

To whom it may concern,

I hope the start of your semester was great! It's that time of year again where many of our licensed personnel begin the license renewal process. Below are steps to help navigate through this process KSDE estimates a 4-6 weeks processing time, so please don't delay.

**License Renewal:**

Step 1: Go to KSDE and look up your license. Look for the "Renewal Requirements" in the middle of the page.

Link to look-up license: <https://appspublic.ksde.org/TLL/SearchLicense.aspx>

*If you require college credit hours on your PD transcript follow the attached Word document for instructions. Each college credit hour is equal to 20 PD points.*

Step 2: Once you meet the listed requirements, go to KSDE licensure forms page and fill out and submit the appropriate form electronically. For example, for renewal of a Professional Licenses you need to submit Form 3a.

Link to license Applications: <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>

**Note: If you need specific assistance during this process, I ask that you contact one of the KSDE Licensure consultants at the bottom of this email. They can also be found on the right hand side of the KSDE links.**

KSDE Consultants:

**Christa Chesmore**

**For questions regarding Emergency Substitute Licenses**

785-296-1105

[cchesmore@ksde.org](mailto:cchesmore@ksde.org)

**Shane Carter**

**For questions regarding renewal of a five-year professional license (Form 3a).**

785-296-8011

[scarter@ksde.org](mailto:scarter@ksde.org)

**Diana Stephan**

**For other inquiries**

785-296-2280

[dstephan@ksde.org](mailto:dstephan@ksde.org)

After you submit the form, we will contact you if we need additional information. **When you receive your renewed license from the state, email it to [Jared.Alexander@kckps.org](mailto:Jared.Alexander@kckps.org) and [Ashley.Brown@kckps.org](mailto:Ashley.Brown@kckps.org).**

Thank you,

Jared Alexander – HR Assistant/ Licensure