Applicant Instructions

KSDE Online Application Instructions
Step 1 – Register for a Login

Before you can submit your application, you must request a user name and password. To register, do the following:

1. Go to https://online.ksde.org/authenticationpublic/
2. Click on the “Register” button to display the “KSDE User Registration Form”.
3. Enter the following information:
   - First Name
   - Last Name
   - Phone Number
   - Email Address
   - Login ID – this log-on ID will become your User Name for subsequent logins
   - Password (must be at least 8, with at least one upper case letter, at least one lower case letter, and at least one number or special character)
   - Password Re-entered
   - Birth date
   - A question to which only you know the answer
   - The answer to the question

Leave “individual” as the appropriate Application Access Level. When you are ready to submit your registration, click on the “Submit” button (see Figure 2).

You can then access Form 1 – Initial Conditional License or Added Endorsement and begin entering your application information.

Figure 1 - User Login for KSDE Web Applications Page
Figure 2 - KSDE User Registration Page
Step 2 – Complete the Application Form 1 for an Initial Conditional License or an Added Endorsement

To complete your application, do the following:

1. Log onto the system again at https://online.ksde.org/authenticationpublic/ (OR if you are already logged in)
2. Enter your user name and password, then click on the “Login” button (see Figure 1). NOTE: if you forgot your password, click on the “Forgot Your Password?” link. You will be asked to enter your user name, birth date, and the answer to the question that you entered when you registered for your login.
3. Once you have successfully logged in, you will see the “KSDE Web Applications” page. Click on the “License Application” menu option to access Form 1 – Initial Conditional License or Added Endorsement.

When you access Form 1 for the first time, the following fields will be pre-populated with information that you entered when you registered for a login:

1. Phone Number
2. Email Address 1

All other fields will be blank the first time that you access Form 1. You may change the information contained in the phone number and email address 1 fields if you wish.

See Figure 3 – (* indicates a field is not a required field):

1. Social Security Number (no dashes, no spaces)
2. First Name
3. Middle Name
4. Last Name
5. *Prior names - list all prior names (maiden, alias, previous married, etc.)
6. Mailing Address – when your license is issued it will be mailed to this address
7. City
8. State
9. Zip Code
10. Birth date (MM/DD/YYYY)
11. Gender
12. Phone Number (no dashes, no spaces)
13. *Alternative phone number (no dashes, no spaces)
14. “Where are you completing your preparation program?”- select your Kansas institution from the pull-down menu (If you don’t have a Kansas institution, you can’t use this application)
15. **Email Address 1 – the e-mail address you provide must be active throughout the entire application process. All notifications during the application process will occur through e-mail to the address that you provide. Do not use an e-mail address that you will be closing during the application process.**
16. *Email Address 2 – provide a backup e-mail address if you have one that will be active during the entire application process
17-24 Answer (Yes/No) to each question.
25. Subjects and levels of licensure requested – list the subject areas and the level of the teacher preparation programs you completed
26. Colleges and universities where courses were taken in order of attendance – List all institutions where you completed coursework. Choose the state where the institution was located from the pull-down menu. If the college or university was outside the U.S., choose XX as the state code. After you choose the appropriate state, choose the name of the college or university from the pull-down menu. Under the “degree information” section, indicate yes or no for degree earned at this institution. If you just completed coursework and did not earn a degree from the college or university, skip over the degree information (degree earned at this institution, type of degree, date conferred). If you earned a degree, choose the type of degree from the pull-down menu and key in the date the degree was conferred. Next, complete the “last term of attendance” section. This section should be completed for each institution whether a degree was earned or not. Choose the last term of attendance from the pull-down menu and key in the 4 digit year.

27. Mark the box to certify that the information you have provided on the application is true and complete. This serves as your electronic signature and also gives your licensing institution permission to release any and all information needed to KSDE.

After 30 minutes of inactivity, the session will expire. You will be kicked out of the system. Work in progress will not be saved.

If you have not completed the application but want to save your work, or you are not ready to submit your application, click on the “Save/Hold” button. This will save what you have already entered so you can continue when you access the form in the future.

