



Teacher Education Application Packet

Submit completed application packet to:

cas@wichita.edu

or

College of Applied Studies Advising Center

Corbin Education Center – Room 107

Notice of Nondiscrimination:

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.

STUDENT FEES (as of May 2025)

Prices are subject to change

Teacher Education Admission Requirements

- 1) Background Check: \$5 (through Validity Screening Solutions)
 - 2) TB skin test: \$11 (through WSU Student Health)
 - 3) Physical: \$40 through WSU Student Health)
-

Core Program Fees (charged to student account)

- 1) Field Experience/Internship: \$30 per credit hour
-

Final Semester

- 1) Teacher Licensure Capstone (TLC): \$100 (charged to student account)
 - a. *You will be charged a one-time fee of \$100.00 for the cost of scoring your Teacher Licensure Capstone (TLC). This charge will be added onto your student account during the semester in which the TLC is completed and submitted. If a candidate decides to withdraw from the program and/or not submit a TLC, a refund request form must be submitted to the [College of Applied Studies Advising Center](#) at least one week prior to the TLC deadline. The form may be found under Applications and Fees on our [CAS Advising Website](#).*
 - 2) Graduation (Regalia and tassel): \$36
-

Initial Licensure Fees

- 1) Initial Teaching License Application: \$60 (for each area)
- 2) Fingerprint process: \$57
- 3) Praxis Test Fees: Between \$130-156 for each area (Note: 2 subject areas in Middle level – between \$250-302)

Credit Union of America Praxis Fee Voucher –

https://wichitastate.co1.qualtrics.com/jfe/form/SV_cYq37TXR5rQhSyW

Information for Praxis fee waivers - <https://praxis.ets.org/test/takers/register-waivers.html>

GUIDELINES FOR PROFESSIONAL PERFORMANCE DURING CLINICAL EXPERIENCES

WSU Teacher Education Candidates (includes any WSU student engaged in a clinical experience as part of their teacher preparation program) are responsible for:

- 1) Communicating with the cooperating teacher and the university supervisor on a routine and timely basis
- 2) Adhering to all placement school policies and procedures
- 3) Demonstrating academic and professional integrity as outlined by WSU's policies and procedures regarding student conduct (visit https://www.wichita.edu/about/student_conduct/ai.php)
- 4) Conducting themselves in accordance with the requirements and expectations of their degree program. Teacher Education Candidates (TECs) should not engage in unprofessional conduct or unlawful behavior in accordance to KASDE's Kansas Educator Code of Conduct (visit https://www.ksde.gov/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf)
- 5) Completing all assignments and projects as mutually agreed upon and assigned by the university supervisor, cooperating teacher, and/or the Teacher Education Program (e.g., Teacher Licensure Capstone (TLC), reflection evaluations, lesson plans)
- 6) Being punctual and regular in attendance
 - a. If for any reason TECs must be absent, they should notify the university supervisor, the cooperating teacher and the building principal prior to the absence.
 - b. Absences should be limited to emergency situations only (e.g., illness or family emergencies).
 - c. If TECs are ill for an extended absence, they should provide the university supervisor with documentation such as a confirmation from their doctor. Similarly, the TECs must provide documentation reflecting the non-illness related absences if documentation is available (e.g. obituaries).
 - d. The field experience requirement may be extended when absences occur.
 - e. If TECs are absent when they are scheduled to teach, they must provide a set of detailed lesson plans for the teacher who will assume the classroom responsibilities.
- 7) Demonstrating a sensitivity to students' needs
- 8) Demonstrating a responsiveness to feedback
- 9) Transporting themselves to and from the placement school
- 10) Maintaining the confidentiality of student information that must remain private in accordance with the Family Educational Rights and Privacy Act (FERPA)
- 11) Any other appropriate assignments(s) or request(s) made by the cooperating teacher, university supervisor or WSU faculty.

