

**KANSAS STATE BOARD OF NURSING
SPECIAL BOARD MEETING AGENDA
THURSDAY, AUGUST 13, 2026**

Agency Mission: To protect and promote the welfare of the people of Kansas.

NOTE: The meeting will be held via Zoom. Link to access meeting to follow agenda.

Time: 1:00 p.m. – Until Finished

- I. Quorum (Minimum of 6 Members Present) – Yes or No
- II. Call to Order
- III. Additions/Revisions to Board Agenda
- IV. Announcements
 - a. (The meeting will proceed as set by the agenda. Open Forum will be held at 1:00 p.m. when a presenter is scheduled.)
 - b. No Presenters Scheduled for this Meeting
- V. Approval of Minutes
 - a. July 20, 2026
- VI. Board Presidents Remarks – (Dr. Ruth Burkhart)
- VII. Unfinished Business
 - a. Update on H.B. 2528 Void Deadline – (Director of Operations)
 - b. KORA Metrics – (Director of Operations)
 - c. Temp & Perm Regs Update – (Director of Operations & Public Information Officer)
- VIII. New Business
 - a. Update from Education Committee – (Committee Chair)
 - b. [KSBN Articles](#) Discussion – (Director of Operations & General Counsel)
 - c. Acting Executive Administrator’s Report – (Director of Operations)
 - d. Board Discussion Regarding Public Comment – (Board President & General Counsel)
- IX. Executive Session if Needed
- X. Agenda for September 2026 Board Meeting
- XI. Adjourn Meeting

Please Note:

Additional items, which have come to the attention of the Board, will be handled as time permits. Agenda is subject to change based upon items to come before the Board.

Handouts or copies of materials brought to the Board or Committees for discussion by committee members or visitors must be submitted to staff 30 calendar days prior to start of the meeting. Any items received after the 30th calendar day may be addressed at the meeting at the discretion of the President of the Board or Chairperson of the Committee.

Any individual with a disability may request accommodation to participate in the board meeting and may request the board packet in an accessible format. Requests for accommodation should be made at least five working days in advance of the board meeting by contacting Jill Simons at (785) 296-5752. Handicapped parking is available at the Landon State Office Building, and the north entrance to the building is accessible to individuals with disabilities.

You are invited to a Zoom webinar!

When: Aug 13, 2026 01:00 PM Central Time (US and Canada)

Topic: Kansas State Board of Nursing - Board Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/85612919515?pwd=Xm8PvWTmNRJyWpGsVn1Xtb26RmPRR3.1>

Passcode:KsbnBoard

Phone one-tap:

+17193594580,,85612919515#,,, *643332768# US

+12532050468,,85612919515#,,, *643332768# US

Join via audio:

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

Webinar ID: 856 1291 9515

Passcode: 643332768

International numbers available: <https://us02web.zoom.us/j/85612919515?pwd=Xm8PvWTmNRJyWpGsVn1Xtb26RmPRR3.1>

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Memorandum

DATE: August 11, 2026
TO: Kansas State Board of Nursing
FROM: Andy Martin, MHSA, Public Information Officer
Adrian Guerrero, CPM, Director of Operations
RE: **KSBN KORA Performance Measures CY 2026**

Background and Introduction:

Based on feedback from the House Select Committee on Government Oversight hearings in July and September of 2025, the staff of the Kansas State Board of Nursing (KSBN) initiated an internal self-assessment and audit of all Kansas Open Records Act (KORA) activities in 2026. With the decision of the Office of Attorney General to assign different legal counsel to the KSBN in early March, KSBN requested the assistance of the legal counsel in reviewing all KSBN KORA activities. The purpose of this document is to respond to the request of the KSBN Board on July 20, 2026, for a summary of KORA metrics at the August Board meeting.

Findings:

Attachment 1 shows the quarterly data from the last two fiscal years.

- KORA requests from KSBN appear to be decreasing.
- The length of time needed to complete a KORA mailing address list request has decreased and the average length of time to complete a general open records request has remained about the same length of time.

Attachment 2 provides a summary list of all the KORA request for calendar year 2026.

- KORA requests are received from the following sources: ArkCase (58%), Email (31%), PSPS Mail, (4%), Nursys Speed Memo/BON (3%), Fax (3%), Walk-In (1%).

Actions Taken:

- Unintentional variances in practice have been identified, and proactive actions have been taken to prevent further variances.
- Based on feedback from legal counsel leadership decided to discontinue requiring payment for KORA requests for a MS Excel spreadsheet of nurse mailing addresses. KSBN has stopped using the ArkCase KORA Gateway.
- The attached KSBN KORA Brochure has been revised and posted on the KSBN Website in addition to several other changes on the KSBN Website.
- Staff have collaborated with legal counsel in an in-depth review of how KORA requests are received and processed.
- All KSBN staff have been trained in the revised KORA brochure (Attachment 3) in July and on KORA requirements for receiving and acknowledging KORA requests within 3 business days.

Recommendation:

Continue to intentionally follow the provisions of the KORA to ensure effective and efficient response to requests for inspection of public records. (K.S.A. 45-220(a))

KSBN KORA Performance Measures CY 2026

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Attachment 1. KORA Performance Measures by Quarter.

Fiscal Year 2026		Total Requests	Mailing Addresses	Open Records	# In Process (Pending)	# Denied or Cancelled	# Completed
1st Qtr.	(7/1/25 – 9/30/25)	65	46	19	10	5	51
2nd Qtr.	(10/1/25 – 12/31/25)	54	34	20	2	8	45
3rd Qtr.	(1/1/26 – 3/31/26)	35	18	17	5	0	31
4th Qtr.	(4/1/26 – 6/30/26)	41	22	19	10	0	29
Average Days to Produce							
		Open	Addresses				
1st Qtr.	(7/1/25 – 9/30/25)	11.2	24.6				
2nd Qtr.	(10/1/25 – 12/31/25)	14.2	14.3				
3rd Qtr.	(1/1/26 – 3/31/26)	19.78	13.39				
4th Qtr.	(4/1/26 – 6/30/26)	16.20	6.82				

Fiscal Year 2025		Total Requests	Mailing Addresses	Open Records	# In Process (Pending)	# Denied or Cancelled	# Completed
1st Qtr.	(7/1/24 – 9/30/24)	59	30	29	3	11	45
2nd Qtr.	(10/1/24 – 12/31/24)	56	21	35	1	3	52
3rd Qtr.	(1/1/25 – 3/31/25)	60	27	34	2	0	58
4th Qtr.	(4/1/25 – 6/30/25)	62	28	42	16	1	53
Average Days to Produce							
		Open	Addresses				
1st Qtr.	(7/1/24 – 9/30/24)	14.97	17.10				
2nd Qtr.	(10/1/24 – 12/31/24)	15.37	7.19				
3rd Qtr.	(1/1/25 – 3/31/25)	8.59	12.85				
4th Qtr.	(4/1/25 – 6/30/25)	6.78	7.68				

Attachment 2. KORA Cases for CY 2026.

