

# How to Apply for Teacher Licensure in Kansas

*Southwestern College*

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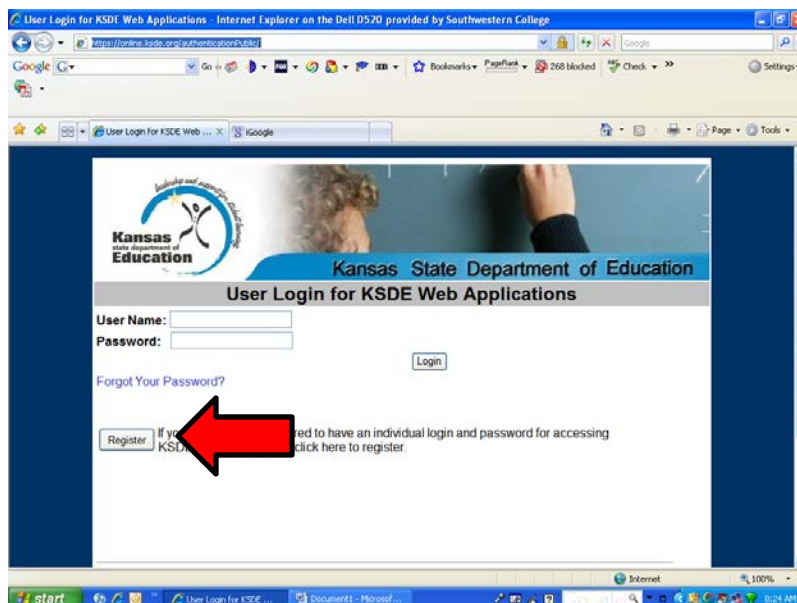
*At the completion of a licensure program including successfully passing the Praxis II content exam as well as the Principles of Learning and Teaching exam (undergraduate) and the special education core content exam as well as mild to moderate disabilities exam (graduate), a licensure recommendation can be made on your behalf.*

The following steps should be taken to submit an electronic application for licensure. Paper licensure applications are available through:

Dr. David Hofmeister, interim licensure officer  
Southwestern College  
100 College St.  
Winfield, KS 67156

## Steps to complete an electronic application:

1. When on a computer with Internet access, open an Internet browser.
2. Go to the following URL: <https://online.ksde.org/authenticationPublic/>
3. At the site, click the **Register** button to create an account.



4. Once an account is established, login to the website. Be certain to keep this information as your account will remain as a specific account to be used over and over with KSDE.
5. Select the **License Application** link.
6. Select the **Fill Out Application** button.
7. Click the **Form 1 Initial License** button.
8. Complete the information for lines 1-29. Line 28 requests the date the degree is conferred. The format for the date is not provided but it should be: mm/dd/yyyy.
9. Once you have completed the requested information, click the **submit** button.
10. Please notify [david.hofmeister@sckans.edu](mailto:david.hofmeister@sckans.edu) that the application is submitted.
11. Questions about the process should be directed to David Hofmeister.