

## **USD # 261 Teaching Certificate/License Renewal Information**

The information provided below has been outlined to assist you in your efforts to renew your teaching certificate and to inform you of the district's obligation to Kansas Law. All public school districts in the state of Kansas are required to have certified instructors in the classroom. Therefore, we strongly recommend that you renew your certificate as early as possible to avoid any complications. You can renew your certificate within six months of the expiration date.

### **The basic re-certification steps:**

1. Go to [www.ksde.org](http://www.ksde.org) (Kansas Department of Education)
2. Click on "Search Teacher Certification and Licensure"
3. Enter your Social Security number
4. Enter your last name and hit "search"

The information on your certificate/license will appear, including the date by which you must renew. You may see the status of your renewal if you have already sent your application for a new license. Ordinarily, if you have sent this information, an "in progress" statement will appear.

However, if your certificate has expired, and KSDE has not stated anything on their website, you are required to report to the Human Resources office and complete a Substitute Teaching Certificate. The fee for the certificate is \$36.00 and you must submit that application to the Kansas State Department of Education. Since your certificate has lapsed, your contract is deemed null and void which will suspend your current salary with USD #261 in accordance with Kansas Law. Consequently, substitute pay will begin on the date when the license lapsed and will continue until you provide the HR office a current license from KSDE.

For any other questions, please contact the Human Resources Department at 554-2206.