WSU Teacher Education Program

Admission Requirements

- ☐ **Foundation general education course requirements with grades that meet [WSU general education program](#) (C- or better).**
 - ENGL 100 or 101 (C- or better)
 - ENGL 102
 - COMM 111 or 302
 - Math 111, 112, 131 or any higher-level Math
(Math 131 is not accepted for middle level or secondary math majors)

- ☐ **Introduction to the Education Profession course with passing grade of a B-.**
 - CI 270

- ☐ **Grade Point Average (GPA) Requirements**
 - 2.5 Overall GPA
 - 2.5 Institutional GPA
 - 2.75 GPA of 30 credit hours of general education coursework
(Fine Arts majors need 22 general education hours with 8 hours of content)

- ☐ **Teacher Education Application Forms**
 - Attestation of Eligibility
 - Grounds for Dismissal from Clinical Experiences
 - Student Acknowledgement and Authorization
 - Out of State Licensure Acknowledgement
 - Disposition Self-Assessment
 - Certification of Health for School Personnel (K.S.A. 72-6266)
You are responsible for Negative TB exam and physical, completed by your family doctor, WSU Student Health Services, or another medical professional. Student Health also charges for this service and an appointment is necessary.
 - Cleared Background Check
 - Option #1: Validity Screening Solutions - [Submit the Validity online background request form](#).
 - Option #2: Provide a copy of recent background clearance with Validity or NATSB.
 - Option #3: Provide a copy of current Substitute License *(Applicant may also give SSN to Applied Studies Advising Center staff to look up license on the KSDE website).*



Application for Teacher Education Admission

Applicant Name _____ Major _____ WSU ID _____

Semester Starting Core _____ Email _____

Mailing Address _____ Phone _____

Emergency Contact _____ Emergency Contact Number _____

Applicant will complete the following information.

Course Requirement	Grade Received
ENGL 100 or 101 (C- or better)	
ENGL 102 (C- or better)	
COMM 111 or 302 (C- better)	
MATH 111, 112, 131 or higher level (C- or better) <i>*MATH 131 is not accepted for middle level or secondary education math majors</i>	
CI 270 (B- or better) <i>*Not required for Fine Arts majors</i>	

Advisor will complete the following information.

Admission Requirement	Requirement Met?	GPA
2.5 Overall GPA		
2.5 Institutional GPA		
2.75 General Education GPA		
Attestation of Eligibility Form		
Grounds for Dismissal Form		
Student Acknowledgement & Authorization Form		
Out of State Acknowledgement Form		
Disposition Self-Assessment		
Certificate of Health Form		
Cleared Background Check or Sub License		

Please answer Yes (Y) or No (N) to the following questions.

___ I give permission to have my photo published in WSU publications and websites.

___ I give permission for my name to be released to school districts for possible employment.

___ I understand that if my TB test results are older than 1 year at the time of student teaching placement, I must submit updated TB test results before starting student teaching placement.

___ I understand that a one-time \$100 fee will be charged to my student account for the Teacher Licensure Capstone fee.

Applicant Signature _____

Advisor Signature _____

Date _____ Full Admit _____ Conditional _____ Reason _____



ATTESTATION OF ELIGIBILITY

The Kansas State Board of Education requires that individuals who have been convicted of, or pleaded guilty to, any act punishable as a felony may not be certified to teach. Wichita State University is responsible for recommending individuals who have completed the teacher education program for certification as a teacher. Given this responsibility, it is asked that you read and sign the statement below.

If you are confident that you understand the standard, answer Yes (Y) or No (N) to the questions below.

1. Have you ever been convicted of a felony? _____ **
2. Have you ever been convicted on ANY crime involving theft, drugs or a child? _____ **
3. Have you entered into a criminal diversion agreement after being charged with any offense in Questions 1 or 2? _____
4. Are criminal charges pending against you in any state involving any of the offenses from Questions 1 or 2? _____
5. Have you had a teacher's or school's certificate or license denied, suspended/revoked in any state? _____
6. Is disciplinary action pending against you in any state about a teacher's or administrator's certificate or license? _____
7. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests to student test scores? _____
8. Have you ever falsified or altered assessment data documents, or test score reports required for licensure? _____

**** Note: Anyone who is ineligible to be employed according to KSDE regulations, or has been denied by Coop because of an existing record, cannot be assigned a field placement in any of the Core classes.**

I, _____, certify that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

Signature _____

Date _____

GROUND'S FOR DISMISSAL FROM CLINICAL EXPERIENCE

Candidates in a teacher education program participating in a clinical experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program.

