

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

Instructions for Completion of a Reinstatement Application

The following must be completed for Reinstatement of an Exempt, Inactive or Lapsed License:

- 1. If Kansas License has lapsed within the preceding 5-year period of submitting the application-**
 - **Complete the online registration/application and pay the applicable application fee (online or paper submission) – After successful completion of online application/payment, YOU NEED TO PRINT THE CONFIRMATION PAGE FOR YOUR RECORDS AND AS RECEIPT OF PAYMENT.**
 - 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.
 - **Name:** Do not use nicknames. If you do not have a middle name, leave the field blank. If you have just an initial for a first or middle name, write just the initial in the corresponding field.
 - **Employment information:** (if employed as a nurse) for the preceding five (5) years of employment; name of employer, street address, city, state, and zip code for your employer, dates of employment, as well as a phone number.
 - Submit satisfactory proof of 30 contact hours of approved continuing nursing education (CNE) earned within the preceding (2) year period. These can be mailed, faxed to 785-296-3929 or emailed to KSBN. **If you are reinstating an advanced practice license you must provide satisfactory proof of 30 contact hours of approved continuing nursing education in the advanced practice registered nurse role OR** has accumulated 1,000 hours of advanced registered nurse practitioner practice within the preceding five (5) year period. (Form to verify 1,000 hours is available on the KSBN website, Affidavit of Hours Worked <https://ksbn.kansas.gov/wp-content/uploads/2017/03/AffidavitofWorkHours.pdf>)
 - If you do not have the continuing education, you may be eligible for a **nonrenewable** temporary permit which permits employment as an LPN/RN/RNA in the state of Kansas. **The granting of a temporary permit is discretionary and in no circumstance guarantees licensure to follow. If a temporary permit is granted it is only single state temporary- it can only be used for employment in Kansas.**
- 2. If Kansas License has been Lapsed 5 years or more and there is no evidence of licensure in another state a certificate of complete from an approved Kansas Board of Nursing refresher course will be required.**
 - Please arrange refresher course prior to filing a completed reinstatement application.

- A temporary permit is not required to complete a refresher course, but an application must be sent to KSBN prior to beginning the clinical portion of the refresher course.
- A KSBN approved refresher course serves as acceptable continuing nursing education.
- **If Kansas Advanced practice license has lapsed 5 years or more-** Satisfactory proof of 30 contact hours of approved continuing nursing education in the advanced practice registered nurse role earned within the preceding two (2) years (copies of certificates of completion must be mailed/faxed/emailed) **and**, has accumulated 1,000 hours of advanced register nurse practitioner practice within the preceding five (5) year period. (Form to verify 1,000 hours is available on KSBN's website, Affidavit of Hours Worked <https://ksbn.kansas.gov/wp-content/uploads/2017/03/AffidavitofWorkHours.pdf>)
OR
- Verification of completion of a refresher course approved by the KSBN.
<https://ksbn.kansas.gov/refresher-course>

ADDITIONAL INFORMATION

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

- Have been under investigation or had 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.

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 29th 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)

Pursuant to K.A.R. 60-3-107: Applications for reinstatement of licensure while awaiting documentation of qualification 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.