

WICHITA PUBLIC SCHOOLS/ UNIFIED SCHOOL DISTRICT NO. 259

SPECIAL EDUCATION CERTIFICATION FORGIVABLE LOAN PROGRAM

July 2019

Information Shared Applies to Applicants starting in July of 2019 going forward

What Is The Wichita Public Schools Special Education Forgivable Loan Program?

- The Wichita Public Schools Special Education Forgivable Loan Program was established to meet the critical demand for special education teachers. The program is designed to provide a forgivable loan to selected employees of District who agree to become certified and/or licensed to teach special education in hard to fill special education teaching positions. The program focuses on special education teachers who do not hold the appropriate endorsement issued by the Kansas State Department of Education to teach in the position they are employed in.

Teaching Waiver

- A Teaching Waiver issued to a Teacher by the Kansas State Department of Education (KSDE) allows an individual to teach in a subject or at a grade level not authorized by the teacher's Kansas teaching certificate/license. The intent of a licensure waiver is to allow a school district to utilize the expertise of teaching staff to meet the educational needs of students. Waivers may be granted for one academic year and are subject to approval by the State Board of Education. If an individual has a deficiency plan to achieve licensure in the field in which the waiver is requested and is making the required progress on that plan, one-year renewals of the waiver may be requested by the school district for two succeeding school years. A Teaching Waiver is a completely separate process from the Wichita Public Schools Special Education Forgivable Loan Program. **Obtaining a Teaching Waiver from KSDE is not related to the Wichita Public Schools Special Education Forgivable Loan Program.**
- Additional information can be obtained at <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Accreditation-Waiver-Requests>

KSDE Approved Educator Preparation Institutions

- The Kansas State Department of Education maintains a list of approved educator preparation programs at colleges and universities. Additional information can be located at:
- <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Postsecondary/Educator-Preparation/Approved-Educator-Preparation-Programs>

Plan of Study

- A plan of study is a written document typically provided by a College or University Advisor. The plan of study should specifically list required courses and when they should be taken. Completion of the courses on a plan of study should culminate with the Teacher completing all of the required courses to earn the special education endorsement. It is the responsibility of the Teacher (Employee) to obtain a plan of study and provide that information to various people. A plan of study should be submitted to Human Resources and the Special Education Forgivable Loan Committee. The plan of study is often needed when a Teacher is requesting a Teaching Waiver from the Kansas State Department of Education.

These Are All Separate Processes

- Obtaining a Special Education Teaching Position – You have interviewed, been offered, and accepted a position.
- Special Education Forgivable Loan – You have a meeting with a member of the Special Education Forgivable Loan Committee to review your unique situation.
- Admitted to a College or University – You have applied to and been accepted to a College or University seeking an endorsement in one of the high needs area of special education.
- Obtaining a Plan of Study – After admittance to a College or University, you work with your Advisor to obtain a plan of study, specifically stating which courses you will take and when.
- Obtaining a Teaching Waiver – After admittance to a College or University, you work with The Wichita Public Schools Human Resources Department and provide them with a copy of your plan of study so a Teaching Waiver can be applied for on your behalf.

Next Steps

- Review the “Wichita Public Schools/Unified School District No. 259 Special Education Certification Forgivable Loan Agreement”.
- Don’t complete anything on the Forgivable Loan Agreement yet.
- The agreement will need to be completed during a meeting with a member of the Special Education Forgivable Loan Committee.
- Contact Schehera Oakman to schedule a time to review the Forgivable Loan Agreement and your unique situation.
- In the meeting with a member of the Special Education Forgivable Loan Committee, be prepared to share specific information about yourself such as where you will be Teaching, in what position you will be Teaching, which endorsement you are seeking, if you have a special education endorsement already, and if you have already been taking special education courses.

Contact

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