Candidates in a teacher education program should likewise not engage in unprofessional conduct or unlawful behaviors. In view of these expectations, students in a teacher education program participating in a clinical experience who are unable to meet these academic standards, as judged by faculty and cooperating teachers, may receive a failing grade and/or face possible removal from their particular clinical/field experience:

1. Candidates may not engage in any inappropriate interactions with pupils, guardians of pupils enrolled in the school, or school or university personnel during the clinical experience. If you feel you are under any pressure to engage in inappropriate social activity, contact your university supervisor.
2. Candidates' social interactions and communications, including use of cellular phones, Email, and the internet with school pupils, or guardians of pupils enrolled in the school, or school or university personnel, should be limited to those occurring in an official capacity at officially sponsored school events or sites.
3. Candidates may not be in the possession of or under the influence of alcoholic beverages, illegal drugs or dangerous weapons or substances on school property, nor with or in the presence of any school pupil(s).
4. Candidates may not use sexually explicit, obscene, profane, abusive, or derogatory language on school premises or at school sponsored events; nor may they suggest access to inappropriate material (e.g., on the Internet).
5. Candidates may not escort or transport pupils off school property unless accompanied by the cooperating teacher or another full-time employee assigned by the principal.
6. Candidates may not leave school early, be late to school or seminars, or have absences on a consistent basis.
7. Candidates may not falsify, forge, or alter any documents pertaining to academic records, including evaluation reports.

In addition, if at any time your conduct causes the cooperating teacher, the principal, or the university supervisor to determine that your presence in the classroom has become detrimental to the educational program of the pupils in the class, your actions will be reviewed by a field experience review team comprised of school and university officials and/or you may be asked to leave the school and your placement could be terminated by the University.

Should you be asked to leave the school based upon your behavior or your failure to perform at a satisfactory level, Wichita State University is not obligated to reassign you to another school. Failure to abide by these regulations may result in any of the following consequences: removal from field experiences, judicial action by Wichita State University, legal action, and/or failure of course work.

I have read and am aware of WSU's Guidelines for Professional Conduct during Clinical Experiences and Grounds for Dismissal from Clinical Experiences.

Printed Name _____

Date _____

Signature _____



STUDENT ACKNOWLEDGEMENT AND AUTHORIZATION REGARDING CLINICAL EXPERIENCE

Wichita State University College of Applied Studies requires all prospective teacher education candidates to pass a criminal background check that they obtain at their own expense. A current Substitute Teaching license will be accepted.

I am informed and understand, accept, and agree to abide by the following:

1. I understand that I am required to consent to a background check which may include, but is not limited to an investigation regarding whether I am registered as a sex offender and whether my criminal history raises reasonable questions about my ability to obtain a license in the State of Kansas.
2. I understand that passing the criminal background required at application to teacher education does not replace nor ensure I will pass the Kansas Department of Education (KSDE) background check required when applying for licensure.
3. I understand I am required to obtain and pay for all background checks and criminal history investigations as an applicant to the Wichita State University Teacher Education Program.
4. I understand that I am required to have such information forwarded directly to the College of Education at Wichita State University.
5. In the event that information regarding my background check and/or criminal history investigation is provided to Wichita State University, I understand that officials of Wichita State University may review such material to determine whether any information discovered during any background check or criminal history investigation renders it reasonably questionable whether I will be able to obtain a license in the State of Kansas.
6. I understand and hereby give my consent for Wichita State University to release information relating to my criminal history or any investigation thereof and to discuss and/or disclose the results of any background check or criminal history investigation to or with the appropriate faculty as deemed necessary or appropriate by Wichita State University.
7. I understand that Wichita State University, in its sole discretion, may make this determination, and in the event that it determines my ability to obtain a license in the State of Kansas may reasonably be questioned, I will not be allowed to participate in the required field experiences. I understand I will be given an opportunity to explain and comment to the Chair of my Academic Department at Wichita State University on the results of any background check attained pursuant to this acknowledgement and authorization; provided, however, that I understand it may be Wichita State University's responsibility, as mandated by the State of Kansas, to make a determination as to whether or not my criminal history or other status as revealed by a background check or criminal history investigation raises reasonable questions about my ability to obtain a license in the State of Kansas. If the issue cannot be resolved, this may ultimately result in my inability to continue my admission in the above-noted academic program.

By signing herein, I acknowledge that I have read, understand and agree to abide by the statements above.

Printed Name _____

Date _____

Signature _____



OUT OF STATE LICENSURE ACKNOWLEDGEMENT

Statement on 34 CFR 668.43(a)(5)(v). Wichita State University's teacher education programs are accredited at the national, regional, and state level. Upon completion of all courses and program assessments, graduates of these programs will be eligible to apply for the Kansas initial teaching license for their program of study after they successfully complete the [Kansas teacher licensure exams](#) required by the State of Kansas for application for a teacher license or endorsement. Wichita State has made no determination if this program will lead to licensure in any state other than Kansas in which a graduate may seek licensure. Because every state has different requirements that may change frequently, we recommend checking with the state education department for the state in question to determine current requirements.

