

Applying for an Emergency Substitute License in Kansas

Requirements:

- A minimum of 60 college credit hours from an accredited college or university
- Complete Online Application - you may have to select to have official transcript(s) emailed or mailed from the university to KSDE
- \$60 Application Fee (cash not accepted)
- Submit fingerprints (either inked or Live Scan) and \$50 background check processing fee to KSDE
 - * for first-time applicants or expired license only
 - * for fingerprint Information, see pages 2 & 3 below or visit the KSDE website at:
<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/Fingerprint-Information>

Steps for Applying:

- Visit <https://appspublic.ksde.org> and register for KLAS.
- Once registered and logged in, select option #1 “KLAS – Kansas Licensure Application System”.
- Select Form 8 “Emergency Substitute” from the forms list.
- Follow the instructions to complete the application.
- If your application submits directly to KSDE, your screen will display full instructions for paying as soon as you submit your form.
- You can monitor the progress of your application using the License Lookup at <https://appspublic.ksde.org/TLL/SearchLicense.aspx>.
- KSDE will email you once your license is ready (they no longer mail hard copies).

Note: Your first emergency sub license will expire June 30th of the current school year in which you apply (if you apply before mid May of the current year). Subsequent licenses will then be valid for 2 years at a time and you will be able to renew it after February 1st.

Kansas Live Scan Fingerprints

KSDE Code – 902KS1600

Step 1

Before your Appointment:

Call your [local law enforcement agency](#)

- confirm they have Live Scan
- make an appointment if needed

Step 2

What to bring to your appointment:

At least one form of picture ID

Check or cash (some agencies charge a fee to take prints, **KBI does not accept cash**)

[Background Waiver Form](#)

- this will be signed by officer and you will upload into KLAS

Step 3

During your appointment:

Complete the personal information, as directed by officer

Provide officer with the KSDE code – **902KS1600**

Step 4

After your appointment:

Log into [KLAS](#)

- if new user, register an account
- if current user, log in

Click Fingerprint Payment Portal

- fill out applicant form
- upload signed waiver
- return to welcome screen
- print to review data to be submitted to KSDE
- pay
- print report
- log off

Kansas Inked Fingerprints

Step 1

Before your Appointment:

Call your [local law enforcement agency](#)

- confirm they have the Kansas Preformatted Card (FBI, FD 258)
 - if not, you can request one from USD 437 HR (crawflin@usd437.net)
- make an appointment if needed

Step 2

What to bring to your appointment:

At least one form of picture ID

Check or cash (some agencies charge a fee to take prints, **KBI does not accept cash**)

[Background Waiver Form](#)

- this will be signed by officer

Pre-addressed, stamped envelope to accommodate FP card

- KSDE
Attention: Teacher Licensure
900 SW Jackson, Suite 102
Topeka, KS 66612-1212

\$50 check or money order,

- made payable to KSDE and separate from license application fee (do not combine the fees)

Step 3

During your appointment:

Complete the personal information on the FP card, as directed by officer

Get your prints taken

- either inked onto card or taken digitally then printed on the FP card

Have the officer place the completed FP card, \$50 check/money order, and Background Waiver Form in the envelope and mail it to KSDE