OR or ML	Source	#	Date Rec'd	Discipline	# of Status Updates	Response
OR	ArkCase	887	01/05/26			1/29/26
OR	BON	890	01/05/26	1		1/22/26
ML	ArkCase	891	01/06/26			1/22/26
OR	Email	888	01/08/26			1/29/26
OR	Email	889	01/08/26			1/30/26
ML	ArkCase	889	01/09/26			1/22/26
ML	ArkCase	892	01/14/26			1/22/26
ML	ArkCase	893	01/15/26			1/22/26
OR	Email	891	01/15/26	1		5/13/26
OR	Email	892	01/15/26	1		2/12/26
OR	ArkCase	896	01/21/26			2/4/26
OR	Email	894	01/22/26			1/23/26
OR	ArkCase	897	01/27/26	1		01/27/26
OR	Fax	899	01/28/26			2/24/26
OR	ArkCase	898	01/28/26			02/12/26
ML	ArkCase	894	01/30/26			02/19/26
OR	ArkCase	902	02/02/26	1		3/4/26
OR	PSPS Mail	901	02/02/26	1		2/24/26
ML	ArkCase	895	02/03/26			2/19/26
ML	ArkCase	896	02/05/26		1	03/20/26
ML	Email	898	02/06/26			2/19/26
ML	ArkCase	899	02/10/26			3/5/26
ML	ArkCase	901	02/11/26			3/27/26
ML	ArkCase	900	02/11/26			2/19/26
OR	BON	903	02/13/26	1		02/13/26
ML	ArkCase	904	02/17/26			3/5/26
OR	ArkCase	906	02/17/26	1		3/20/26
OR	Email	907	02/19/26			2/24/26
OR	Email	910	03/03/26			3/20/26
ML	ArkCase	907	03/09/26		1	4/28/26
ML	ArkCase	908	03/10/26			3/20/26
ML	ArkCase	909	03/11/26			3/20/26
OR	ArkCase	912	03/18/26	1		03/25/26
OR	Email	913	03/23/26		2	5/21/26
ML	ArkCase	913	03/26/26			4/20/26
OR	ArkCase	914	03/27/26		2	5/26/26
OR	Fax	918	04/01/26	1		4/22/26
ML	ArkCase	916	04/03/26			4/24/26
OR	Walk-In	919	04/08/26	1		4/8/26
ML	ArkCase	917	04/13/26			04/15/26
OR	Email	923	04/14/26			5/24/26

KSBN KORA Performance Measures CY 2026

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OR or ML	Source	#	Date Rec'd	Discipline	# of Status Updates	Response
ML	ArkCase	919	04/16/26			5/7/26
ML	ArkCase	918	04/16/26			5/1/26
ML	ArkCase	920	04/22/26			5/7/26
OR	ArkCase	925	04/28/26		5	7/16/26
OR	Email/ArkCase	924	04/28/26		5	7/8/26
ML	ArkCase	922	05/04/26			6/2/26
ML	ArkCase	923	05/05/26		2	5/26/26
ML	ArkCase	924	05/06/26		1	6/3/26
OR	PSPS Mail	926	05/07/26			5/26/26
OR	Email	927	05/08/26		6	
ML	ArkCase	925	05/12/26		1	6/3/26
OR	Email	928	05/13/26		1	6/5/26
OR	ArkCase	930	05/13/26		3	7/9/26
ML	ArkCase	926	05/14/26		1	6/3/26
OR	Email	931	05/14/26			5/26/26
OR	PSPS Mail	935	05/18/26	1	4	7/28/26
ML	ArkCase	927	05/20/26			06/03/26
OR	ArkCase	937	05/20/26		2	7/14/26
ML	ArkCase	939	05/21/26			5/21/26
OR	ArkCase	938	05/21/26		3	7/14/26
ML	Email	942	05/26/26			5/26/26
OR	ArkCase	940	05/26/26		3	7/9/26
OR	Email	941	05/26/26		2	6/25/26
OR	Email	944	05/26/26		3	7/23/26
ML	Email	947	05/27/26			5/27/26
ML	ArkCase	948	05/29/26			5/29/26
OR	Email	950	06/02/26			6/4/26
OR	Email	955	06/05/26			06/07/26
OR	ArkCase	956	06/09/26	1	2	7/6/26
ML	Email	959	06/10/26			6/10/26
ML	Email	960	06/10/26			6/10/26
ML	ArkCase	961	06/11/26			6/11/26
ML	ArkCase	966	06/23/26			6/23/26
ML	Email	965	06/23/26			06/23/26
ML	ArkCase	968	06/29/26			6/29/26
ML	Email	969	06/30/26			6/30/26

Attachment 3. KSBN KORA Brochure

CHARGES AND FEES

FEES SHALL BE CHARGED AND PAID BY THE REQUESTER IN ADVANCE. THESE FEES SHALL APPLY TO THE PROVISION OF ACCESS TO OR COPYING PUBLIC RECORDS. FEES FOR COPIES SHALL NOT EXCEED THE ACTUAL COST INCURRED BY THE AGENCY, INCLUDING THE COST OF STAFF TIME REQUIRED TO COMPLY WITH A REQUEST. FEES FOR PROVIDING ACCESS TO COMPUTER RECORDS SHALL INCLUDE THE COST OF INFORMATION TECHNOLOGY, INCLUDING STAFF TIME REQUIRED. THE FOLLOWING ARE THE CURRENT CHARGES:

