

LMHT License Application Process

Initial Application:

- To obtain a paper application, go to ksbn.kansas.gov and print the “Initial License” application
- Please read ALL instructions included with the application thoroughly. The application must be completed in its entirety, be sure to select the appropriate license type for which you are applying (right hand corner box) and submitted with the appropriate fee’s (application fees, examination fee and background check fee). Please allow adequate time for mailing and processing.

To test:

- You must submit a completed application, completed waivers and fingerprints for background check and ALL applicable fees to the Kansas Board of Nursing
- Once the Board of Nursing has received all your required information, you will receive an email from the Board of Nursing with the information for your licensure examination

Check Status of Application:

- Once your application is processed by the Board of Nursing, you can follow the status of your application
- The “Check Status of Application” checklist will show what has been completed and what is still needed for licensure
- You can do this on your portal page by logging in and clicking on “View Checklist” in the blue bar above your license information

Required Fees:

Initial License Application: \$50

Background Check: \$48

Fingerprint (if done at KSBN office): \$7.50

Examination Fee: \$40

Should you fail the examination and need to retest:

- You may retake the licensure examination every 45 days. Each time you want to test you’ll need to complete a new initial application and submit to the Board of Nursing along with your application fee and examination fee. You will need to submit new fingerprints, waivers and the background check fee if your fingerprints are more than 6 months old.
- When it has been more than 2 years and less than 5 years since graduation you will need to petition the Board for permission to take/retake the licensure examination. You will be required to complete more requirements before taking the licensure examination.