

PDC Checklist to Renew License

**** As of July 1, 2013 KSDE will no longer mail your new license.
You must go to KSDE online and print your new license for your district ****

Check Your PDC Transcript

1. Check your PDC Transcript online at www.swppdc.com to make sure you have the correct number of points.
 - If you have a **Bachelors Degree**, you need **160 points**.
80 points need to be from **college credit**.
Remember: **1 college credit hour = 20 PDC points**.
 - If you have a **Masters Degree**, you need **120 points**.
2. Contact Patty Titus at SWPRSC to get your **official PDC transcript**.
by email patty.titus@swplains.org or call 620.675.8833.
3. If you have college credit on your PDC transcript, contact the university where you earned the credit to request an official college transcript. **Note: All college classes MUST be on your PDC transcript.**

Get Your Application

1. Go to ksde.org
2. Under the **Teaching and Learning** tab, click on **License Applications**
3. Click on the correct license for your renewal

Fingerprinting

1. Go to ksde.org
2. Under the **Teaching and Learning** tab, click on **License Lookup**
3. Enter your name and ID to see if you need to submit fingerprints for this renewal.

Do you need fingerprinting for this renewal? Yes No

Mail to KSDE

In a large envelope include:

1. Official PDC transcript (required)
2. Official college transcript (if applicable)
3. Fingerprint card and fee (if applicable)
4. License Renewal Application and fee

Mail to:

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