- STAFF TIME WILL BE CHARGED AT THE RATE OF PAY FOR THE PERSON(S) WHOSE TIME IS USED TO ASSIST AND/OR RESPOND TO A SPECIFIC RECORD REQUEST
- COPYING: 0.25/PAGE OR COPY (FIRST 100 PAGES NO CHARGE)
- FAXING: 0.50 + STAFF TIME
- COMPUTER PRINTOUT: 0.03/SHEET
- POSTAGE: BASED ON WEIGHT

ADDITIONAL INFORMATION

IF YOU HAVE QUESTIONS ABOUT THE ACT OR THE KANSAS STATE BOARD OF NURSING'S POLICIES UNDER IT, CONTACT ANDREW MARTIN, PUBLIC INFORMATION OFFICER AT 785-296-5062 OR EMAIL KSBN.KORA@KS.GOV

KANSAS OPEN RECORDS ACT (KORA)

KANSAS STATE BOARD OF NURSING

900 SW JACKSON STREET,
SUITE 1051
TOPEKA, KS 66612

(785) 296-4929

8:00 AM TO 4:30 PM
(WEEKDAYS, EXCLUDING HOLIDAYS)

WWW.KSBN.KANSAS.GOV



THE KANSAS OPEN RECORDS ACT (KORA)

THE KANSAS OPEN RECORDS ACT GRANTS YOU THE RIGHT TO INSPECT AND OBTAIN COPIES OF PUBLIC RECORDS CREATED OR MAINTAINED BY PUBLIC AGENCIES IN KANSAS. THE OPEN RECORDS ACT, K.S.A. 45-215, ET SEQ, AS AMENDED, DECLARES THAT IT IS THE PUBLIC POLICY OF KANSAS THAT, GENERALLY "PUBLIC RECORDS SHALL BE OPEN FOR INSPECTION BY ANY PERSON." PUBLIC RECORDS ARE DEFINED AS "ANY RECORDED INFORMATION, REGARDLESS OF FORM OR CHARACTERISTIC, WHICH IS MADE, MAINTAINED, OR KEPT BY OR IS IN THE POSSESSION OF ANY PUBLIC AGENCY." THE KANSAS STATE BOARD OF NURSING IS A PUBLIC AGENCY FOR THE PURPOSES OF THIS ACT.

YOU HAVE THE RIGHT TO:

- REQUEST ASSISTANCE FROM THE AGENCY'S PUBLIC INFORMATION OFFICER AT ANY TIME
- RECEIVE A RESPONSE TO YOUR REQUEST WITHIN THREE BUSINESS DAYS OF THE DATE THE REQUEST WAS RECEIVED IN THE AGENCY, THE RESPONSE MAY INFORM YOU THAT IT WILL TAKE ADDITIONAL TIME TO PRODUCE THE RECORDS
- INSPECT AND OBTAIN COPIES OF PUBLIC RECORDS THAT ARE NOT EXEMPTED FROM MANDATORY DISCLOSURE BY LAW
- FILE A COMPLAINT WITH THE KANSAS ATTORNEY GENERAL IF YOU FEEL YOUR PUBLIC RECORDS REQUEST IS WRONGFULLY DENIED

YOUR RESPONSIBILITIES

- YOU MAY REQUEST EXISTING RECORDS—WRITTEN, PHOTOGRAPHIC, OR COMPUTERIZED. THE KANSAS OPEN RECORDS ACT DOES NOT REQUIRE AN AGENCY TO CREATE RECORDS, ANSWER QUESTIONS OR PREPARE REPORTS
- YOU MUST PUT YOUR RECORD REQUEST IN WRITING
- YOU MAY NOT USE ANY LIST OF NAMES AND ADDRESSES IN PUBLIC RECORDS TO SOLICIT THE PURCHASES OF SERVICES OR PROPERTY, YOU MAY BE REQUIRED TO PAY REASONABLE FEES, NOT EXCEEDING ACTUAL COST, FOR COPIES OF RECORDS, MAILING COSTS, AND STAFF TIME SPENT IN PROCESSING YOUR REQUEST OR HELPING YOU TO ACCESS RECORDS

REQUESTING A RECORD IN PERSON

REGULAR HOURS ON BUSINESS DAYS ARE FROM 8 AM TO 4:30 PM. RECORDS MAY BE INSPECTED DURING THOSE HOURS. THE KANSAS STATE BOARD OF NURSING IS CLOSED ON WEEKENDS AND OFFICIAL HOLIDAYS. YOU MUST SUBMIT A WRITTEN REQUEST TO OBTAIN COPIES OF PUBLIC RECORDS. PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR REQUEST:

- YOUR NAME
- MAILING OR EMAIL ADDRESS
- SPECIFIC DESCRIPTION OF THE RECORDS YOU ARE REQUESTING.
- MAKE YOUR REQUEST AS SPECIFIC AS POSSIBLE TO EXPEDITE THE PROCESS.

SUBMITTING YOUR REQUEST(S) BY USPS MAIL

MAIL YOUR REQUEST(S) TO:

ANDREW MARTIN
PUBLIC INFORMATION OFFICER
900 SW JACKSON ST., SUITE 1051
TOPEKA, KS 66612

SUBMITTING YOUR REQUEST(S) BY FAX

FAX YOUR REQUEST(S) TO 785-296-3929 WITH THE SUBJECT LINE: OPEN RECORDS REQUEST

SUBMITTING YOUR REQUEST(S) BY EMAIL

EMAIL YOUR REQUEST(S) TO KSBN.KORA@KS.GOV

RECORD FEES SHALL BE CHARGED IN ADVANCE AND WORK ON THE REQUEST WILL NOT START UNTIL PAYMENT IS RECEIVED.

ORIGINAL AGENCY RECORDS SHALL REMAIN IN THE POSSESSION AND CONTROL OF AN AGENCY STAFF MEMBER DURING INSPECTION AND/OR DUPLICATION.

