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: <u>plus.greenbush.org</u>.

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. <u>HERE</u> 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 <u>User Login for KSDE Web Applications</u>.
- 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 director 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**) <u>Background Waiver Form</u>

• 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 director 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

Law Enforcement Fingerprint Information Shawnee County

County	Agency	Address	Agency Phone Number	No FP Services	Alternate FP	Appt Required	Call Ahead	FP Appt Phone	Fingerprint Hours	Cost	Ink or Digital	Type of Payment	Comment	Last Update
Shawnee	Auburn PD	Auburn, KS	785-256-2426	No FP Services	Go to KBI in Topeka for fingerprint services	nequireu	Ancua		110013		Digital			7/10/2018
Shawnee	Kansas Bureau of Investigation	1631 SW Topeka Blvd. Topeka, KS	785-296-7404			Appt Required		785-296- 4038	Monday - Friday 8:00am - 4:30pm	\$10.00	Digital	Credit Card Money Order		12/30/2020
Shawnee	Kansas Highway Patrol	708 SW Jackson, Topeka, KS	785-296-6800	No FP Services	Go to KBI in Topeka for fingerprint services									1/5/2021
Shawnee	Rossville PD	527 Pearl, Rossville, KS	785-584-6047			Appt Required		785-584- 6047	Hours are flexible to work around business hours (see comments)	\$15.00	Ink	Credit Card Money Order Personal Check	Due to COVID-19 fingerprint services have been suspended. It is unknown when services will resume.	2/3/2021
Shawnee	Shawnee County Park PD			No FP Services	Go to KBI in Topeka for fingerprint services								Only fingerprints summer camp staff to be licensed	12/31/2020
Shawnee	Shawnee County SO	320 S Kansas, Ste 200, Topeka KS,	785-368-2200		Go to Topeka PD for additional fingerprint services	Appt Required		785-251- 2200	9:00am - 11:30am	\$132.50 (see comments)	Digital - sent electronic	Money Order Personal Check	Currently only doing fingerprints for carry conceal applicants	2/23/2021
Shawnee	Silver Lake PD	Silver Lake, KS	785-582-4280	No FP Services	Go to KBI in Topeka for fingerprint Services									2/4/2021
Shawnee	Topeka PD	320 S Kansas Ave Ste 100, Topeka, KS	785-368-9212			Appt Required		https://ca lendly.co m/tpdap pts/finger printing	Thursday only 8:15am - 11:15am 1:15pm - 4:15pm	\$10.00	Ink	Cash Credit Card Money Order	Merchant guards are fingerprinted on Wednesday only and must make an appointment.	2/8/2021
Shawnee	Washburn University PD	1700 SW College St, Topeka, KS	785-670-1153	No FP Services	Go to KBI in Topeka for fingerprint Services									2/5/2021