

# Provisional License Tip Sheet

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## Provisional License Reminders

- Educators should move to a provisional license as soon as they are able.
- If an educator is eligible for a provisional, he/she IS NOT eligible for a waiver.
- College/university licensure officer (not academic advisor) should work with teacher on licensure.

## Provisional License Facts

- Experience
  - Under a Provisional = Accredited Experience
  - With provisional licensure – educators may complete performance assessment, mentoring, to upgrade from the initial to the professional level license
- If program is completed = NOT eligible for a provisional OR a waiver - must pass content test and add full endorsement
- FORM 4 Provisional Application -> ONLINE
  - Authenticated Web Applications – “License Applications”
  - Educator -> LEA -> University - > KSDE
    - Automated e-mail notification is sent to the LEA once have been submitted to the district.

## Special Education Requirements for a Provisional Teaching License

- Already holds a valid teaching license in a general education subject.
- Coursework in methodology, characteristics and a practicum completed.
- Kansas district verifies assigned to teach in provisional special ed area at appropriate level.

## Provisional License Requirements Webpage

- <https://www.ksde.gov/Default.aspx?tabid=368>

## Online Application

- Teacher (applicant) completes and submits form.
- LEA designated by the teacher on their application receives an e-mail (Superintendent).
- LEA goes to the KSDE Authenticated Applications webpage to access “License Applications”.
- LEA completes the “district” portion verifying the teacher’s assignment and submits the form.
- University receives the form, verifies the required information and submits to KSDE.
- Teacher notified when KSDE is sent the application so that they can submit payment.
- KSDE receives the application and payment and processes the application.

## Teacher Licensure Contact Information

- [tlalicense@ksde.gov](mailto:tlalicense@ksde.gov) or (785) 296-2288

## Kansas college/university licensure officers

- <https://www.ksde.gov/Default.aspx?tabid=408>

For a summary of the information above and a comprehensive list of endorsement areas eligible for waivers and provisional licensure, please refer to the appendix of the *Licensed Personnel Guide*. <https://www.ksde.gov/Default.aspx?tabid=812>

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201*

# License Waivers Tip Sheet

## Waiver Deadlines

**November 1st** Waiver applications should be received in the office of KSDE Teacher Licensure

**February 1<sup>st</sup>** Hires or reassigns a person requiring a waiver after the start of the school year AND the individual could not meet the enrollment requirement prior to the spring semester.

## Waiver Eligibility

- LEA must maintain a file for each waiver application submitted including:
  - An OFFICIAL plan of study from the college/university LICENSURE OFFICER, NOT an academic advisor.
  - Proof of CURRENT enrollment in coursework from the plan of study
  - 2nd and 3rd year waiver applications additionally require proof of progress

## Waiver Facts

- A license waiver DOES NOT affect an educator's license.
- A waiver allows an LEA to assign an individual to teach in a subject or at a grade level not authorized by the teacher's Kansas teaching certificate/license.
- The intent of a licensure waiver is to allow a school district to utilize the expertise of teaching staff to meet the educational needs of students.
- Time teaching under a waiver is NOT accredited experience.
- Restricted and Limited licenses may not have waivers.
- License types not yet in regulation may not have waivers.

## Accreditation Waiver Request Webpage

- <https://www.ksde.gov/Default.aspx?tabid=549>

## Teacher Licensure Contact Information

- [tlalicense@ksde.gov](mailto:tlalicense@ksde.gov) or (785) 296-2288

## Application:

Authenticated Web Applications: "Form 16 – Accreditation License Waiver" to submit or review waivers.

Waivers:							
	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Teacher ID</u>	<u>Assignment</u>	<u>Licensure Program</u>	<u>Submitted</u>
<a href="#">Select</a>					Adaptive Special Education	Adaptive Special Education	True
<a href="#">Select</a>					Functional Special Education	Functional Special Education	False

If "**Submitted**" shows **True** - Has been successfully submitted to Teacher Licensure

If "**Submitted**" shows **False** - Has NOT been submitted to TLA and CANNOT be processed!

