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

KANSAS IS A COMPACT STATE STARTING 7/1/19

Applications received on or after July 1, 2019 will be considered for multistate licensure if requested and qualifies. If a multistate license is granted, the nurse can then engage in nursing practice in any of the Nurse License Compact states without having to obtain additional licenses. A list of the states participating in the Nurse Licensure Compact is available at https://www.nursecompact.com

Instructions for Completion of a Renewal Application

To renew online:
• You must have access to the Internet, a checking account or credit card, and register an account online.
• You must be within your 90-day renewal window.
  (Your Expiration Date) – (90 days) = (The First Day You Can Renew)
There are some cases where individuals are not eligible to use the online license renewal process currently. Do not proceed online if:
• Initiating or Renewing Inactive license status
• Initiating or Renewing an Exempt license
• You do not have the required and preapproved 30 hours of continuing nursing education (CNE).
• If you have college courses that have not been approved through the Individual Offering of Approval (IOA) process.

IF YOU ARE OK TO PROCEED WITH THE ONLINE RENEWAL-
• Log onto My Portal at ksbn.kansas.gov
  -If you have not already created your own unique User ID and Password you will need to Register a Person before you can begin the Renewal process.
  • Choose the “Renew License” tab on the left-hand side and click continue link in the blue bar above the license you are trying to renew and follow the directions on the screen.
  -At the very end you will need to click, “I Agree/Submit Payment.” IF YOU DO NOT DO THIS STEP THE APPLICATION STAYS IN THE CART AND WILL NOT PUSH TO THE KANSAS BOARD OF NURSING FOR PROCESSING.

***There is no need to mail a renewal application to the Board of Nursing when using Online Renewal.***

To renew by mail:

All information on the attached application must be complete and accompanied by the appropriate fee. All blanks must be complete unless otherwise noted (e.g. optional). Mail the original application you completed; no photocopies of completed applications are accepted.
An exempt license shall be granted only to an RN, LPN, APRN, (NP, CNS, RNA or NMW) or LMHT who meets these requirements:
(1) Is not regularly engaged in nursing or mental health technology in Kansas, but volunteers nursing or mental health services or is a charitable health care provider, as defined by K.S.A. 75-6102 and amendments thereto:
(2) (A) Has been licensed in Kansas for the five years before applying for an exempt license; or
(B) has been licensed, authorized, or certified in another jurisdiction for the five years before applying for an exempt license and meets all requirements for endorsement into Kansas.
(b) The expiration date of the exempt license shall be in accordance with K.A. R. 60-3-108.

DO NOT SEND COPIES OF CONTINUING NURSING EDUCATION. If selected for an audit of continuing nursing education hours, notification will be received by mail. Nurses selected for an audit are given 21 days to submit copies of continuing nursing education certificates to the Board.

PLEASE ALLOW TWO WEEKS FOR PROCESSING YOUR RENEWAL APPLICATION. If the renewal application is not postmarked by the last day of the renewal month, reinstatement will be required, and you will be unable to practice in Kansas until reinstatement is complete, this can take up to TEN business days or more from receipt.

ADDITIONAL INFORMATION

• CHANGE OF NAME: Submit to the Board a notarized Change of Name Certificate (available in the forms section at ksbn.kansas.gov) and a copy of the certified legal document (i.e., marriage certificate, divorce decree) with your renewal application. You cannot change your name online.

• Military Orders:
Current on Active Duty: The provisions of KSA 48-3402 continue an active license while on active duty. If you are on active duty; please submit a certified copy of active duty papers. According to KSA 48-3404, this provision does not apply if you practice outside of the line of duty in the military service.
Recently discharged from Active Duty: The provisions of KSA 48-3403 allow for renewal of a license for a period of 6 months after discharge from active duty; if engaged in the practice of nursing in Kansas, the renewal must be submitted within 2 weeks after engaging in practice. Continuing education is not required for the renewal within 6 months of discharge from active duty. If you have been recently discharged, please submit a certified copy of discharge papers. Please note: If you work more than 2 weeks following discharge without submitting a renewal application it is considered “unlicensed practice”.

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, do 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)