

Kansas Administrative Regulations

State Department of Education

Article 1.—Certificate Regulations

91-1-204. Licensure of out-of-state and foreign applicants.

As used in this regulation, "accredited institution" shall mean any college or university outside of Kansas that has successfully completed an evaluation process through an educational association recognized for that purpose by the United States department of education.

(a) Despite any other licensure regulation, any person who meets the requirements of this regulation may be issued a license by the state board.

(b)(1) Any person who holds or has held a standard teaching, school leadership, or school specialist license issued by another state may apply for either an initial teaching license, an initial school specialist license, or an initial school leadership license or a professional teaching license, a professional school specialist license, or a professional school leadership license.

(2) To obtain an initial teaching license, each applicant specified in paragraph (b)(1) shall submit the following:

(A) An official transcript verifying the granting of a bachelor's degree;

(B) verification from the unit head or designee of an accredited institution that the applicant has completed a state-approved teacher education program. If the applicant is seeking licensure to teach content in grades 8 through 12, this verification shall not be required if the applicant submits verification of having secured a commitment for hire from a local education agency;

(C) verification of successful completion of a pedagogical assessment prescribed by the state board or evidence of successful completion of a pedagogical assessment in the state in which the applicant holds or has held a standard license;

(D) verification of successful completion of a content assessment or evidence of successful completion of an endorsement content assessment in the state in which the applicant holds or has held a standard license;

(E) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(F) a copy of the applicant's out-of-state standard license;

(G) an application for a Kansas license; and

(H) the licensure fee.

(3) To obtain a professional teaching license, each applicant specified in paragraph (b)(1) shall submit the following:

(A) An official transcript verifying the granting of a bachelor's degree;

(B) verification from the unit head or designee of an accredited institution that the applicant has completed a state-approved teacher education program. If the applicant is seeking licensure to teach content in grades 8 through 12, this verification shall not be required if the applicant submits verification of having secured a commitment for hire from a local education agency;

(C) a copy of the applicant's out-of-state standard teaching license;

(D)(i) Evidence of successful completion of pedagogical, content, and performance assessments prescribed by the state board or evidence of successful completion of the three assessments in the state in which the applicant holds or has held the standard license;

(ii) verification of at least three years of recent experience under a standard license;
or

(iii) verification of at least five years of accredited experience under a standard license;

(E) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(F) an application for a Kansas license; and

(G) the licensure fee.

(4) To obtain an initial school leadership license, each out-of-state applicant shall submit the following:

(A) An official transcript verifying the granting of a graduate degree;

(B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school leadership program;

(C) if application is made for a district leadership endorsement, verification from an accredited institution by the unit head or designee of completion of a state-approved building leadership program;

(D) verification of a minimum 3.25 cumulative GPA in graduate leadership program coursework;

(E) verification of successful completion of a school leadership content assessment as determined by the state board or documentation of successful completion of an appropriate leadership content assessment in the state in which the applicant holds or has held a standard leadership license;

(F) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(G) a copy of the applicant's out-of-state standard leadership license;

(H) an application for initial school leadership license;

(I) the licensure fee; and

(J) verification of five years of experience in a state-accredited school while holding a standard teaching license or standard school specialist license and having achieved the professional-level license, a professional occupational license, a leadership license, or a full career and technical education certificate.

(5) To obtain an initial school specialist license, each out-of-state applicant shall submit the following:

(A) An official transcript verifying the granting of a graduate degree;

(B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school specialist program;

(C) verification of a minimum 3.25 cumulative GPA in graduate school specialist program coursework;

(D)(i) If application is made for a library media specialist endorsement or reading specialist endorsement, a valid professional teaching license; or

(ii) if application is made for a school counselor endorsement, a standard teaching license;

(E) verification of successful completion of a school specialist content assessment as determined by the state board;

(F) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(G) a copy of the applicant's out-of-state standard school specialist license;

(H) an application for an initial school specialist license; and

(I) the licensure fee.

(6) To obtain a professional school leadership license, each out-of-state applicant shall submit the following:

(A) An official transcript verifying the granting of a graduate degree;

(B) verification from an accredited institution by the unit head or designee of completion of a graduate-level school leadership program;

(C) verification of a minimum 3.25 cumulative GPA in graduate leadership program coursework;

(D) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(E) verification of five years of experience in a state-accredited school while holding a standard teaching license or standard school specialist license and having achieved the professional-level license, a professional occupational license, a leadership license, or a full career and technical education certificate;

(F)(i) Evidence of successful completion of the school leadership content assessment and completion in a state-accredited school of the school leadership performance assessment prescribed by the state board or evidence of successful completion of the two assessments in the state in which the applicant holds or has held a standard school leadership license;

(ii) verification of at least three years of recent experience in a school leadership position while holding a standard school leadership license; or

(iii) verification of at least five years of accredited school leadership experience under a standard school leadership license;

(G) a copy of the applicant's out-of-state standard school leadership license;

(H) an application for the professional school leadership license; and

(I) the licensure fee.

