02 - | DEC 31, 08 |
| | | FALL 02 - | JUN 1, 09 |
| | | | |
| | | SPR 03 - | SEP 1, 09 |
| | | SUM 03 - | DEC 31, 09 |

| Inservice/Professional Development is valid for 5 years. | | | |
|---|--------------|------------------------|--------------|
| Date Points Received: | Valid Until: | Dates Points Received: | Valid Until: |
| | ↓ | | ↓ |
| FALL 00 - | JUN 1, 06 | SPR 02 - | SEPT 1, 07 |
| | | SUM 02 - | DEC 31, 07 |
| SPR 01 - | SEPT 1, 06 | FALL 02 - | JUN 1, 08 |
| SUM 01 - | DEC 31, 06 | | |
| FALL 01 - | JUN 1, 07 | SPR 03 - | SEPT 1, 08 |
| | | SUM 03 - | DEC 31, 08 |
| | | FALL 03 - | JUN 1, 09 |
| | | | |
| | | SPR 04 - | SEPT 1, 09 |
| | | SUM 04 - | DEC 31, 09 |