



Kansas State University
College of Education
Office of Licensure
13 Bluemont Hall
Manhattan, KS 66506
(785) 532-5524

FORM 4 – PROVISIONAL TEACHING LICENSE or PROVISIONAL SCHOOL SPECIALIST LICENSE

Application Instructions

IN ORDER TO HAVE YOUR APPLICATION PROCESSED BY KANSAS STATE UNIVERSITY, YOU MUST FOLLOW THE BELOW INSTRUCTIONS:

- 1) Contact the K-State Office of Licensure to obtain your Form 4 Provisional application.
- 2) You are required to have a current position in the provisional field. Section B of Form 4 must be completely filled out and signed by your principal or superintendent.
- 3) Request OFFICIAL transcripts from ALL institutions (INCLUDING K-STATE) for credit needed for the provisional recommendation you are applying for and have the transcripts sent to the **K-State address** listed above. You may request your K-State transcripts by going to the Registrar's web site: http://www.k-state.edu/registrar/t_v/tranrqst.html.

NOTE: Your application will not be processed until we receive all needed official transcript(s).

- 4) Send your completed application signed by your District and a \$39.00 check or money order payable to KSDE to the above listed address at Kansas State University.

After receipt of your application, payment and official transcript(s), the appropriate faculty member will approve your application (if needed), Diane Murphy-KSU Licensing Officer will sign off, and then it will be mailed directly to KSDE.

Please call at (785) 532-5524 or e-mail Diane Murphy (dim@ksu.edu) or Janel Harder (janelh@ksu.edu) with questions about this process.