

License Expiration/Renewal Date

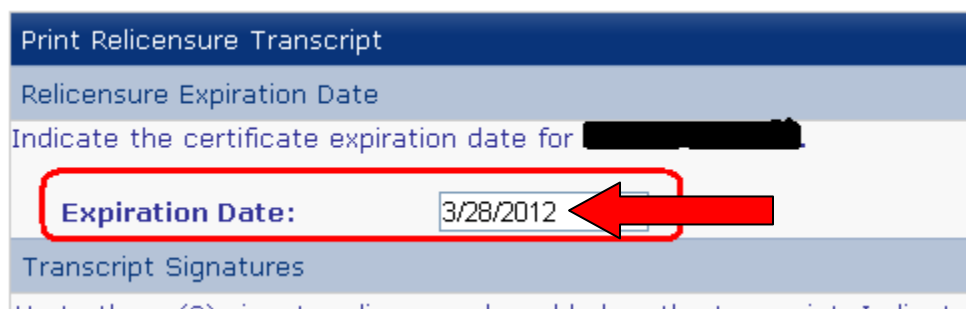
1. Log on to **MyLearningPlan** (www.mylearningplan.com).
2. Click on "My Portfolio" under **My Info** in orange menu on left side of homepage.



3. Scroll down to **Transcript:** and click on "Print PDF."



4. Your license expiration date appears near the top of the screen.



If your MLP Expiration Date does not appear to be correct, you can access KSDE's website to verify it.

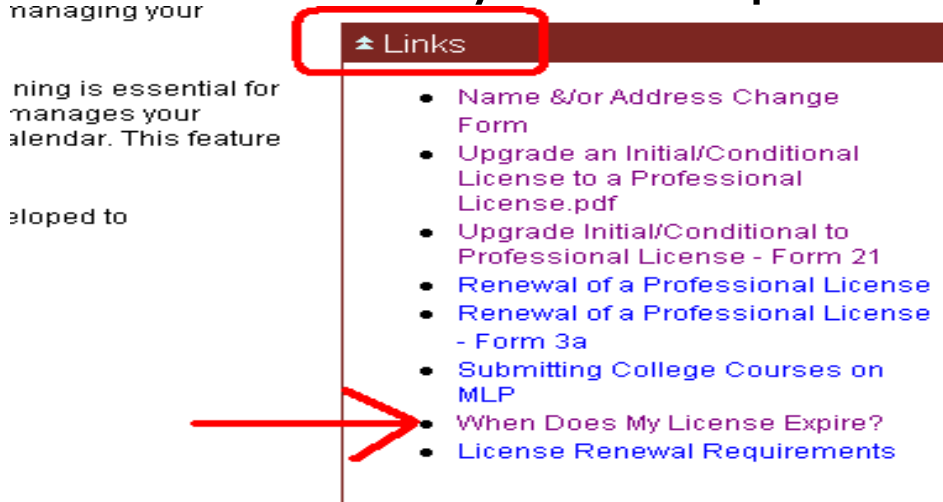
1. Open the district webpage and click on **STAFF**.



2. Select **Licensure** in the **Links** box.



3. Select **"When Does My License Expire"** in the **Links** box.



4. Enter your Social Security Number (SSN) and LAST NAME, then "Search."

and occasional errors in uploading may create it

Enter the Following Information:

* Please note that **BOTH** last name and either the ssn or the teacher ID # are needed to lookup certification records.

1 SSN: (do not enter dashes) Teacher ID:

2 LAST NAME:

3

If the educator has not been found, please check the following and try again.

1. Check to make sure that the LAST NAME is spelled properly.
2. Check to make sure that the SSN was typed correctly.
3. Check to make sure that the Teacher ID was typed correctly.
4. Check for possibility of different last name (maiden or married).
5. Check for various syntax. Such as:
 - McCloud (no space)
 - O'Brian (O with apostrophe)

5. Once you've completed the search, you'll see the type of license you have, as well as your license expiration date.

Type	Original	Current	Expire	Future Eff.	Future Exp.
PROF	06/01/1999	03/28/2007	03/28/2012		