

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 will 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).

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