DELAYED AND/OR DENIED REQUEST(S)

ALL EFFORTS WILL BE MADE TO PROCESS YOUR REQUEST FOR PUBLIC RECORDS AS SOON AS IT IS RECEIVED. HOWEVER, SOME REQUESTS MAY BE DELAYED OR DENIED IF: MORE INFORMATION IS NEEDED TO IDENTIFY OR RETRIEVE THE RECORDS, LEGAL ISSUES MUST BE ADDRESSED TO DETERMINE IF THE RECORDS MAY BE CLOSED OR RELEASED; THE REQUESTED RECORDS ARE ARCHIVED OR STORED OFF SITE; OR THE VOLUME OF RECORDS REQUESTED IS LARGE AND WILL TAKE TIME TO DUPLICATE.

REQUESTS MAY BE DENIED IN-WHOLE OR IN-PART IF THE REQUESTED RECORDS DO NOT EXIST, THE REQUESTED RECORD IS EXEMPT FROM MANDATORY DISCLOSURE BY LAW, OR THE REQUEST IS UNCLEAR AND MORE INFORMATION IS NEEDED

IF THE REQUEST IS DELAYED, YOU WILL RECEIVE A WRITTEN EXPLANATION FOR THE DELAY WITHIN THREE BUSINESS DAYS OF THE DATE YOUR REQUEST WAS RECEIVED WITH A DETAILED EXPLANATION OF THE CAUSE FOR FURTHER DELAY AND THE PLACE AND EARLIEST TIME AND DATE THE RECORD WILL BE AVAILABLE. IF YOUR REQUEST IS ULTIMATELY DENIED FOR ANY REASON, YOU WILL ALSO BE NOTIFIED OF THAT FACT WITHIN THREE BUSINESS DAYS OR, IF IT TAKES LONGER TO MAKE THAT DETERMINATION AS SOON AS THE OUTCOME IS DECIDED OR KNOWN.

IF YOU REQUEST RECORDS CONTAINING NAMES AND/OR ADDRESSES, OR OTHER INFORMATION THE LAW RESTRICTS IN SOME WAY, YOU WILL BE REQUIRED TO PROVIDE A WRITTEN STATEMENT THAT YOU WILL NOT USE THOSE RECORDS FOR PURPOSES PROHIBITED OR LIMITED BY STATE LAW. DENIAL OF A PERSON'S INSPECTION OR COPYING REQUEST MUST BE EXPLAINED IN WRITING TO INCLUDE A WRITTEN CITATION TO THE LAWS BEING RELIED UPON IN DETERMINING THE DENIAL.

EXEMPTIONS TO THE OPEN RECORDS ACT

A LIST OF EXEMPTIONS MAY BE FOUND IN K.S.A. 45-221. IF A RECORD IS ONLY PARTIALLY EXEMPTED FROM DISCLOSURE, THE PUBLIC INFORMATION OFFICER SHALL REDACT THE EXEMPTED MATERIALS AND MAKE AVAILABLE THE MATERIALS THAT ARE SUBJECT TO DISCLOSURE.

Memorandum

DATE: August 10, 2026
TO: **Kansas State Board of Nursing**
FROM: Andy Martin, MHSA, Public Information Officer
Adrian Guerrero, CPM, Director of Operations
RE: **HB 2528 and SB 334 Regulation Review Update**

Current Situation: In June 2025, the KSBN decided to integrate and align the **internal standard and governance policy** for statutes and regulations review to include the **K.S.A. 77-415 statutory review of regulation** on a five-year cycle. In September of 2025, each KSBN committee reviewed all the statutes and regulations of The Kansas Nurse Practice Act (NPA) assigned to the committee for legislative oversight and prioritized a schedule by year for each statute and regulation to be reviewed at least once in the next five years.

The intention of this work is to identify opportunities and prepare priorities for partnership with the Kansas legislature, strategic partners and all stakeholders in the revision of specific statutes and regulations in the next legislative session.

During the Spring 2026 Kansas Legislative Session HB 2528 was passed refocusing the legislative and regulatory priorities of the KSBN. Since the passage and implementation of this legislation on April 16, 2026, KSBN legislative priorities have shifted. Attached are the current Kansas Nurse Practice Act (KNPA) regulations that might be impacted by HB 2528 and SB 334.

The purpose of this document is to summarize the regulations progress KSBN staff have made on both temporary and permanent regulation changes as a result of HB 2528.

In the attached summary update that KSBN is using four stage project planning process to manage the review and approval process of both temporary and permanent regulations changes. These stages are 1) Internal Assessment, Review and Drafting; 2) Review by DOA; 3) Review by the OAG; and 4) Final Board approval.

The goal of this regulation review process project plan is to use the development of temporary regulations as a test run on proposed changes for feedback from Kansas Department of Administration, the Office of the Attorney General and the Kansas Department of Budget.

Once **temporary regulations** have been approved by each of these review organizations, the KSBN Board will need to take final action and approve the temporary regulations. Once this approval is documented and approved by the **State Rules and Regulations Board** before filing with the Secretary of State. These regulations are effective for 120 days and can be “extended” if needed until permanent regulations have been approved.

Permanent regulations require formal public hearing, including a mandatory public comment period, and advance public notice of the hearing. They must also pass reviews and approvals through key executive offices including the Budget Director and Attorney General, in addition to KSBN Board approval, plus submission to the legislative Joint Committee on Administrative Rules and Regulations. Clearly stage 1) Internal Assessment, Review and Drafting will take significantly longer on permanent regulations.

HB 2528 and SB 334 Regulation Review Update.

