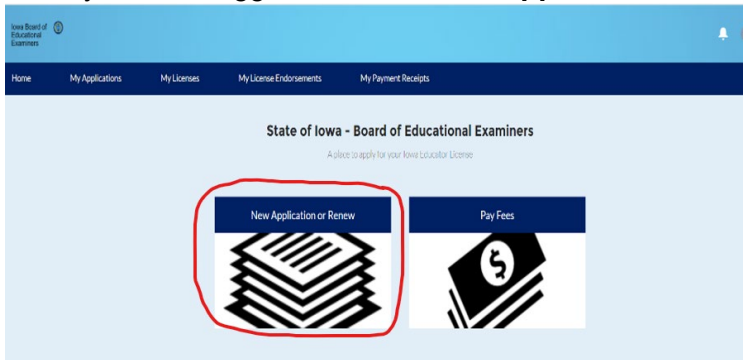


Directions to Extend a Class A (an extended teaching license) or Class B

Final Extension

1. Please note this is a final extension.
2. Before you begin, you will need the following documents confirming certain requirements are met:
 - Form completed by the Administrator or the Human Resources Department supporting your extension (found in the checklist of the application).
 - Verification of enrollment in remaining coursework, which can be proof of registration or an official program of study from your college.
 - Official transcripts showing progress was made towards the requirements during the term of the license. Unofficial transcripts, grade reports and AEA certificates of completion are not acceptable for this application.
3. Go to the [Apply webpage](#) under Educator Licensure.
 - Have your folder number ready if you already hold a license.
 - Use the [License Search](#) if you are unsure of your folder number or unsure if you have one.
4. From the Apply webpage [Log In](#)
5. Once you have logged in, select **New Application or Renew**.



6. Confirm your profile information and select **Next**.

7. Select **Extend a License**

Please select the type of application you would like to begin.

- ☐ Apply for a new License
- ☐ Renew Existing License
- ☐ Convert a License
- ☒ Extend a License

Extend: Used to extend an existing license to allow more time to meet the renewal/conversion requirements.
Extend an Initial or Standard license etc.

- ☐ Add Endorsement
- ☐ Other (Reprint Request, Update Information, Etc)

8. Select **Extension of Class A or Class B**

Select Application

Extension of Class A or Class B

9. Select **Class A OR Class B**

10. The system will now have you:

- a. Agree to creating an application, read through the instructions and scroll to the red Xs.
- b. Complete a checklist
- c. Upload the required documents.
- d. Pay the fees/Submit application.