

# Applying for an Emergency Substitute License in Kansas

(based on the temporary modification – not eligible for renewal after June 30, 2025)

## Requirements:

- At least a high school diploma,
- Completion of Greenbush's Emergency Substitute Training Modules (*\*training may be completed now*),
- Application and \$60 processing fee,
- Fingerprint background check and \$50 fee
  - For fingerprint information, visit the KSDE website at:  
<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/Fingerprint-Information>

**\*Click [here](#) to register and complete the Greenbush Emergency Substitute Training Modules.**

## Steps for Applying:

- Complete the Greenbush Emergency Substitute Training Modules,
- 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,
- Within the "Education Information" section, select the following:
  - a. State: **"KS"**
  - b. Name of College/University: **"Greenbush – Modified Emergency Substitute"**
  - c. Degree Earned: **"No"**
  - d. Transcript Delivery Method: **"Upload Transcript"**
- Upload the Greenbush Certificate of Completion to the application,
- Submit payment,
- Contact hiring district to complete the Expanded Emergency Substitute Qualification Form

More information can be found at: <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/Fingerprint-Information>

# 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