Rule and Regulation Title	NPA Section	KSBN Oversight Committee	Staff Review Owner	Assessment	Priority	Temp Internal %	Temp D of A %	Temp OAG %	Temp KSBN %	Temp Total %	Perm Internal %	Perm D of A %	Perm OAG %	Perm KSBN %	Perm Total %
60-7-111. Reporting of certain misdemeanor convictions by the licensee	10.3	Investigative	Practice Specialist	0%	4	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-2-103. Continuing nursing education for license renewal	6.2	CNE/IV	Educ. Comp. Officer	100%	2	100%	75%	0%	0%	44%	50%	0%	0%	0%	13%
60-3-103. Change of name	5	Practice	Practice Specialist	0%	5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-3-108. License expiration and renewal	5	Practice	Practice Specialist	100%	3	100%	100%	0%	0%	50%	50%	0%	0%	0%	13%
60-3-110. Unprofessional conduct	5.5	Investigative	Practice Specialist	0%	4	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-4-101. Payment of fees	6	Finance	Exec. Admin.	100%	1	100%	25%	0%	0%	31%	50%	0%	0%	0%	13%
60-9-106. Continuing nursing education for license renewal	6.2	CNE/IV	Exec. Admin.	0%	2	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-11-113. License renewal	7.1	APRN	Exec. Admin.	100%	3	100%	100%	0%	0%	50%	50%	0%	0%	0%	13%
60-11-119. Payment of fees	7.1	Finance	Exec. Admin.	100%	1	100%	25%	0%	0%	31%	50%	0%	0%	0%	13%
60-13-101. Payment of fees	9.5	Finance	Exec. Admin.	100%	1	100%	25%	0%	0%	31%	50%	0%	0%	0%	13%
60-13-111. Continuing education definitions	9.5	APRN	Exec. Admin.	0%	2	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-13-112. License renewal	9.5	APRN	Exec. Admin.	100%	3	100%	100%	0%	0%	50%	50%	0%	0%	0%	13%
60-13-113. Approval of registered nurse anesthetist continuing education	9.5	APRN	Exec. Admin.	0%	2	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-12-104. Approval of continuing education offerings	10.7	CNE/IV	Exec. Admin.	0%	2	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
60-12-106. License renewal	10.7	Practice	Practice Specialist	100%	3	100%	100%	0%	0%	50%	50%	0%	0%	0%	13%
		Summary:	8/10/2026	53%	15	53%	37%	0%	0%	23%	27%	0%	0%	0%	7%

Summary: 6/9/2026 24% 15 24% 0% 0% 0% 6% 24% 0% 0% 0% 6%

Regulations Transmittal Memo

To: Legal Oversight and Government Counsel Section
Attorney General's Office

From: Kansas State Board of Nursing (KSBN)

Date: July 20, 2026

Re: K.A.R. 60-2-103

Kansas State Board of Nursing (KSBN) is submitting the above-referenced regulation(s) for your review. We have included a copy of the most current version of the law (each enrolled bill, Session law, or statute) cited in the history section of each proposed regulation. We also have included the Economic Impact Statement (EIS). (NOTE: It is not necessary to resubmit the laws and EIS for second or subsequent reviews unless they have changed.)

The regulation(s) status is as follows:

- ☒ Initial review of new, newly amended, or revoked regulation(s)
- ☐ 2nd or subsequent review following disapproval by Attorney General after initial review *
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- ☐ Post-hearing review with changes as suggested by public comments or the Joint Committee on Rules and Regulations *

* NOTE: Please indicate changes from previously submitted version in some manner.

Any additional comments, i.e. statutory or other deadline:

The agency contact person is: Name: Andrew Martin, Public Information Officer
Agency: Kansas State Board of Nursing (KSBN)
Address: 900 SW Jackson, Suite 1051
City/State/Zip: Topeka, KS 66612
Phone: 1-785-296-5062
E-mail: andrew.martin@ks.gov

Kansas Administrative Regulations

State Board of Nursing

Article 2.—Requirements for Approved Nursing Programs

60-2-103. Nursing program faculty and preceptor qualifications.

(a) Professional nursing programs.

(1) Each nurse faculty member shall be licensed as a registered professional nurse in Kansas.

(2) Each preceptor shall meet the following requirements:

(A) Be licensed as a registered professional nurse in the state in which the individual is currently practicing nursing; and

(B) complete a preceptor orientation that includes information about the pedagogical aspects of the student-preceptor relationship and course information.

(3) Each nursing program shall have a written plan that includes the method of selection of preceptors, the roles of the faculty members and preceptors, and the methods of contact between faculty members and preceptors during the preceptorship.

(4) Each nurse faculty member shall have academic preparation and experience as follows:

(A) Each nurse faculty member who is assigned the responsibility of in a didactic course shall hold a graduate nursing degree at least one level more advanced than the degree awarded by the program in which they are teaching. ~~Each person who is hired as a nurse faculty member shall have a graduate degree in nursing, preferably~~ Preferably, the faculty member would have a nursing degree in the area they are teaching, or work experience in the area in which they are teaching. ~~in the clinical area being taught, except for any person whose graduate degree was conferred before July 1, 2001.~~

(B) Each nurse faculty member responsible for clinical instruction shall possess a nursing graduate degree at least one level more advanced than the degree awarded by the program in which they are teaching. For those providing clinical instruction at the bachelor's professional nursing level, ~~or provide to the board a faculty degree plan could~~

be provided that projects completion of a graduate the appropriate degree within six years of hire. Each person who is hired as a nurse faculty member responsible for clinical instruction shall meet one of the following requirements:

(i) Have a graduate degree in nursing, preferably in the clinical area being taught, that is one level above the degree type for which they are teaching except for any person whose graduate degree was conferred on or before July 1, 2001; or

(ii) For those providing clinical instruction at the bachelor's professional nursing level, provide to the board a faculty degree plan that projects completion of a graduate appropriate degree in nursing with a completion date no more than six years from the hire date.

(b) Practical nursing programs.

(1) Each nurse faculty member shall be licensed as a registered professional nurse in Kansas.

(2) Each preceptor shall meet the following requirements:

(A) Be licensed as a registered professional nurse in the state in which the individual is currently practicing nursing; and

(B) complete a preceptor orientation that includes information about the pedagogical aspects of the student-preceptor relationship and course information.

(3) Each nursing program shall have a written plan that includes the method of selection of preceptors, the roles of the faculty members and preceptors, and the methods of contact between faculty members and preceptors during the preceptorship.

(4) Each nurse faculty member ~~shall have academic preparation and experience as follows:~~ who is assigned the responsibility of a didactic or clinical course shall hold a nursing degree at the associate's degree level or above.