If your grid indicates **FALSE** and your application is complete, choose "**Select**", scroll down to the bottom of the waiver application page, and click "**Submit**".

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## Waiver Application Specifics

1. School Year: 2024

2. Teacher's SSN or ID Number:

☐ SSN ☐ Teacher ID

3. Teacher's Name:

Last Name:  First Name:  MI:

4. Choose type of currently valid certificate/license the teacher holds:

▼

**If the teacher does not hold a currently valid certificate/license, a waiver cannot be requested. Emergency and Standard Substitute license holders may qualify only for an extension on the number of days (Refer to #12).**

5. LEA name and Organization number:

6. Name of LEA Official:  7. Official's Phone Number:  8. Official's Email:

This is the DISTRICT/INTERLOCAL/COOP contact. Once submitted, whom does KSDE contact?

9. Type of request:  ▼

10. This individual has been hired and assigned to teach:  ▼

11. Grade level of assignment (mark all that apply):

<input type="checkbox"/> PreK	<input type="checkbox"/> K	<input type="checkbox"/> Gr 1	<input type="checkbox"/> Gr 2	<input type="checkbox"/> Gr 3	<input type="checkbox"/> Gr 4	<input type="checkbox"/> Gr 5
<input type="checkbox"/> Gr 6	<input type="checkbox"/> Gr 7	<input type="checkbox"/> Gr 8	<input type="checkbox"/> Gr 9	<input type="checkbox"/> Gr 10	<input type="checkbox"/> Gr 11	<input type="checkbox"/> Gr 12

The assignment area and grade levels that the waiver needs to cover, NOT current license levels

## Extension of days waivers

12. Is this a request for an extension on the number of days allowed under a substitute license?

☐ Yes ☐ No

**If Yes, provide a justification or rationale for the request to extend the number of days allowed in the text box below. Include the length of time the extension is requested for. Then, skip to #20 and complete #20 and #21.**

**If No, continue and complete #13-#21.**

Mark #12, complete the justification, and move to question 20.

- Educators must have an emergency substitute or substitute license for an extension of days waiver.
- Once a teacher has their initial or professional license they are not eligible for an extension of days waiver.

13. I verify this individual has an approved plan of study on file to complete the appropriate licensure program.

☐ Yes ☐ No

Plan of study from university/college LICENSURE OFFICER for completion of licensure program in question #14

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**14. Licensure program being completed based on plan of study and level of program:**  
 Program:   
 Level:   
**15. University providing the plan of study and delivering the program:**  
  
 If the institution is out-of-state (for visually or hearing impaired programs), list the name of the university and the state where located:  
 Institution:  State:

Program and Level MUST match or cover assignment area and grade levels in questions #9-11  
 i.e. K-6 High Incidence assignment = High Incidence K-6 or PRK-12 program (based on plan of study)

**16. We have collaborated with an accredited teacher education institution regarding delivery of the program the applicant will complete to obtain full licensure.**  
☐ Yes ☐ No

**Assurances**

**17. Support and assistance is available to the teacher to help ensure success in this assignment.**  
☐ Yes ☐ No

**18.** ☐ This is an initial waiver request: I verify this individual is currently enrolled (during the current school year) in coursework on their approved plan of study program at an accredited teacher education institution.  
 OR  
☐ This is a waiver renewal application: I verify this teacher is currently enrolled (during the current school year) in coursework on their approved plan of study program at an accredited teacher education institution.  
AND  
 They made progress on their plan of study by completing at least one course on their plan of study during the last school year under their previous waiver

**19. I understand that experience gained under a granted waiver does not count as accredited experience and cannot be used by the teacher for completion of a performance assessment (mentoring), certification/licensure renewal, adding an endorsement that requires accredited experience, or for meeting any other internship or accredited experience requirement.**  
☐ Yes ☐ No

**20. The teacher assigned under a waiver has reviewed and understands all assurance statements.**  
☐ Yes ☐ No

**21. I certify that the information on this application is true and complete to the best of my knowledge.**  
☐ Yes ☐ No

Educator must be made aware of what this means for his/her license!!!