

PDP Toolbox License Renewal Checklist

All relicensure information can be found at www.ksde.org

To look up your personal licensure information:

In the **Teaching & Learning tab**, click on License Lookup in tab
Fill in your Last Name, Social Security Number and search

Verifying your current licensure information:

Check to see if you are required to submit fingerprints**
Verify that you know what type of license you have and what your renewal requirements are

**If you need to submit fingerprints/have a background check:

In the **Teaching & Learning tab**, click on Fingerprint Cards
Scroll to the bottom of the page, fill out the fingerprint card order form and submit

To print application:

In **Teaching & Learning tab**, click on License Applications
Find form 3a and print it

Obtaining your PDP Toolbox transcript:

Verify that your licensure expiration date is correct in Your Preferences
Verify that you have enough points for renewal per your specific requirements
Go to www.pdptoolbox.org and within your account, click on Request Transcript for Licensure
Renewal

Filling out your application:

Refer to the flow chart that prints on page 1 of the application packet
Collect all necessary documents, including an official sealed college transcript if needed
Pages 3-7 (**Application for Kansas Licensure**) of the 3a application packet need to be filled out

Mailing in your application:

DO NOT SEND CASH!
Send one check if only paying the application fee.
Send two checks if you need to pay for the background check as well as the application
Send ALL information in a large envelope

Mail to:

Teacher Licensure and Accreditation
Landon State Office Building
900 SW Jackson, Suite 106
Topeka, KS 66612

