

Kansas State University
College of Education
Office of Licensure
13 Bluemont Hall
Manhattan, KS 66506

ADDING AN ENDORSEMENT & RENEWING YOUR LICENSE AT THE SAME TIME

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

1) For your added endorsement - Make sure your OFFICIAL Praxis II score report(s) have been mailed directly from ETS/Praxis directly to Kansas State University. You MUST have your official Content test score report with passing scores mailed to Kansas State University DIRECTLY from ETS/Praxis BEFORE your application is accepted and processed.

To verify your score report was mailed to K-State, look on your copy of the score report for the correct code. Check the "Score Recipient(s) Requested" box (on the left side). The Code # must be 6334 with the Recipient Name of Kansas State University. If the 6334 code is not listed, you must contact ETS/Praxis at www.ets.org/praxis to have an official score report mailed directly to K-State showing passing scores for the PLT and/or Content test(s).

2) Call or come to the K-State Licensure office for a paper Form 1 application to add an endorsement.

3) Download your renewal application from the Kansas State Department of Education web site: <http://www.ksde.org/Default.aspx?tabid=153>.

4) Request your OFFICIAL transcript from Kansas State University's Registrar's Office and have the transcript sent to the **K-State address** listed above. You may request your K-State transcript by going to the Registrar's web site: http://www.k-state.edu/registrar/t_v/. (Official transcripts are needed by KSDE for renewal and can not be obtained by our office without your formal request.) Request OFFICIAL transcripts from other institutions for credit needed for this recommendation and have the transcripts sent to the KSU address listed above.

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

5) Send or deliver both completed applications, payment and all other documents and/or official transcripts from other universities needed for either application in one packet to the above listed address at Kansas State University.

After receipt of your complete applications packet, Diane Murphy-KSU Licensing Officer will sign off, and then it will be mailed directly to KSDE.

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