~~—(A) Each nurse faculty member who is assigned the responsibility of a course shall hold a baccalaureate degree. Each person who is hired as a nurse faculty member shall have a baccalaureate or higher degree in nursing, except for any person whose degree was conferred on or before July 1, 2001.~~

~~—(B) Each nurse faculty member responsible for clinical instruction shall possess a baccalaureate degree or provide to the board a faculty degree plan that projects~~

~~completion of a baccalaureate degree. Each person who is hired as a nurse faculty member responsible for clinical instruction shall meet one of the following requirements:~~

~~—(i) Have a baccalaureate or higher degree in nursing, except for any person whose degree was conferred on or before July 1, 2001; or~~

~~—(ii) provide to the board a faculty degree plan that projects completion of a baccalaureate or higher degree in nursing.~~

(c)(1) For each nursing program, ~~each~~ the nursing program administrator shall submit to the board the following:

(A) A faculty qualification report for each faculty member newly employed. Faculty with a continuing appointment shall have an appropriate degree;

(B) ~~For those teaching~~ For those providing clinical instruction at the bachelor's professional nursing level only, a faculty degree plan reflecting completion of the degree within six years for each instructor without the appropriate degree. Upon completion of the degree, a transcript showing completion of the nursing program shall be submitted to the board; and

(C) notification and a rationale for each faculty member who is not following the degree plan as submitted.

(2) ~~The~~ For the nursing program administrator with a program at the professional nursing level, ~~may request a faculty hire exception~~ may be requested for to be approved approval by the board's professional staff, if faculty meeting the criteria specified in this regulation are not available, by providing documentation of the following:

(A) A lack of qualified applicants;

(B) a rationale for the need to hire the applicant;

(C) the applicant's qualifications; and

(D) a plan for faculty recruitment.

(Authorized by K.S.A. 65-1129; implementing K.S.A. 65-1119; effective April 4, 1997; amended Jan. 24, 2003; amended Jan. 1, 2022; amended Oct. 20, 2023-); amended, T-
_____.)

Regulations Transmittal Memo

To: Legal Oversight and Government Counsel Section
Attorney General's Office

From: Kansas State Board of Nursing (KSBN)

Date: July 15, 2026

Re: K.A.R. 60-3-108, K.A.R.. 60-11-113, K.A.R.. 60-13-112

[Agency] is submitting the above-referenced regulation(s) for your review. We have included a copy of the most current version of the law (each enrolled bill, Session law, or statute) cited in the history section of each proposed regulation. We also have included the Economic Impact Statement (EIS). (NOTE: It is not necessary to resubmit the laws and EIS for second or subsequent reviews unless they have changed.)

The regulation(s) status is as follows:

- ☒ Initial review of new, newly amended, or revoked regulation(s)
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* NOTE: Please indicate changes from previously submitted version in some manner.

Any additional comments, i.e. statutory or other deadline: HB 2526 was made effective when it was published in the Kansas Register on April 16, 2026.

<https://sos.ks.gov/publications/Register/Volume-45/Issues/Issue-16/04-16-26-54067.html>.

The agency contact person is: Name: Andrew Martin
Agency: Kansas State Board of Nursing (KSBN)
Address: 900 SW Jackson, Suite 1051
City/State/Zip: Topeka, KS 66612
Phone: 785-296-5062
E-mail: andrew.martin@ks.gov

Kansas Administrative Regulations

State Board of Nursing

Article 3.—Requirements for Licensure and Standards of Practice

60-3-108. License ~~expiration~~ period and renewal.

(a) Except as specified in subsection (b), all licenses license periods for registered professional nurses and licensed practical nurses shall be renewed according to the following requirements:

(1) The ~~expiration~~ renewal date of each license shall be the last day of the month in which the licensee's birthday occurs.

(2)(A) The renewal date for each licensee whose year of birth is an odd-numbered year shall be in each odd-numbered year.

(B) The renewal date for each licensee whose year of birth is an even-numbered year shall be in each even-numbered year.

(b) If a licensee would otherwise be required to renew the license within six months from the date on which the licensee qualified for the license, the ~~expiration and~~ renewal date shall be the last day of the month following the licensee's third birthday from the date of licensure or reinstatement.

(Authorized by K.S.A. 65-1117 and K.S.A. 74-1106; implementing K.S.A. 65-1117; effective, E-77-8, March 19, 1976; effective Feb. 15, 1977; amended, E-79-8, March 16, 1978; amended May 1, 1979; amended July 29, 2005-; amended, T-_____.
_____.)

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Department of Administration

Kansas Administrative Regulations

State Board of Nursing

Article 11.—Advanced Practice Registered Nurses (APRN)

60-11-113. License period and renewal.

(a) ~~The Advanced~~ advanced practice registered nurse licenses license period renewal date shall be renewed ~~on the same biennial cycle as the cycle for the registered professional nurse licensure renewal, as specified in K.A.R. 60-3-108.~~the same biennial ~~expiration~~ renewal dates as those specified in K.A.R 60-3-108 for the registered professional nurse license in Kansas.

(b) On and after January 1, 2013, each individual renewing a license shall have completed the required 30 contact hours of approved continuing nursing education (CNE) related to the advanced practice registered nurse role during the most recent prior license period. Proof of completion of 30 contact hours of approved CNE in the advanced practice nurse role may be requested by the board. Contact hours accumulated in excess of the 30-hour requirement shall not be carried over to the next renewal period.

(c) The number of contact hours assigned to any offering that includes a recognized standard curriculum shall be determined by the board.

(d) Any individual attending any offering not previously approved by the board may submit an application for an individual offering approval (IOA). Credit may be given for offerings that the licensee demonstrates as having a relationship to the practice of the advanced practice registered nursing role. Each separate offering shall be approved before the individual submits the license renewal application.

(e) Approval shall not be granted for identical offerings completed within the same license renewal period.

(f) Any individual renewing a license may accumulate 15 contact hours of the required CNE from instructor credit. Each presenter shall receive instructor credit only once for the preparation and presentation of each course. The provider shall issue a

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Jul 28, 2026

Department of Administration

certificate listing the number of contact hours earned and clearly identifying the hours as instructor credit.

(g) Fractions of contact hours may be accepted for offerings over 30 minutes.

(h) All CNE accumulated for APRN license renewal shall also be applicable to the renewal of the registered professional nurse license.

(i) Any APRN whose initial licensure is before July 1, 2023 may submit evidence of APRN certification to the board upon license renewal.

