

**Kansas Board of Nursing, 900 SW Jackson, Suite 1051, Topeka, KS 66612**

**Instructions for completion of Application for Advanced Practice Registered Nurse (NP, NMW, CNS and RNA)**

Licensure in Kansas is mandatory to practice as an advanced practice registered nurse (APRN). **You may not be employed to practice as an APRN in Kansas until licensed or issued a temporary permit by the Kansas State Board of Nursing.** Licensure/certification in another state, territory or country does not grant applicants the privilege of practicing as an APRN in Kansas. **APRN applicants must also have a current multi-state RN license or a current Kansas single state License. Proof of National Certification for your Advanced Practice License is not required!**

**Education Requirements:**

ALL ROLES:

- Program completed after January 1, 1997 – shall include three (3) college hours in advanced pharmacology or equivalent.
- Program completed after July 1, 2009 shall have completed three (3) college hours in advanced pathophysiology or its equivalent and three college hours in advanced health assessment or its equivalent.
- Program completed after January 1, 2011 – nurse practitioner and clinical nurse specialist applicants shall have completed three (3) college hours in advanced pathophysiology or its equivalent and three (3) college hours in advanced health assessment or its equivalent.
- KSBN requires a graduate degree in nursing (master's degree in nursing or higher degree in one of the four (4) roles of advanced practice) based on the date the advanced practice program was completed.

**Role Specific Requirements:**

Nurse Practitioner

Complete a formal, post basic nursing education program approved by the Kansas Board which prepares the nurse to function as a nurse practitioner. If completing a program after July 1, 1994, the applicant shall hold a baccalaureate or master's degree in clinical nursing. If completing the program after July 1, 2002, the applicant shall hold a masters or higher degree in a clinical area of nursing.

### Nurse Midwife

Complete a formal, post basic nursing education program approved by the Kansas Board which prepares the nurse to function as a nurse midwife. If completing a program after July 1, 2000 the applicant shall hold a baccalaureate or higher degree in nursing. If completing a program after July 1, 2010 an applicant shall hold a master's degree or higher in midwifery.

### Clinical Nurse Specialist

Complete a formal, post basic nursing education program approved by the Kansas Board which prepares the nurse to function as a clinical nurse specialist. If completing a program after July 1, 1994, the applicant shall hold a baccalaureate or master's degree in clinical nursing. If completing the program after July 1, 2002, the applicant shall hold a masters or higher degree in a clinical area of nursing.

### Nurse Anesthetist

Complete a formal, post basic nursing education program approved by the Kansas Board which prepares the nurse to function as a nurse anesthetist. If completing a program after July 1, 2002, the applicant shall hold a master's degree in nurse anesthesia.

Applicant must have verification of successful completion of the National Certification Exam administered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).

### **The following must be completed for advanced practice application:**

- 1. Complete the online registration/application and pay the applicable application fee (online or paper submission) –**  
**All information on the application must be completed unless otherwise noted (e.g. Optional).  
If submitting paper application mail the original, photocopies will not be accepted.  
You will need the name and degree type for the advanced practice nursing program where you received your advanced practice nursing degree.  
You will also need either your Kansas RN license number or your multistate NLC license number for the application.**

**Social Security Number Required:** All applicants seeking licensure by KSBN, must have a valid social security number to be issued a license to practice nursing. You may be asked to provide proof of your social security number at any time during the application process.

**NOTE:** The granting of a temporary permit is **discretionary** and in no circumstance guarantees licensure: You may be eligible for a **NONRENEWABLE** temporary permit which permits employment as a NP/CNS/NMW/RNA in the state of Kansas while the application is being processed. A temporary permit is valid for 180 days or until the permanent license has been issued (whichever comes first). Prior to the issuance of a temporary permit, a completed application (and fee), criminal background check fingerprints/waivers (and \$48 fee), and proof of education must be received by the Kansas State Board of Nursing for advanced practice applicants.

Some examples in which a temporary permit may be denied include (but not limited to), if you:

- Have been under investigation or had/have disciplinary action pending in Kansas or any other state or agency of the U.S. Government, territory of the United States, or country.
- Have had past disciplinary action in another state or agency of the U.S. Government, territory of the United States, or country.
- Have had other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the U.S. Government, territory of the United States or country.
- Have criminal history.
- No Social Security Number.

2. **Request official transcripts- All applicants must provide proof of completion/graduation from an approved nursing education program.**  
**The transcript must include the following:**

•**Legal Name (first, middle (if applicable) and last), Degree Awarded, Date of graduation and degree earned.**

- Electronic transcripts can be sent **DIRECTLY** to the KSBN by your nursing program using Parchment or National Student Clearinghouse. If using National Student Clearinghouse, select the Education option to send the transcript: then select Kansas Board of Nursing or KSBN. \*\*\*If it asks for a SPECIFIC email and Kansas Board of Nursing DOES NOT populate for you, you must request the school to mail a transcript **directly** from your nursing program to the KSBN office at the below address:

- Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson, Suite 1051  
Topeka, KS 66612
- If the educational institution offering the advanced practice nursing program is located outside of Kansas, the Kansas State Board of Nursing shall decide if the program meets the standards for Kansas Programs and may request additional information about the program.
- There is a legal requirement that Registered Nurse Anesthetists and Nurse Midwives must carry malpractice insurance and pay a surcharge to the State of Kansas Health Care Stabilization Fund. This process is handled by the Kansas Health Care Stabilization Fund (<https://hcsf.kansas.gov>) at 785-291-3777.

