

**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.

There are some cases where individuals are not eligible to use the online license renewal process currently. **Do not proceed online if:**

- Initiating an **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](http://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.**

The fees may be paid with check or money order payable to KSBN (paper application) or credit/debit card for online application (My Portal.) Licensure fees are as follows:

- ACTIVE RN or LPN renewal- 85.00
- ACTIVE LMHT, NP, CNS, NMW, RNA renewal- 60.00
- EXEMPT renewal (RN, LPN, LMHT, NP, CNS, NMW, RNA)- 50.00
- INACTIVE RN, LPN, LMHT renewal- 10.00
- INACTIVE NP, CNS, NMW, RNA- 20.00

**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 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.

**To change any license from Inactive status to Active status: a reinstatement application will be required. Reinstatement requirements and instructions can be found on our website at <https://ksbn.kansas.gov/reinstatement-application/>**

#### **ADDITIONAL INFORMATION**

• **CHANGE OF NAME:** Submit to the Board a notarized Change of Name Certificate (available in the forms section at [ksbn.kansas.gov](https://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:**

**Currently 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. (Insert legal link here....)

**(Note if this action has been previously submitted to KSBN. Do not send a second copy.)**

- 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.