(j) An APRN shall provide proof of malpractice insurance coverage when renewing the license if the APRN renders professional clinical services, unless the advanced practice registered nurse meets one of the exceptions listed in K.S.A. 65-1130 as amended by 2022 S Sub for HB 2279, sec. 1, and amendments thereto.

(Authorized by K.S.A. 2021 Supp. 65-1117, K.S.A. 65-1129, and K.S.A. 65-1130, as amended by 2022 S Sub for HB 2279, sec. 1; implementing K.S.A. 2021 Supp. 65-1117, K.S.A. 65-1130, as amended by 2022 S Sub for HB 2279, sec. 1, and K.S.A. 65-1132; effective Sept. 2, 1991; amended May 9, 1994; amended July 29, 2005; amended May 18, 2012; amended, T-60-6-30-22, July 1, 2022; amended Oct. 14, 2022-; amended, T-_____.).

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Kansas Administrative Regulations

State Board of Nursing

Article 13.—Fees; Registered Nurse Anesthetist

60-13-112. License period and renewal.

(a) ~~Each license to practice as a~~ The registered nurse anesthetist (RNA) license period renewal date in ~~Kansas~~ shall be subject to the same biennial ~~expiration~~ renewal dates as those specified in K.A.R 60-3-108 for the registered professional nurse license in Kansas.

(b) Each individual renewing a license shall have completed the required 30 contact hours of approved continuing nursing education (CNE) related to nurse anesthesia during the most recent prior licensure period. Proof of completion of 30 contact hours of approved CNE in the nurse anesthesia role may be requested by the board. Contact hours accumulated in excess of the 30-hour requirement shall not be carried over to the next renewal period.

(c) The number of contact hours assigned to any offering that includes a recognized standard curriculum shall be determined by the board.

(d) Any individual attending any offering not previously approved by the board may submit an application for an individual offering approval (IOA). Credit may be given for offerings that the licensee demonstrates as having a relationship to the practice of nurse anesthesia. Each separate offering shall be approved before the individual submits the license renewal application.

(e) Approval shall not be granted for identical offerings completed within the same license renewal period.

(f) Any individual renewing a license may accumulate 15 contact hours of the required CNE from instructor credit. Each presenter shall receive instructor credit only once for the preparation and presentation of each course. The provider shall issue a certificate listing the number of contact hours earned and clearly identifying the hours as instructor credit.

(g) Fractions of contact hours may be accepted for offerings over 30 minutes.

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(h) All CNE accumulated for RNA license renewal shall also be applicable to the renewal of the registered professional nurse license.

(Authorized by K.S.A. 65-1164; implementing K.S.A. 65-1159; effective Sept. 2, 1991; amended Feb. 16, 1996; amended Oct. 12, 2001; amended July 29, 2005; amended May 18, 2012-; amended, T_____, _____.)

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Jul 28, 2026

Department of Administration

Regulations Transmittal Memo

To: Legal Oversight and Government Counsel Section
Attorney General's Office

From: Kansas State Board of Nursing (KSBN)

Date: June 12, 2026

Re: K.A.R.. 60-4-101, K.A.R.. 60-11-119, K.A.R.. 60-13-101

Kansas State Board of Nursing (KSBN) is submitting the above-referenced regulation(s) for your review. We have included a copy of the most current version of the law (each enrolled bill, Session law, or statute) cited in the history section of each proposed regulation. We also have included the Economic Impact Statement (EIS). (NOTE: It is not necessary to resubmit the laws and EIS for second or subsequent reviews unless they have changed.)

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- ☒ Initial review of new, newly amended, or revoked regulation(s)
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- ☐ 2nd or subsequent review following agency pre-hearing changes *
- ☐ Post-hearing review with changes as suggested by public comments or the Joint Committee on Rules and Regulations *

* NOTE: Please indicate changes from previously submitted version in some manner.

Any additional comments, i.e. statutory or other deadline: HB 2526 was made effective when it was published in the Kansas Register on April 16, 2026.

<https://sos.ks.gov/publications/Register/Volume-45/Issues/Issue-16/04-16-26-54067.html>.

The agency contact person is: Name: Andrew Martin, Public Information Officer
Agency: Kansas State Board of Nursing (KSBN)
Address: 900 SW Jackson, Suite 1051
City/State/Zip: Topeka, KS 66612
Phone: 1-785-296-5062
E-mail: andrew.martin@ks.gov

Kansas Administrative Regulations

State Board of Nursing

Article 4.—Fees

60-4-101. Payment of fees.

The following fees shall be charged by the board of nursing:

(a) Fees for professional nurses:

(1) Application for single-state license by endorsement to Kansas \$100.00

(2) Application for single-state license by examination 100.00

(3) Biennial renewal of single-state license 85.00

(4) Application for late renewal of single state license \$65.00

(5) Application for reinstatement of single-state license without temporary permit
150.00

(6) Application for reinstatement of single-state license with temporary permit 150.00

(7) Certified copy of Kansas license 25.00

(8) Inactive license 10.00

(9) Verification of licensure 30.00

(10) Application for exempt license 50.00

(11) Renewal of exempt license 50.00

(12) Application for multistate license by endorsement 125.00

(13) Application for multistate license by examination 125.00

(14) Biennial renewal of multistate license 85.00

(15) Application for late renewal of multistate license \$65.00

(16) Application for reinstatement of multistate license 150.00

(17) Application for reinstatement of multistate license with temporary permit 150.00

(b) Fees for practical nurses.

(1) Application for single-state license by endorsement to Kansas 75.00

(2) Application for single-state license by examination 75.00

(3) Biennial renewal of single-state license 85.00

- (4) Application for reinstatement of single-state license without temporary permit 150.00
- (5) Application for reinstatement of single-state license with temporary permit 150.00
- (6) Certified copy of Kansas license 25.00
- (7) Inactive license 10.00
- (8) Verification of licensure 30.00
- (9) Application for exempt license 50.00
- (10) Renewal of exempt license 50.00
- (11) Application for multistate license by endorsement 125.00
- (12) Application for multistate license by examination 125.00
- (13) Biennial renewal of multistate license 85.00
- (14) Application for reinstatement of multistate license 150.00
- (15) Application for reinstatement of multistate license with temporary permit 150.00

~~This regulation shall become effective on July 1, 2019.~~

(Authorized by K.S.A. 65-1129; implementing K.S.A. 65-1118; effective Jan. 1, 1966; amended Jan. 1, 1972; amended, E-74-29, July 1, 1974; modified, L. 1975, Ch. 302, Sec. 5, May 1, 1975; amended, E-77-8, March 19, 1976; amended Feb. 15, 1977; amended, E-79-8, March 16, 1978; amended May 1, 1979; amended May 1, 1980; amended May 1, 1983; amended March 9, 1992; amended May 17, 1993; amended May 9, 1994; amended Feb. 6, 1995; amended April 3, 1998; amended July 1, 2001; amended April 20, 2007; amended July 1, 2014; amended May 12, 2017; amended July 1, 2019; amended, T-_____, _____.)