If you want to print a copy of your application, click on the “Print” button, and choose to print the document “landscape”. If you want to delete your application, click on the “Delete” button.
### Form 1 - Initial Conditional License or Added Endorsements for Kansas Grads

**Applicant Portion**

Welcome: Susan Helbert

1. Social Security Number (no dashes, no spaces):

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>2. (First)</th>
<th>3. (Middle)</th>
<th>4. (Last)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

|            |            |            |            |
|            |            |            |            |

6. Mailing Address

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

10. Birthdate (MM/DD/YYYY)

11. Gender

- Female
- Male

12. Phone (no dashes, no spaces): [582962209]

13. Alternate Phone (no dashes, no spaces):

14. Where are you completing your preparation program? [Please select an institution]

15. Email Address: sh@eberke.edu

(Please provide your personal email address(es) that will be active throughout the application process so that we may notify you of the changing status of your application)

16. Email Address 2

17. Have you ever been convicted of a felony?

- NO
- YES

18. Have you ever been convicted of ANY crime involving theft, drugs, or a child?

- NO
- YES

19. Have you entered into a criminal diversion agreement after being charged with any offense described in question 17 or 18?

- NO
- YES

20. Are criminal charges pending against you in any state involving any of the offenses described in question 17 or 18?

- NO
- YES

21. Have you had a teacher's or school administrator's certificate or license denied, suspended, or revoked in any state?

- NO
- YES

22. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license?

- NO
- YES

23. 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

24. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?

- NO
- YES

25. Subjects and levels of licensure requested:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

26. List of colleges and universities where courses were taken in order of attendance.

(For an added endorsement, only list the coursework taken since the last issuance)

<table>
<thead>
<tr>
<th>State</th>
<th>Name of College/University</th>
<th>Degree Earned at This Institution</th>
<th>Type of Degree</th>
<th>Date Conferred</th>
<th>Last Term of Attendance Term Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

27. By clicking on the checkboxes I certify 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 certificate or license. AND I hereby give my verifying licensing institution permission to release any and all information needed.
Step 3 – Submission of the application to your Kansas licensing institution

Once you have completed your application and are ready to submit it, click on the “Submit” button from the series of buttons along the bottom of the page (see Figure 3).

Once you click on the submit button, the application information will be sent to your licensing institution for processing (you will see a message on the screen that says this). If you log back in to the online applications you will see the following message. This message will show as long as the institution is still processing your application.

Welcome: Angie Funk

Your application has been submitted to MIDAMERICA NAZARENE UNIVERSITY.

After you submit your application to your recommending institution, you will also receive the following e-mail notification.

<table>
<thead>
<tr>
<th>Licensure Application Submitted by Applicant to Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Kansas licensure application has been submitted to “your institution”. They will complete the application by verifying your educational information, endorsement program, and testing results. The application will then be forwarded to the Kansas State Department of Education (KSDE) for final processing. You will receive notification by e-mail when “your institution” forwards your application to KSDE. <strong>The e-mail notification will include complete instructions for payment of the application fee. Do not submit payment until you receive the notification and further instructions.</strong></td>
</tr>
</tbody>
</table>

If you have changes in your e-mail or mailing address, please contact your institution immediately.

Please note: Future notification will provide you with instructions on how to submit the application fee. **DO NOT SUBMIT AN APPLICATION FEE UNTIL YOU ARE NOTIFIED TO DO SO.**

Step 4 – Processing by your licensing institution

If you log back in to the online applications after the institution has processed your application and submitted it to the Kansas State Department of Education for further processing, you will see a message on the screen that looks like this. You will see this message until KSDE receives your application fee and completes the prescreening process.
You will also receive the following e-mail confirming that the application has been submitted to KSDE. The e-mail includes the instructions for submitting your application fee.

Step 5– Paying Your Application Fees

**Licensure Application Submitted by Institution to KSDE**

Your Kansas licensure application has been received by the Kansas State Department of Education (KSDE). At this time, you must submit the $36.00 application fee. The application cannot be processed until the application fee is received by KSDE. Payment may be submitted electronically (credit card, debit card, or electronic check) or by mailing a check or money order. The application fee is nonrefundable and does not guarantee a license will be issued.

To pay electronically, visit [https://online.ksde.org/authenticationpublic/login.aspx](https://online.ksde.org/authenticationpublic/login.aspx). Follow the instructions and procedures to submit your electronic payment information. **You will be charged an additional processing fee of $3.00 by the payment system if you choose to pay electronically.** You will receive confirmation when KSDE receives your electronic payment.

To pay by check or money order, complete this [Licensure Application Payment Form](https://online.ksde.org/authenticationpublic/login.aspx) and mail it with your payment. (To download the form, you will need to have the software for Adobe Acrobat. The free software can be downloaded at [http://www.ksde.org/viewers.shtml](http://www.ksde.org/viewers.shtml).) **The form must accompany the payment** to ensure that the payment is credited to your application records. You will receive confirmation when KSDE receives your check or money order.

