LMHT Application Process

Student submits a completed application with appropriate fees, completed waivers and fingerprints to KSBN.

KSBN receives and processes the application, waivers with fingerprints, and fees.

If no official certificate of completion or "approval to test", no authorization can be sent to National Testing Network by KSBN. **PROCESS STOPS!**

KSBN receives an official CERTIFICATE OF COMPLETION.

KSBN will register and submit authorization to test to National Testing Network.

Applicant will receive email from the National Testing Network with instructions, User ID and Password to go online and schedule examination.

Applicant goes online to schedule exam.

Applicant takes EXAM.

If applicant FAILS exam, applicant receives results and will need to submit a new application, fee(s) to KSBN to retest.

If applicant passes exam. But NO completed waivers and fingerprints have been submitted. NO license will be issued by KSBN.

If applicant passes exam. But NO official certificate of completion from teaching establishment received by KSBN. NO license will be issued by KSBN.

If applicant passes exam and application is complete, KSBN will issue license.