

# Form 1 Instructions

8/19/2019

- Use for:
  - Initial Teaching License
  - Initial School Specialist
  - Initial School Leadership
  - Adding Endorsements
  - Standard Substitute License
  - One Year Non-Renewable License

# Form 1 Instructions

Go to:

<https://appspublic.ksde.org/AuthenticationPublic/login.aspx>

- Register and log in
- Click on Licensure
- Click on Form 1 Kansas Program Completers
- Fill Out Application

The screenshot shows the 'Online Application' web portal. At the top left is the logo and the text 'Online Application'. Below this is a navigation menu with options: 'Manage Applications', 'Logout', 'Welcome', and 'Forms'. The 'Forms' menu is expanded, showing a list of application types: 'Form 1 KS Program Completers', 'Form 3a Renewal of Professional License', 'Form 3b Upgrade Nonrenewable or Exchange', and 'Form 3c Transitional-License Expired 6 Months'. The main content area displays the user's login information: 'User: Todd Duntz', 'User ID: tduntz', 'District: NA', 'Building: NA', and 'Access Level: Individual/Public'. Below this is a 'Welcome' message and a 'Welcome to Online Application' heading. A notice states: 'NOTICE: You must use the same User ID through out the whole application process. You cannot access your application(s) with a different user name.' A message at the bottom indicates: 'Please submit all applications for processing for accurate fee amounts before making any payments.' and 'You have no applications in process at this time.'

# ONLINE APPLICATION

1 . Social Security Number \*

Verify Social Security Number \*

2 . Student/University ID# \*

Legal Name

3 . (First) \*

4 . (Middle)

5 . (Last) \*

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

- **1.** Your Social Security number is needed to identify you, verify that it is correctly entered.
- **2.** At KSU, this is your Wildcat ID (WID). Your WID can be found on your K-State ID card (an 9 digit number that starts with an “8”). If you do not have a WID, use your Social Security number in this blank.
- **3-5.** Your First, Middle, and Last name as stated on official records.
- **6.** Any prior names under which we may find your records at K-State or KSDE.

**7 . Mailing Address \***

**8 . City \***  **9 . State \***  **10 . Zip Code \***

**11 . Birthdate \***

**12 . Gender \***  
 Female  Male

**13 . Ethnicity**  
 Hispanic/Latino (Mark only if applicable)

**14 . Race (choose one or more) \***

American Indian or Alaska Native  Black or African American  White  
 Asian  Native Hawaiian or Other Pacific Islander  Refuse to Designate

**15 . Phone \***  **16 . Alternate Phone**

**17 . Email Address 1 \***  
  
(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.)

**18 . Email Address 2**

- **7-10.** Mailing address where you can be reached with questions. If you may be moving, use an address of a trusted friend or relative.
- **11.** This one is easy – but be sure you use 4 digits for the year!
- **12.** Another easy one!
- **13.** Mark if you are Hispanic/Latino. If not, leave blank.
- **14.** Choose at least one option.
- **15-16.** Use phone numbers that will be in service for a few months in the future.
- **17-18.** Use emails that you check daily! This is very important!! You can not complete the license process if you do not receive the email notices sent to you. Also, check your “junk” mail folders for items that come from Diane Murphy, Janel Harder, or KSDE.

19 . Have you honorably served in any branch of the US Armed Forces, including the National Guard and Reserves? \*

NO  YES

If Yes, please enter total years below in a and b.

a. Total years of active duty service in any branch of the US Armed Forces (if none enter "0")

b. Total years of national guard/reserve service (if none enter "0")

20 . Have you ever been convicted of a felony? \*

NO  YES

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

NO  YES

22 . Have you entered into a criminal diversion agreement after being charged with any offense described in question 20 or 21? \*

NO  YES

23 . Are criminal charges pending against you in any state involving any of the offenses described in question 20 or 21? \*

NO  YES

24 . Have you had a teacher's or school administrator's certificate or license denied, suspended, revoked or been the subject of other disciplinary action in any state? \*

NO  YES

25 . Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state? \*

NO  YES

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

NO  YES

27 . 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

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

NO  YES

- **19.** Report any military service – if you answer yes in 19, complete both a. and b.
- **20-28.** Answer these questions truthfully. KSDE requires a KBI and FBI background check. It is better to admit that you made a mistake earlier in life, than to be caught lying now. If you answer “Yes” to any of these questions, you will need to fill out a paper version of this application and mail it to us, along with court documentation. Email [dim@ksu.edu](mailto:dim@ksu.edu) or [janelh@ksu.edu](mailto:janelh@ksu.edu) for a paper version of the application.

