



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

## **FORM 1 - ADDED ENDORSEMENTS ONLINE APPLICATION PROCESS**

Applications must be submitted through the Kansas State Department of Education online application web site: <https://online.ksde.org/authenticationpublic/>.

**IN ORDER TO HAVE YOUR APPLICATION PROCESSED BY KANSAS STATE UNIVERSITY AND KSDE (ON-LINE OR PAPER APPLICATION), YOU MUST FOLLOW THE BELOW INSTRUCTIONS:**

1) Make sure your OFFICIAL Praxis II score report(s) have been mailed directly from ETS/Praxis to Kansas State University. You **MUST** have your official PLT and/or Content test score reports 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](http://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) Request OFFICIAL transcripts from ALL institutions (EXCLUDING K-STATE) for credit needed for the recommendation you are applying for and have the transcripts sent to the **K-State address** listed above. K-State records will be obtained by our office for this application.

*If all applicable official transcripts are not received in our office within two weeks of submitting your on-line application, your application will be deleted from the KSDE system. You may re-submit your application only after verifying our office has all official transcripts needed for your endorsement.*

3) Register with KSDE through their web site: <https://online.ksde.org/authenticationpublic/>. After registering, log in with your user id and password.

4) Submit your completed application to **Kansas State University**. You will receive an e-mail confirmation that your application was submitted to us. Once K-State submits your application to KSDE, you will receive an automatically generated e-mail confirmation that states your application was submitted to KSDE. This e-mail will give instructions on payment. **NOTE:** Your application will only be issued by KSDE once they have received payment.

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