



Kansas State University
College of Education
Office of Licensure
13 Bluemont Hall
Manhattan, KS 66506

FORM 1 – INITIAL LICENSE (For new bachelor’s degree graduates)

ONLINE APPLICATION PROCESS

Applications must be submitted through the Kansas State Department of Education online application web site:

<https://online.ksde.org/authenticationpublic/>.

IN ORDER TO HAVE YOUR APPLICATION PROCESSED BY KANSAS STATE UNIVERSITY AND KSDE, YOU MUST FOLLOW THE BELOW INSTRUCTIONS:

1) Make sure your OFFICIAL Praxis II score report(s) have been mailed directly from ETS/Praxis to Kansas State University. You MUST have your official PLT and/or Content test score reports with passing scores mailed to Kansas State University DIRECTLY from ETS/Praxis BEFORE your application is accepted and processed.

To verify your score report was mailed to K-State, look on your copy of the score report for the correct code. Check the "Score Recipient(s) Requested" box (on the left side). The Code # must be 6334 with the Recipient Name of Kansas State University. If the 6334 code is not listed, you must contact ETS/Praxis at www.ets.org/praxis to have an official score report mailed directly to K-State showing passing scores for the PLT and/or Content test(s).

2) Register with KSDE through their web site: <https://online.ksde.org/authenticationpublic/>. After registering, log in with your user id and password.

3) Submit your completed application to **Kansas State University**. You will receive an e-mail confirmation that your application was submitted to us. Once K-State submits your application to KSDE, you will receive an automatically generated e-mail confirmation that states your application was submitted to KSDE. This e-mail will give instructions on payment.

NOTE: Your application will only be issued by KSDE once they have received payment.

Please call (785) 532-5524 or e-mail Diane Murphy (dim@ksu.edu) or Janel Harder (janelh@ksu.edu) with questions about this process.