

## Form 1: Online Instructions

1. Your Social Security number is needed to identify you.
2. At KSU, this is your Wildcat ID (WID). Your WID can be found on your K-State ID card (an 9 digit number that starts with an “8”). If you do not have a WID, use your Social Security number in this blank.
- 3-5. Your First, Middle, and Last name as stated on official records.
6. Any prior names that we may find your records under at K-State or KSDE.
- 7-10. Mailing address where you want your License mailed. If you may be moving before the license is mailed, use an address of a trusted friend or relative.
11. This one is easy – but be sure you use 4 digits for the year!
12. Another easy one!
- 13-14. Use phone numbers that will be in service a couple months in the future.
15. This should be Kansas State University if you are asking me to verify your program.
16. Use an email that you check daily! This is very important!! You can not complete the license process if you do not receive the email notices sent to you. Also, check your “junk” mail folders for items that come from Diane Murphy, Janel Harder, or KSDE.
17. This is a backup in case the above email address fails.
- 18-25. Answer these questions truthfully. KSDE requires a KBI and FBI background check. It is better to admit that you made a mistake earlier in life, then to be caught lying now. If you answer “Yes” to any of these questions, you will need to fill out a paper version of this application and mail it to us along with court documentation. We have the paper version in Bluemont Hall Room 13.
26. •Initial License - your very first teaching license.
  - Initial School Specialist -the first license for Reading Specialist or School Counselors.
  - Initial Leadership -the first license for Principals or Superintendents.
  - Added Endorsements -for licensed teachers adding additional endorsements.
  - Standard Substitute - completed a teacher education program but has not met the other requirements for the full license.
  - One Year Nonrenewable - met all the licensing requirements except the licensing tests. It is only good from July – June.
27. Specify the endorsement subject you are applying for, i.e. math, elementary, adaptive special education, reading specialist, etc. Specify the Grade Level you are seeking, i.e. B-K, K-6, 6-12, PK-12.

**28.** •For your initial teaching license, list all the colleges, including community college, even if you never physically attended the campus or took the classes in High School.

- Degree earned refers to Bachelor degrees or higher. Mark “No” under “Degree earned” for Associate Degrees. KSU Education, Ag, ECE and FACS majors mark BS. Music Ed majors mark BME.
- Date conferred is your graduation date and must include month, day, and 4 digit year. Put this date in even if you are submitting your application before graduation.
- If you are adding endorsements, list just the colleges you attended to complete the latest endorsement.
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**29.** Click this box, print, and submit!

You should then get an email stating that your application has been submitted to KSU. After we have all your information, including your degree, we will submit your application to KSDE. You will get another email asking for payment. After payment is received, KSDE will complete the application process. You should then be able to track your license on the KSDE License Lookup site.