

# Applying for a Standard Substitute License in Kansas

## Requirements:

- Must have completed a teacher preparation program and previously held a standard teaching certificate in order to qualify
- Complete Application (Form 5) <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/License-Application>
- \$70 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:

- Complete the application, Form 5, through section IV.
- If you have held a Kansas standard certificate or license (current or expired), no additional documentation is needed.
- If this is your initial Kansas Substitute license and you completed an **out-of-state** approved teacher education program:
  - \* attach a complete set of official transcripts; AND
  - \* Form 5a must be completed and mailed to the licensure officer at the institution where you completed your teacher education program.
- Do not combine the application fee and background check fee into one check/money order.
- Send application to KSDE.
- 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