Remember, you must submit a background check (fingerprints) to KSDE before you can be licensed. See <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Fingerprint-Card-Order-Form> for information.



29 . Where did you complete your preparation program? \*

\*\*\*\* Please select an institution \*\*\*\*

30 . I'm applying for: \*

**TEACHING**

- Initial Teaching License
- Initial Teaching License plus added endorsement
- Added teaching endorsement to an existing teaching license
- One Year Nonrenewable
- Standard Substitute License

**SCHOOL SPECIALIST**

- Initial School Specialist

**SCHOOL LEADERSHIP**

- Initial School Leadership

- **29.** Pick Kansas State University so this form comes to K-State!
- **30.** Pick one of the following:

*Teaching:*

- Initial License - your very first teaching license.
- Initial Teaching License plus added endorsement.
- Added Endorsements - for licensed teachers adding additional endorsements.
- One Year Nonrenewable – for someone who has met all the licensing requirements except the licensing tests. It is only good for one academic year, from July – June.
- Standard Substitute – for someone who completed K-State's teacher education program but has not met the other requirements for the full license.

*Initial School Specialist* – for Reading Specialist or School Counselor

*Initial School Leadership* – for Building Leadership (Principal) or District Leadership (Superintendent).

**31 . Subjects and levels of licensure requested: \*(at least one)**

Subject

Level

Subject

Level

Subject

Level

Subject

Level

Subject

Level

Subject

Level

Subject

Level

- **31.** Subject - what do you plan to teach?  
Elementary, Biology, English, Music, e.g.?

Level – what grade level will you teach?

K-6, 6-12, PK-12, B-K?

**32 . List of colleges and universities where courses were taken in order of attendance. \*(at least one)**

**Do not list degrees below a Bachelor's.**

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

**(Start by picking a state)**

State	Name of College/University	Degree Information			Last Term of Attendance	
		Degree Earned at This Institution	Type of Degree	Year Conferred	Term	Year
-- ▾	▾	<input type="radio"/> NO <input type="radio"/> YES	▾		▾	▾
-- ▾	▾	<input type="radio"/> NO <input type="radio"/> YES	▾		▾	▾
-- ▾	▾	<input type="radio"/> NO <input type="radio"/> YES	▾		▾	▾
-- ▾	▾	<input type="radio"/> NO <input type="radio"/> YES	▾		▾	▾
-- ▾	▾	<input type="radio"/> NO <input type="radio"/> YES	▾		▾	▾

- **32.** For your Initial Teaching License, list all the colleges, including community colleges, even if you never physically attended the campus or took the classes in High School.

- Degree earned refers to Bachelor degrees or higher. Mark “No” under “Degree earned” for Associate Degrees.

- KSU Education, Ag, ECE and FACS majors - mark BS. Music Ed majors - mark BME.

- Year conferred is your graduation year and must include the 4 digit year. Put this year in even if you are submitting your application before graduation.

- If you are adding endorsements, list just the colleges you attended to complete the latest endorsement.

33  \*By clicking on the checkbox I certify that I am of good moral character and 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 employing school district and verifying licensing institution permission to release any and all information needed.

I hereby grant the permission and authorize the Kansas State Department of Education to verify all responses with any mental health facility or governmental agency including a release of any information concerning myself in the child abuse and neglect central registry records, and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges, adjudications, or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, and exonerate the Kansas State Department of Education, its employees, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the Kansas State Department of Education, and may be considered a public record.

Save for Later Submission

Submit for Processing

Delete

- **33.** Click this box, print or save as PDF for records, and submit!

# Wait for Emails!

- 1<sup>st</sup> Email - Your application has been submitted to K-State.
- 2<sup>nd</sup> Email - Your application has been submitted by K-State to KSDE, follow instructions to make payment to KSDE.
- Then - Check KSDE website on Licensure Lookup  
<https://appspublic.ksde.org/TLL/SearchLicense.aspx/SearchLicense.aspx>
- Wait patiently 6-8 weeks for your license to be available to print.
- The date on your license is the date payment was received.