### **3. Submit a fingerprint card, completed waivers and fee for a background check-**

All applicants must submit a criminal background check prior to issuance of a license. The cost for a criminal background check is \$48.00.

•You can be fingerprinted wherever you are located. It is not necessary that it be a law enforcement agency, it can be any place that is authorized to do fingerprints. Fingerprints to be submitted for background checks must be recorded on the current version of the FBI's Applicant Fingerprint Card, FD Form 258. Most agencies that process applicant fingerprint cards maintain a stock of these cards. You will need to include Reason Fingerprinted on the card as Kansas Nursing License.

- If they do provide a card for you please print out the "Waiver agreement and statement fingerprints-based record check for noncriminal justice purposes" found on our website. You must take these in with you when you are printed as they do have to be completed at the time that the prints are taken. If they do not have a card to provide for you contact KSNB at [ksbn.kansas.gov](http://ksbn.kansas.gov) and select "Fingerprint Card Order Form" to have a packet mailed to you.
- Once fingerprint card and waivers are completed attach a check or money order for 48.00, made payable to Kansas Board of Nursing and mail to our address at 900 SW Jackson, Suite 1051, Topeka, KS 66612

•You may also come in to the KSNB office to have a live scan of your prints done for an additional \$7.50. Fingerprints are done Monday through Friday, 8:00 am to 3:30pm, no appointment necessary.

Just make sure to bring driver's license or some form of Photo ID as well as some form of payment: check, exact cash, or debit/credit card. \*\*\*YOU DO NOT NEED TO REQUEST A FINGERPRINT PACKET TO BE SENT TO YOU IF YOU ARE COMING INTO THE OFFICE TO BE PRINTED. \*\*\*

## ADDITIONAL INFORMATION

### **Legal Questions on Application**

If you answer yes to question(s) on the application or have a criminal history on your background/history, the required documentation must be received by KSBN or it will be considered incomplete and cannot be processed by the KSBN. If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing Legal Department at 785.296.1817.

**Convictions:** If you have been convicted of a misdemeanor and or felony: certified/dated copies of court documents (for EACH) conviction are REQUIRED when you submit your application. The certified/dated copies must be current (dated within the past 3 months). Without the REQUIRED documents, the application is considered incomplete and may result in a denial of licensure. *(Note: if this action has been previously submitted to KSBN and given a KSBN case number, do not send a second copy).*

Reportable convictions (this is not all-inclusive list):

- All felonies
- The following categories of misdemeanors:
  - Alcohol
  - All drugs
  - Endangerment of a child or vulnerable adult
  - Physical, emotional, financial, or sexual exploitation of a child or vulnerable adult
  - Theft
  - Physical or verbal abuse
  - Battery
  - Deceit
  - Dishonesty
  - Falsification
  - Fraud
  - Misrepresentation
  - Violation of a protection from abuse order or protection from stalking order
  - Any action arising out of a violation of any state or federal regulation

**Diversions:** a successfully completed court-ordered Diversion is NOT a conviction and therefore need not be reported to KSBN. Also note that different court may use different titles for similar court documents.

**Disciplinary Action:** If you have been disciplined by any other professional licensing authority (e.g. professional licensure, certification or governmental agency) which includes Department of Health and Environment regarding CNA, CMA or HHA certification and Department of Revenue regarding a driver's license suspension due to a DUI, you are REQUIRED to provide a certified/dated copy of that licensing authority action. You may obtain a certified copy of your Driver's License folder by going to

the Division of Vehicles website and printing off the Request for Access of Vehicle Records Form at (<https://ksrevenue.org/pdf/trdl302.pdf>). Fill in required fields and mark certified Driver's License folder, sign, date and mail form and \$25.00 fee to: Division of Vehicles, 300 SW 29<sup>th</sup> Street, P.O. Box 2505, Topeka, KS 66601-2505. (Note: if this action has been previously submitted to KSBN and given a KSBN case number, so not send a second copy).

**Court Documents:** The following list is not all inclusive but represents the types of court documents that can be obtained from the office of the Clerk of the Court where the conviction/diversion occurred – City (municipal), County (district/circuit) or Federal Court:

- Uniform Notice to Appear and Complaint (e.g. ticket), Complaint/Petition, or indictment (DO NOT submit information regarding speeding or parking tickets)
- Amended Complaint/Petition or Indictment (indicates charges were increased/decreased from the original charges)
- Journal Entry of Judgment (conviction) and Sentencing (this may be on the back side of the ticket or a separate piece of paper entitled "journal entry")
- Probation Agreement (if any) and current status
- Diversion Agreement (if any) and current status
- Proof that all fines, fees, costs and/or restitution have been paid or record of payment to date

**Explanatory Letter:** You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action when it is first reported. The letter should include the following information:

- Date of the criminal offense or disciplinary/administrative action
- Circumstances leading up to the arrest or disciplinary/administrative action
- Actual conviction or disciplinary/administrative action
- Actual sentence or board/regulatory agency order
- Current status of sentence or order
- Rehabilitation (if any)

#### **KSBN APPLICATION REQUIREMENTS:**

**Pursuant to K.A.R. 60-3-107 (b) Applications for advanced practice license while waiting documentation of qualifications shall be active for six months. (1) The expiration date of each application shall be based upon the date of receipt at the agency. (2) Once the application has expired, each individual seeking licensure shall file a new application along with the appropriate fee as prescribed by K.A.R. 60-4-101.**