The nonprofit organization Education Commission of the States has compiled [Teacher License Reciprocity State Profiles](#) that provide additional information about the teacher license reciprocity agreements for each state in a searchable format. [Kansas Teacher Reciprocity Agreements](#) provides a list of member states of the NASDTEC Interstate Agreement who have signed reciprocity agreements with Kansas.

I have read and am aware of Federal Regulation 34 CFR 668.43 (a)(5)(v) and understand that upon completion of all courses and program assessments, I will be eligible to apply for the Kansas initial teaching license for my program of study after I successfully complete the Kansas teacher licensure exams required by the State of Kansas for application for a teacher license or endorsement in Kansas. I also understand that Wichita State has made **no determination** if this program will lead to licensure in any state other than Kansas.

Printed Name _____

Date _____

Signature _____

Directions: The Educator Disposition Assessment (EDA) is used in the initial licensure teacher preparation programs to provide feedback on and assess the dispositions required of effective educators. Upon admission, to familiarize students with the assessment and to capture baseline data, students are required to self-assess their own dispositions. **The scores you give yourself will not impact admission decisions.**

Disposition	Performance Levels		
	0=Needs Improvement: minimal evidence of understanding and commitment to the disposition	1=Developing: some evidence of understanding and commitment to the disposition	2=Meets Expectation: considerable evidence of understanding and commitment to the disposition
Trait 1: Demonstrates Effective Oral Communication Skills	- Does not consistently demonstrate professional oral communication skills as evidenced by making major errors in language, grammar, and word choice. - Does not vary oral communication to motivate students as evidenced by monotone voice with visible lack of student participation. - Choice of vocabulary is either too difficult or too simplistic.	- Demonstrates professional oral communication skills as evidenced by using appropriate language, grammar, and word choice for the learning environment, yet makes some common and noticeable errors - Strives to vary oral communication as evidenced of some students demonstrating a lack of participation - Occasionally uses vocabulary that is either too difficult or too simplistic.	- Demonstrates strong professional oral communication skills as evidenced by using appropriate language, grammar, and word choice for the learning environment. - Varies oral communication as evidenced by encouraging participatory behaviors. - Communicates at an age-appropriate level as evidenced by explaining content specific vocabulary.
Trait 2: Demonstrates Effective Written Communication Skills	- Communicates in tones that are harsh or negative as evidenced by fostering negative responses. - Demonstrates major spelling and grammar errors or demonstrates frequent common mistakes.	- Communicates respectfully and positively but with some detectable negative undertones, evidenced by unproductive responses. - Demonstrates common errors in spelling and grammar.	- Communicates respectfully and positively with all stakeholders as evidenced by fostering conventional responses. - Demonstrates precise spelling and grammar.
Trait 3: Demonstrates Professionalism	- Does not respond to <i>communications</i> and does not submit all assignments - Fails to exhibit punctuality and/or attendance - Crosses <i>major</i> boundaries of ethical standards of practice - Divulges inappropriate <i>personal</i> life issues at the classroom/workplace as evidenced by uncomfortable responses from others - Functions as a group member with no participation	- Delayed response to <i>communications</i> and late submission of assignments - Not consistently punctual and/or has absences - Crosses <i>minor</i> boundaries of ethical standards of practice - Occasionally divulges <i>inappropriate</i> personal life issues into the classroom/workplace, but this is kept to a minimum. - Functions as a collaborative group member as evidenced by minimal levels of participation towards productive outcomes or monopolizes conversation.	- Responds promptly to <i>communications</i> and submits all assignments - Consistently exhibits punctuality and attendance - Maintains professional boundaries of ethical standards of practice - Keeps <i>inappropriate</i> personal life issues out of classroom/workplace - Functions as a collaborative group member as evidenced by high levels of participation towards productive outcomes
Trait 4: Demonstrates a positive and enthusiastic attitude	- Often complains when encountering problems and rarely offers solutions. - Resists change and appears offended when suggestions are made to try new ideas/activities. - Demonstrates a flattened affect as evidenced by lack of expressive gestures and vocal expressions.	- Seeks solutions to problems with prompting - May tentatively try new ideas/activities that are suggested yet is often unsure of how to proceed - Overlooks opportunities to demonstrate positive affect.	- Actively seeks solutions to problems without prompting or complaining - Tries new ideas/activities that are suggested - Demonstrates an appropriately positive affect with students as evidenced by verbal and non-verbal cues