To pay with a check or money order:

The Licensure Application Payment Form must accompany a check or money order:
Licensure Application Payment Form
This form must be submitted with your payment

Application fee is $36.00
The application fee is nonrefundable and does not guarantee a license will be issued.

Money order or cashier’s check is preferred but personal checks are accepted.
Make payable to Kansas State Department of Education (KSDE).
DO NOT SEND CASH

TO BE COMPLETED BY APPLICANT

Social Security Number

Legal Name (First) (Middle) (Last)

Mailing Address City State Zip Code

Birthdate (MM/DD/YYYY) Home Phone: Alternate Phone:

Signature of Applicant Date

PLEASE MAIL THIS FORM AND PAYMENT TO:

Teacher Education and Licensure
Kansas State Department of Education
120 SE 10th Avenue
Topeka, KS 66612-1182

If you have questions regarding payment, call 785-291-3678
To pay electronically:

When you log back onto the online system ([https://online.ksde.org/authenticationpublic/login.aspx](https://online.ksde.org/authenticationpublic/login.aspx)) there will be an option to choose to pay electronically.

When you select “Submit Form 1 Online Payment”, the sample screen below will come up, asking you to choose whether you are paying by credit card or electronic check. In the event a return/chargeback is received, users may incur an additional $15.00 charge for the recovery of the handling and processing of the return/chargeback.
If you are paying by credit card, enter the credit card information. See the following sample screen.
If you are paying by electronic check, enter the checking information. See the following sample screen.
The next screen you will see will show you the information you just entered. If you need to change anything, click on the “make changes” button on the right hand side of the screen by the appropriate section. See the following sample screen.
You will then see another page that will redirect you back to a page that you can print for your records. See the following sample screen.
Next, you will see a screen that you can print for your records. The confirmation number will allow you to track your payment through the KanPay system. See the following sample screen.

This copy is for your records ONLY.
DO NOT mail this to KSDE.

Date: 4/27/2006 12:48:45 PM
Transaction Identifier: de445102120b892
Name as it appears on account: Angie Funk
Address: 120 SE 10th Avenue
Address (Line 2):
City: Topeka
State: KS
Zip Code: 66612
Country: US
Phone Number: 785-291-3678
Email Address: afunk@ksde.org

Confirmation Number: 50464
Payment Amount: $39

As a reminder, your credit card statement will indicate the payment was made to "Kansas.gov KanPay Pmt".

Once KSDE notifies you that they have received your payment, you will be able to track the processing of your application on the Teacher Education and Licensure website at https://online.ksde.org/tesd/cert_search.aspx. The application status code will allow you to check the current status of your file. All files are worked in the order that they are received.

Licensure processing time is approximately 4-8 weeks from the date of this notification.

Remember, the issuance of your license is contingent upon receipt of the background clearance report.
Step 6 – Processing of your payment fee and application by Teacher Education and Licensure (TEAL) at the Kansas State Department of Education

Once KSDE receives the application fee, you will receive one of the following e-mails, depending on whether or not a fingerprint card is required:

**Licensure Application Fee Received**
Your application fee has been received and your licensure application is being processed by KSDE. To track the processing of your application, please access the Teacher Education and Licensure website at https://online.ksde.org/teal/cert_search.aspx. The application status code will allow you check the current status of your file. All files are worked in the order that they are received. Licensure processing time is approximately 4-8 weeks from the date of this notification.

**Licensure Application Fee Received and Fingerprints Needed**
KSDE has received your application fee for your pending licensure application. We will begin the processing of your licensure application. **However, a fingerprint background check clearance will be needed before a license can be issued.** If you need the fingerprint cards and instructions, please contact us by phone at 785-291-3678 or order a fingerprint card and instructions online at http://www.ksde.org/cert/1ask4fp.html. If you have already initiated the fingerprint process, no further action is required.

To track the processing of your application, please access the Teacher Education and Licensure website at https://online.ksde.org/teal/cert_search.aspx. The application status code will allow you to check the current status of your file. All files are worked in the order that they are received. Licensure processing time is approximately 4-8 weeks from the date of this notification. Remember, the issuance of your license is contingent upon receipt of the background clearance report.

TEAL will complete the processing of your application and fee and the license will be mailed to the address listed on the application.

CONGRATULATIONS!

NOTES:

If anyone deletes your application at anytime during the process, you will receive the following e-mail:

**Licensure Application Deleted**
Your application has been deleted by “person” at “your institution”.

Reason:

If you wish to resubmit a licensure application in the future, you must start over with a blank form. You can access the online application at https://online.ksde.org/authentication/login.aspx. You will use your previous Login ID and password.