

Temporary Expanded Qualification: Expires June 30, 2023

License Limitations:

- License is non-transferable, limited to the local school district listed on the license.
- Individual may serve no more than 15 consecutive days in the same assignment.

Application Process:

An individual may temporarily qualify for an emergency substitute license with the following:

- A. High school diploma; **and**
- B. Completion of Greenbush's Emergency Substitute Training Modules (*training may be completed now **);
and
- C. Application and \$60 processing fee.
- D. Verification of hire from a local school district (the district will email a form to KSDE after completion of the above steps)
- E. Fingerprint background check and fee.
 - a. Individuals who previously received a TEAL license are not required to re-submit fingerprints.

*Click here to register and complete the Greenbush Emergency Substitute Training Modules: plus.greenbush.org.

Expanded Emergency Substitute Application Instructions:

To apply for the emergency substitute license based on completion of the Greenbush Training Modules, complete the following:

- A. Complete the Greenbush Emergency Substitute Training Modules.
 - a. The Greenbush training modules include a step by step video that details how to submit the application. [HERE](#) is a link to the video.
- B. Submit the **Form 8** application via the Kansas Licensure Application System. Here is a link to the application system [User Login for KSDE Web Applications](#).
- C. Within the "**Education Information**" Section of **Form 8**, 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**"
- D. Upload the Greenbush Certificate of Completion to the application.
- E. Submit payment.
- F. Contact the hiring district to complete the **Expanded Emergency Substitute Qualification Form**

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