Trait 5: Demonstrates preparedness in teaching and learning	- Rejects constructive feedback as evidenced by no implementation of feedback - Possesses an inaccurate perception of teaching/learning effectiveness as evidenced by limited concept of how to improve - Comes to class unplanned and without needed materials - Does not have awareness to alter lessons in progress as evidenced by activating no changes when needed	- Somewhat resistant to constructive feedback as evidenced by a lack of follow through on some suggestions - Reflection contains inaccuracies as evidenced by needing assistance for corrective measures of improvement - Comes to class with some plans and most needed materials - Aware that lesson is not working but does not know how to alter plans to adjust	- Accepts constructive feedback as evidenced by implementation of feedback as needed - Learns and adjusts from experience and reflection as evidenced by improvements in performance - Comes to class planned and with all needed materials. - Alters lessons in progress when needed as evidenced by ability to change plan mid-lesson to overcome the deficits.
Trait 6: An appreciation and value for cultural and academic diversity	- Demonstrates inequitable embracement of all <i>diversities</i> - Is challenged to create a <i>safe classroom</i> as evidenced by ignoring <i>negative</i> behaviors by students	- Goes through the <i>expected and superficial motions</i> to embrace all <i>diversities</i> - Strives to build a <i>safe classroom</i> with zero tolerance of <i>negative</i> behaviors towards others but needs further development in accomplishing this task	- Embraces all <i>diversities</i> as evidenced by implementing <i>inclusive activities and behaviors</i> with goals of <i>transcendence</i> - Creates a <i>safe classroom</i> with zero tolerance of negativity to others as evidenced by correcting <i>negative</i> student behaviors
Trait 7: Collaborates effectively with stakeholders	- Is inflexible, as evidenced by inability to work well with others and does not accept majority consensus - Tone exhibits a general lack of respect for others as evidenced by interruptions and talking over others - Rarely collaborates or shares strategies and ideas even when prompted	- Demonstrates some flexibility - Maintains a respectful tone in most circumstances but is not consistent - Shares teaching strategies as evidenced by some effort towards collaboration	- Demonstrates flexibility as evidenced by providing considered responses and accepts majority consensus - Maintains a respectful tone at all times, even during dissent as evidenced by not interrupting or talking over others - Proactively shares teaching strategies as evidenced by productive collaboration
Trait 8: Demonstrates self-regulated learner behaviors/takes initiative	- Is unable to self- correct own weaknesses as evidenced by not asking for support or overuse of requests for support - Does not conduct appropriate research to guide the implementation of effective teaching as evidenced by a lack of citations in work	- Is beginning to recognize own weaknesses and asks for support making some effort to become involved in professional growth - Level of research needs further development to acquire fully and integrate resources leading to implementing different and effective teaching styles	- Recognizes own weaknesses as evidenced by seeking solutions before asking for support - Researches and implements most effective teaching styles as evidenced by citing
Trait 9: Exhibits the social and emotional intelligence to promote personal and educational goals/stability	- Demonstrates immaturity and lack of self- regulation as evidenced by overreacting to sensitive issues - Does not demonstrate perseverance and resilience (grit) as evidenced by giving up easily - Demonstrates insensitivity to feelings of others as evidenced by a lack of compassion and empathetic social awareness	- Demonstrates level of maturity to self-regulate after initial response is one of overreaction to sensitive issues - Demonstrates perseverance and resilience (grit) most of the time - Demonstrates sensitivity to feelings of others most of the time	- Demonstrates appropriate maturity and self-regulation as evidenced by remaining calm when discussing sensitive issues - Demonstrates perseverance and resilience (grit) as evidenced by tenacious and determined ability to persist through tough situations - Demonstrates sensitivity to feelings of others as evidenced by compassionate and empathetic social awareness

Average composite score across nine dispositions (Note: this will not need to be entered into the WSU PASS system):

Comments:



Application Statement

Applicants are asked to sign this statement indicating they understand and accept the content and purpose of the EDA:

The applicant acknowledges that dispositions identified in The Educator Disposition Assessment (EDA) apply to the university setting, courses, early practicum experiences, and the final internship. The applicant recognizes that a strong correlation exists between the dispositions of teachers and the quality of their students' learning. The applicant knows that teachers who care about their students and are willing to exert the effort needed to ensure the classroom is a productive learning environment, possess the professional dispositions outlined in the EDA. The applicant is aware his/her professional dispositions will be assessed throughout the teacher education program and will have a bearing on decisions made regarding eligibility to complete in a successful manner.

