TO: Applicants for Provisional Licensure in Kansas – please read all of these instructions carefully.

FROM: Alisa Palmer Branham, Licensure Officer  
The University of Kansas, abranham@ku.edu, 785-864-9602

Provisional licensure is allowed in many teaching subjects in Kansas; most of the provisional recommendations from KU are for Special Education. Applicants for provisional must hold a current initial Kansas certificate/license.

Completion of certain courses is required to be eligible:

- In areas of Special Education (High Incidence, Low Incidence, UEC): provisional requires Characteristics, Methods and one Practicum to be completed.
- Other endorsement areas: 50% of program completed, including the methods course.

KSDE required all applicants for provisional certification submit a “plan of study” (also called a deficiency plan) to the Licensure Officer at the school where the applicant is completing the licensure program. Please outline your plan for completing the program on pg. 3 of this document and include it when sending the Form 4 and fee to Alisa.

Application process:

1. Complete Section A of the Form 4 provisional application. Send Form 4 to the principal or personnel office of your Employing District to complete Section B, documenting your employment in the new field. Ask your school to return it to you in a sealed envelope.

2. Complete the “plan of study” form (page 3 of this document), in cooperation with your KU faculty advisor. Please note that the Licensure Officer will not develop the plan for you since she cannot anticipate your work schedule, summer availability, or future class availability. In most cases, the plan should list all courses needed to attain full licensure within a period of two years. In some rare cases, when a substantial number of courses remain, a plan may be developed that will take up to four years. Applicants should plan to be enrolled in at least one course every fall, spring and summer, and make steady progress towards completion.

3. Send the sealed Form 4 (with sections A & B completed), the appropriate application fee for KSDE, and the “plan of study” form to: Licensure Officer, KU School of Education, 1122 West Campus Rd., 211 JRP, Lawrence, KS 66045. Please allow 2 weeks for processing here and 4-6 weeks for processing in Topeka.
If you wish to renew your teaching certificate/license at the same time as you add a provisional endorsement, you must submit two hardcopy forms – the appropriate renewal form and this Form 4. Get the renewal form at www.ksde.org under Teaching, Licensure, Applications. Only one fee (whichever is higher) will be required if you submit both forms and all supporting documents together to the KU Licensure Officer. Form 4 must be signed by the Licensure Officer before these items are forwarded to KSDE.

A KU transcript is not required to receive a provisional license. A transcript is required only if you have taken courses at an institution other than KU and you are counting those courses towards the provisional requirements, or if you are renewing your license based on credit hours.

In most cases, you will find lists of program requirements online at www.soe.ku.edu. Typically, you must apply for admission to KU about two months before you want to start classes – talk directly to the department if you have admissions questions. For timetables of courses, go to https://classes.ku.edu. To order a KU transcript, go online at www.registrar.ku.edu. For information on enrollment at the Edwards Campus, contact Kim Huggett at 913-897-8421 or khuggett@ku.edu. For advice on special education programs, contact specialeduadm@ku.edu. Since Fall 2003, all KU students have enrolled online through the Enroll and Pay system at www.ku.edu.

For further information on licensure, refer to the Kansas State Department of Education web site at www.ksde.org or see information posted on the KU School of Education web site, www.soe.ku.edu under “Licensure.”

Subject Tests: the appropriate licensure exams must be passed before completion of your program for licensure. Most students register for these exams right before their final semester of coursework for licensure. Find details at www.soe.ku.edu under Licensure, Licensure Exams. These ETS standardized exams are offered several times each year; it takes 4 weeks to receive scores. These exams are not required for a Provisional.

To apply for Full Licensure in Kansas: Most of you will simply file the Form 1 online, following instructions at my web site. If you are trying to apply for the full licensure while renewing your regular education license, you’ll need to use two hardcopy forms; please contact Alisa in this case for further instructions.
Information required for a “plan of study” letter for provisional licensure
(Please print legibly)

Applicant’s full name ________________________________________________
Home address ______________________________________________________
___________________________________________________________________

Home phone ________________________
Email address________________________

Student ID number (admission to KU required) __________________________
Name of faculty advisor ___________________________________________________________________

List your current license(s) held in Kansas: ____________________________________________

List the subject and grade level for which you are seeking provisional licensure:
_____________________________________________________________________________________

Plan of study (List semester and course number, i.e. Fall 2015 SPED 730. Develop a plan leading to completion of the full program within 2-4 years.)

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Applicant’s signature _________________________________   Date _____________

SPED Program options at KU are: Adaptive K-6 or 6-12, Functional PK-12, Unified Early Childhood B-K.

Mail this completed form along with the Form 4 provisional application and the correct fee payable to KSDE to: Licensure Officer, School of Education, 1122 West Campus Rd., 211 JRP, Lawrence, KS 66045. Faxes will not be accepted.

- updated March 2015