

Waivers, Substitutes, and License Types

The following types of teaching licenses can have a waiver (if other qualifications are met) and be a substitute teacher under K.A.R. 91-31-34(b). Teachers (including teachers qualified through the substitute regulations) should be claimed for the FTE they are working. All FTE amounts listed are the maximum that will be eligible for a full-time, full-year special education teacher (claimed 1.0). If a teacher is not a full-time full-year teacher, the eligible FTE will be less.

“Standard”

(140 days / .75 FTE max as sub
Area/Grade waiver can allow 1.0 FTE)

“a valid Kansas teacher or administrator license or certificate at any level or in any field or subject”

ACCOMP	ACCOMPLISHED LICENSE
EXTCH	EXCHANGE TEACHING LICENSE
INITCH	INITIAL TEACHING LICENSE
INTALT	INTERIM ALTERNATIVE LICENSE
PROF	PROFESSIONAL LICENSE
STD3YR	STANDARD THREE-YEAR
STD5YR	STANDARD FIVE-YEAR
TN	ONE YEAR NONRENEWABLE
TRANS	TRANSITIONAL LICENSE

These license types are not eligible for extension of days waivers.

“Substitute”

(Waiver for extension of number of days allows
Unlimited days / .75 max FTE with waiver)

ESUB EMERGENCY SUBSTITUTE 25 days / .13 FTE

No Degree

a person who has been licensed or certified by the state board as an emergency substitute teacher. An education system shall not allow any person who does not hold a baccalaureate degree to teach for more than 25 days in the same assignment or more than 75 days in a semester.

ESUB EMERGENCY SUBSTITUTE 45 days / .24 FTE

Degree listed with Teacher Licensure

a person who holds a baccalaureate degree and an emergency substitute teaching license or certificate

SUB STANDARD SUBSTITUTE 90 days / .48 FTE

a valid Kansas substitute teaching license or certificate

Substitute Information:

- Substitute license application: <https://www.ksde.gov/licensure/teacher-licensure/license-information-and-application>
- All applicants for a Kansas license must submit a fingerprint card for the purpose of a KBI and FBI background clearance report. If a license expires, a new fingerprint card and background check (and fee) is required. To avoid a lapse in licensure, always consult the renewal requirements printed on the license and submit an application for renewal prior to expiration.
- All KSDE licenses date from the day the complete application is received. Standard processing time for any application received is 4-8 weeks, depending on application and call volume which is highest from May-August. Applications are processed in the order received and cannot be expedited. License progress can be tracked and the license may be printed through the Educator License Lookup at: <https://appspublic.ksde.gov/TLL/SearchLicense.aspx>
- Substitutes seeking employment should contact the school district office where they are interested in substitute teaching for employment information. Licensure does not guarantee employment.

Summary of Types of Licenses for Substituting

Standard Teaching: A different license is not needed to substitute teach.

Substitute License: Must hold a degree and have completed a teacher preparation program in order to qualify A teacher preparation program is a complete (typically degree) program at a four-year college/university with courses in content, pedagogy, and a student teaching internship.

Emergency Substitute: Degree or minimum 60 hours college credit. Emergency substitute renewal applications can be submitted beginning in February of the expiration year.

The state board may occasionally approve types of substitutes that are not in regulation in order to address shortages and gather information. The licenses for these substitutes will indicate any restrictions. No extension of days waivers are possible for substitutes not in regulation. Reimbursement will be limited to the restrictions on the licenses.