Printed Name _____

Date _____

Signature _____



KEEP THIS DOCUMENT!!!

CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL

K.S.A. 72-6266 (prior law 72-5213)

To be completed by the applicant.

Name _____

WSU ID _____

Home Address _____ Birthdate _____

School: Wichita State University

To be completed by Health Care Provider.

Tuberculin Testing Results

Tuberculosis has been ruled out by:

Test	Date of Test	Date Test Read	Result
Mantoux/PPD	_____	_____	_____ Positive _____ mm induration _____ Negative _____
Chest X-Ray	_____	_____	_____ (Negative/Positive)

Testing Conducted By _____ Testing Read By _____

Provider's Statement:

I have, this date, examined _____ and find no evidence of any physical condition that would conflict with the health, safety or welfare of the pupils or would prevent the individual from working in a safe and healthful manner.

Comments

(Signature of Licensed Physician, Registered Physician's Assistant or Advanced Registered Nurse Practitioner)

(Examination Date)

(Address)

(City)

(State)

(Zip)

This medical evaluation has been conducted under the guidelines established by K.S.A. 72-6266 as indicated below: Certification of Health; form and contents; expense of obtaining: Every Board of Education shall require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school board may require a new Certification of Health. The expense of obtaining Certification of Health may be borne by the Board of Education (1980). Revised, 5/95

Teacher Interns are responsible to provide proof of certification with TB results to the school district when requested. The College of Applied Studies Advising DOES NOT maintain a copy of this certificate!



Dear Teacher Education Student:

The Application to Teacher Education process includes completion of a background check with Validity Screening Solutions. Passing the criminal background required at application does not replace or ensure you will pass the Kansas State Department of Education (KSDE) background check required when applying for licensure.

To complete the criminal background check required for admission to Teacher Education see complete instructions on the following page

You will need one of the following:

- **Credit Card - \$45** plus \$2 administrative fee.
Your background check will be immediately submitted when your credit card payment has been accepted.
- **Money Order or Cashier's Check - \$45**
Your background check will not be entered into progress until Validity Screening Solutions receives the money order/cashier's check. Be advised the money order/cashier's check may take up to 5 business days to receive and process. If you choose the money order/cashier's check option, you will be given detailed instructions on where and how to submit your payment after you complete step 3 and 4 below.

*** Your results will not be released to your WSU until you successfully submit your request to Validity. This can be verified if you have received the confirmation email titled 'Academic Screening Profile Received.'**

Results will be forwarded to Wichita State University. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted. If you have any questions, please feel free to contact cas@wichita.edu. You may also contact Validity Screening Solutions with technical questions at 913.322.5999.



Instructions

VALIDITY
screening solutions

School: _____

Academic Field: _____

Visit URL to begin: _____

Locate your needed package by selecting the BEGIN link

Please make sure you only select the package required as there will be **NO REFUNDS**

1

Enter your email address and select
CONTINUE

Enter your first and last name and
select **REGISTER**



2

An authentication message will be
dispatched to your email.

Follow the link in the email to
enter your basic information select
CONTINUE



3

Select **START** to continue
with the application



4

Complete information in required
sections of application, click next
to move through each section.

Ensure all sections reflect
complete in the review



5

Read the “notice” and check the
confirmation box; click **NEXT** to
continue



6

Read the “Summary of Rights under
the Fair Credit Reporting Act” and
check the box; click **NEXT**



7

Complete the Disclosure and enter
your signature in the electronic
signature box; click **NEXT**



8

Complete the required fields
on the Authorization and enter
your signature in the electronic
signature box; click **NEXT**



9

Select **SUBMIT** to complete
application. *Failure to click
submit will delay the processing
of your screening



- Credit Card payment options: AMEX, Discover, MasterCard or Visa
- Authorized pending payment receipt will be emailed upon submission to email provided in your application

If you have any questions, please contact Validity Screening Solutions Client Services Team.

Phone: 913-322-5999 | Email: clientservices@validityscreening.com