# Requirements for Approval of LMHT Programs

### 60-5-102 Approval Procedure

- An institution contemplating the establishment of a program for MHT
  - Shall write a letter of intent to the KSBN
  - Shall submit the name and qualifications of the nurse administrator to KSBN for approval
  - Shall employ a qualified nurse administrator
  - Shall employ a second faculty member
  - Shall file with KSBN an application for an approved program two months prior to the anticipated opening date with the payment of any required fees
  - Shall receive in writing the decision of the board
  - Shall be approved prior to the admission of students

### 60-6-101 Requirements

- Each educational institution shall be approved by the appropriate state agency
  - Each hospital and agency

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**Name of Institution:** ________________________________  **Date:** ____________________

**Type of Program:** ____________  **Name of Program:** ______________________________

**Visitors:** __________________________________________

<table>
<thead>
<tr>
<th>Topic &amp; Regulation</th>
<th>Requirement</th>
<th>Supporting Information</th>
<th>Comments/Decision</th>
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</table>
| Approval procedure 60-5-102 | An institution contemplating the establishment of a program for MHT  
  - Shall write a letter of intent to the KSBN  
  - Shall submit the name and qualifications of the nurse administrator to KSBN for approval  
  - Shall employ a qualified nurse administrator  
  - Shall employ a second faculty member  
  - Shall file with KSBN an application for an approved program two months prior to the anticipated opening date with the payment of any required fees  
  - Shall receive in writing the decision of the board  
  - Shall be approved prior to the admission of students | Letter of intent  
  - Application for an approved LMHT program report |                                                                                     |

| Accreditation and approval 60-6-101 (a) (1-2) | Each educational institution shall be approved by the appropriate state agency  
  - Each hospital and agency | Program application report |                                                                                     |
| **Administration and Organization** 60-6-101 (b) (1-2) | • The educational program or the institution of which it is a part shall be a legally constituted body. The controlling body shall be responsible for general policy and shall provide for the financial support of the educational unit.  
• Authority and responsibility for administering the program shall be vested in the director of the educational unit. | Program application report |
| --- | --- | --- |
| **Faculty** 60-6-101 (c) (1-3) | Each faculty member shall have the necessary preparation, experience and personal qualification to meet the specifications of the position.  
• The director of the educational unit shall be licensed to practice as a registered professional nursing in Kansas and shall be responsible for the development and implementation of the educational program. The director shall have a baccalaureate degree, successful experience in administration or teaching, and at least two years of experience in | Program application report |
psychiatric or
developmental disability
nursing

• Each instructor in a
mental health technician
program shall meet at
least one of the following
requirements:
  1) Be licensed to
practice as a
registered
professional nurse in
Kansas and have at
least two years of
experience in
psychiatric or
developmental
disability nursing; or

  2) Be licensed to
practice as a licensed
mental health
technician and have
at least five years of
experience
postlicensure. Two
years of work
experience shall be
waived for those
licensed mental
health technicians
possessing an
associate degree

• Each instructor in the
behavioral sciences shall
have earned an academic
degree with appropriate
education relative to the
area of instruction

<table>
<thead>
<tr>
<th>Curriculum</th>
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<tbody>
<tr>
<td>60-6-101</td>
</tr>
<tr>
<td>(1), (2),</td>
</tr>
<tr>
<td>(3) (A-B)</td>
</tr>
<tr>
<td>(4) (A-B)</td>
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• Before implementation of
the program, the
institution shall submit the
proposed curriculum in
writing to the board for

Program application
report
approval. The institution shall submit, in writing, any proposed changes to an approved curriculum to the board for its approval before the changes may be implemented.

- The course, at a minimum, shall be of six months duration in which the institution shall provide for 18 weeks of schooling, one-half devoted to classroom instruction and one-half to clinical experience (KSA 65-4206)
- The curriculum shall be organized to cover both theoretical instruction and clinical instruction. The curriculum for mental health technician courses shall consist of a minimum of 450 hours of theoretical instruction and 450 hours of clinical instruction. In academic institutions, one semester hour of credit shall be equal to 15 hours of theoretical instruction or 45 hours of clinical instruction.
- The curriculum shall also include the following two courses, which shall be of a theoretical nature. Each course shall consist of 45 hours of instruction:
  1) Human growth and development. This course shall include
aspects of growth and development from the prenatal period through senescence

2) Behavioral science. This course shall include human needs, group processes, family dynamics, and social, economic, and cultural factors of behavior.

• The curriculum shall also include the following two courses, which shall include both theoretical and clinical instruction.

1) Basic nursing concepts. This course shall include bed making, personal hygiene, administration and effect of medications, feeding, asepsis, elimination, recognition of illness, vital signs, basic nutrition, special care of patients, first aid and emergency nursing, assisting with physical examinations, and admission and discharge of patients.

2) Psychiatric therapeutic treatment. This course shall include interpersonal relationships, psychopathology and classifications, coping
| Clinical facilities and resources 60-6-101 (e) (1-3) | • All clinical facilities shall be approved by the board, and appropriate contractual agreements shall be renewed annually with all cooperating agencies  
• Each clinical area used for student learning experiences shall be staffed by nursing service independent of student assignments  
• Each clinical unit used for educational purposes shall be under the direct supervision of a registered nurse | Program application report |
| Students 60-6-101 (f) (1-3) | • Admission. Each program shall have clearly defined policies for admission  
• Credit for previous study. Each program shall have clearly defined written policies concerning credit for previous study, transfer or credits, and readmission of students. These policies shall conform to the policies of the institution  
• Promotion and graduation policies shall be in writing | Program application report |
<p>| Evaluation 60-6-101 (g) | A written plan for continuing program evaluation shall be developed and implemented | Program application report |
| Survey of the | A survey of the proposed course |</p>
<table>
<thead>
<tr>
<th>proposed course 65-4207</th>
<th>and of the institution applying for accreditation of the course on mental health technology shall be made by an authorized employee of the board of members of the board who shall submit a written report concerning such study.</th>
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<tbody>
<tr>
<td>The director of the educational unit shall make the following available to discuss the mental health technician program: • administrators, prospective faculty and students • clinical facility representatives</td>
<td>Interviews</td>
</tr>
<tr>
<td>The following shall be available: • minutes of faculty meetings • admissions material • faculty and student handbooks • policies and procedures • curriculum materials • affiliating agency contractual agreements • program evaluation plan</td>
<td>Exhibit</td>
</tr>
<tr>
<td>60-2-101 (C)(2)</td>
<td>Inspect the following: • education facilities including class rooms, laboratory, offices, student record storage • library facilities • satellite program facilities</td>
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**Recommendations:**