(7) To obtain a professional school specialist license, each out-of-state applicant shall submit the following:

(A) An official transcript verifying the granting of a graduate degree;

(B) verification from an accredited institution by the unit head or designee of completion of a graduate-level specialist program;

(C) verification of a minimum 3.25 cumulative GPA in graduate school specialist program coursework;

(D) verification of at least one year of recent experience or at least eight semester hours of recent credit;

(E)(i) If application is made for a library media specialist endorsement or reading specialist endorsement, a currently valid professional teaching license; or

(ii) if application is made for a school counselor endorsement, a standard teaching license;

(F)(i) Evidence of successful completion of the school specialist content assessment and completion in a state-accredited school of the school specialist performance assessment prescribed by the state board or evidence of successful completion of the two assessments in the state in which the applicant holds or has held a standard school specialist license;

(ii) verification of at least three years of recent experience in a school specialist position while holding a valid standard school specialist license; or

(iii) verification of at least five years of accredited school specialist experience under a standard school specialist license;

(G) a copy of the applicant's out-of-state standard school specialist license;

(H) an application for the professional school specialist license; and

(I) the licensure fee.

(8) Any person who holds a valid initial or professional school specialist license as a school counselor in another state where the counselor license is issued without a classroom teaching requirement may apply for an initial or professional school specialist license with endorsement for school counselor.

(A) To obtain an initial school specialist license with endorsement for school counselor, each applicant specified in paragraph (b)(8) shall submit to the state board the following:

- (i) An official transcript verifying the granting of a graduate degree;
- (ii) verification from an accredited institution by the unit head or designee of completion of a graduate-level school counselor program;
- (iii) verification of a minimum 3.25 cumulative GPA on a 4.0 scale in graduate school specialist program coursework;
- (iv) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (v) evidence of successful completion of the school counselor content assessment prescribed by the state board or evidence of successful completion of a school counselor assessment in the state in which the applicant holds or has held a standard school specialist license;
- (vi) a copy of the applicant's out-of-state standard school specialist license;
- (vii) an application for the school specialist license; and
- (viii) the licensure fee.

(B) To obtain a professional school specialist license with endorsement for school counselor, each applicant specified in paragraph (b)(8) shall submit to the state board verification of all documentation specified in paragraph (b)(8)(A) and one of the following:

- (i) Verification of at least three years of recent experience as a school counselor while holding a valid, standard school counselor license; or
- (ii) verification of at least five years of accredited school counselor experience under a standard school counselor license.

(c)(1) Any person who holds a valid professional teaching license in another state and has earned national board certification issued by the national board for professional teaching standards may apply for an accomplished teaching license, which shall be valid for as long as the national board certificate is valid.

(2) To obtain an accomplished teaching license, each applicant specified in paragraph (c)(1) shall submit the following:

- (A) Evidence of current national board certification;
- (B) verification of a valid professional teaching license issued by another state;
- (C) an application for an accomplished teaching license; and
- (D) the licensure fee.

(d)(1)(A) Any person who holds a valid license in another state earned through completion of an alternative teacher-education program may apply for an interim alternative license.

(B) Any person who holds a valid license in another state earned through completion of an alternative teacher-education program and who has five or more years of accredited experience earned under a standard license, three years of which are continuous in the same local education agency, may apply for a professional teaching license by meeting the requirements of paragraph (b)(3).

(2) To obtain an interim alternative license, each applicant specified in paragraph (d)(1)(A) shall submit to the state board the following:

- (A) An official transcript verifying the granting of a bachelor's degree;
- (B) a copy of the applicant's currently valid out-of-state license;
- (C) verification of completion of the alternative teacher-education program;
- (D) verification of at least one year of recent experience or at least eight semester hours of recent credit;
- (E) an application for an interim alternative license; and
- (F) the licensure fee.

(3) Each person who holds an interim alternative license shall submit to the commissioner of education, within the term of the interim alternative license, a request for review of the application by the licensure review committee.

(A) Upgrading the interim alternative license to the standard initial license shall require verification of the following:

- (i) Successful completion of all requirements set by the licensure review committee and approved by the state board; and
- (ii) successful completion of a pedagogical assessment and successful completion of a content assessment.

(B) Upgrading the interim alternative license to the professional level license shall require verification of the following:

(i) A recommendation from the licensure review committee and approval by the state board with no additional requirements specified; and

(ii) verification that the person meets the requirements of paragraph (b)(3)(D).

(e) Any person who has completed an education program from a foreign institution outside of the United States may receive an initial license if, in addition to meeting the requirements for the initial license as stated in K.A.R. 91-1-203, that person submits the following:

(1) An official credential evaluation by a credential evaluator approved by the state board; and

(2) if the person's primary language is not English, verification of passing scores on an English proficiency examination prescribed by the state board.

(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Aug. 10, 2007; amended July 18, 2008; amended Aug. 28, 2009; amended Aug. 12, 2011; amended, T-91-6-30-14, June 30, 2014; amended Oct. 24, 2014; amended March 17, 2023.)

***** Authenticated Kansas Administrative Regulation *****