Kansas Administrative Regulations

State Board of Nursing

Article 11.—Advanced Practice Registered Nurses (APRN)

60-11-119. Payment of fees.

Payment of fees for advanced practice registered nurses shall be as follows:

- (a) Initial application for license \$50.00
- (b) Biennial renewal of license ~~\$~~55.00
- (c) Application for late renewal of license \$20.00
- ~~(d)~~ Application for reinstatement of license without temporary permit ~~\$~~75.00
- ~~(d)~~(e) Application for license with temporary permit ~~\$~~100.00
- ~~(e)~~(f) Application for exempt license ~~\$~~50.00
- ~~(f)~~(g) Renewal of exempt license ~~\$~~50.00
- ~~(g)~~(h) Inactive license ~~\$~~20.00
- ~~(h)~~(i) Renewal of inactive license ~~\$~~20.00

(Authorized by K.S.A. 65-1129 and K.S.A. 65-1131; implementing K.S.A. ~~2019~~2025
Supp. 65-1118 and 65-1131; effective Sept. 2, 1991; amended May 17, 1993; amended
Feb. 6, 1995; amended April 3, 1998; amended July 1, 2001; amended April 20, 2007;
amended May 18, 2012; amended July 1, 2014; amended Aug. 21, 2020-~~;~~ amended, T-
_____, _____.)

Kansas Administrative Regulations

State Board of Nursing

Article 13.—Fees; Registered Nurse Anesthetist

60-13-101. Payment of fees.

Payment of fees for registered nurse anesthetists shall be as follows:

(a) Initial application for authorization as a registered nurse anesthetist \$75.00

(b) Biennial renewal of authorization as a registered nurse anesthetist 55.00

(c) Application for late renewal of license \$15.00

(d) Application for reinstatement of authorization as a registered nurse anesthetist without temporary permit 60.00

~~(d)~~(e) Application for reinstatement of authorization with temporary permit as a registered nurse anesthetist 70.00

~~(e)~~(f) Initial application with temporary authorization to practice as a registered nurse anesthetist 110.00

~~(f)~~(g) Certified copy of authorization to practice as a registered nurse anesthetist 20.00

~~This regulation shall be effective on and after July 1, 2014.~~

(Authorized by K.S.A. 65-1129 and 65-1164; implementing K.S.A. ~~2013-2025~~ Supp. 65-1118, 65-1154, 65-1155; effective, T-87-38, Nov. 19, 1986; effective May 1, 1987; amended May 17, 1993; amended Feb. 6, 1995; amended July 1, 2001; amended July 1, 2014-); amended, T-_____, _____.)

APPROVED

Aug 05, 2026

Department of Administration

Agency Mission: To assure the citizens of Kansas safe and competent practice by nurses and mental health technicians.

Kansas State

Board of Nursing

Articles



Adopted July 2001, Revised June 2024

KANSAS STATE BOARD OF NURSING

ARTICLES

Insofar as these articles conflict with or limit any federal or state statute or regulation, the statute or regulation controls. These articles are not intended to create any rights, contractual or otherwise, for any person.

ARTICLE I - NAME AND LOCATION

Section 1. The name of the agency shall be the Kansas State Board of Nursing, hereinafter referred to as the Board.

Section 2. The Board is located in the Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, Kansas 66612-1230.

ARTICLE II - PURPOSE AND FUNCTIONS

Section 1. Purpose. The purpose of the Board is to protect and promote the welfare of the people of Kansas. This purpose supersedes the interest of any individual, the nursing profession, or any special interest group. This is accomplished through the regulation of standards for nursing education, licensure, and practice.

Section 2. Functions. The Board performs the functions set forth in 1997 Supp. K.S.A. 74-1106 and are summarized as follows:

- a. Licenses registered professional and practical nurses, and mental health Technicians, licenses APRN's and authorizes RNA's;
- b. regulates the practice of nursing, mental health technology, and advanced nursing practice;
- c. accredits educational programs leading to licensure;
- d. approves continuing nursing education programs and offerings;
- e. provides guidance to licensed nurses and mental health technicians on the practice

- acts;
- f. receives reports and investigates possible violations of the Nurse Practice Act and rules and regulations;
 - g. disciplines violators through appropriate legal action to enforce the Nurse Practice Act and rules and regulations;
 - h. promotes effective communications with organizations, groups and individuals interested in health care;
 - i. complies with K.S.A. 77-415 et seq. for public comment with regard to the rules and regulations and the Nurse Practice Act and reviews and modifies the rules and regulations when necessary and appropriate;
 - j. recommends to the legislature appropriate changes in the Nurse Practice Act to ensure that the act is current and applicable to changing needs and practices; and
 - k. performs such other functions as specified in the Nursing Practice Act.

ARTICLE III - MEMBERSHIP

Section 1. Members. The Board shall consist of six registered professional nurses, two licensed practical nurses, three shall be members of the general public and at least one public member shall not have been involved in providing health care.

Section 2. Qualifications. Appointments shall be made by the governor. Such person shall have qualified as per K.S.A. 74-1106 (b).

Section 3. Privileges of Membership. Each member of the Board has the privilege of voting, of holding office, and of serving on committees.

Section 4. Reimbursement. Members of the board of nursing attending meetings of such board, or attending a subcommittee meeting thereof authorized by such board, shall be paid compensation, subsistence allowances, mileage and other expenses as provided in

K.S.A. 75-3223, and amendments thereto. No member of the board of nursing shall be paid an amount as provided in K.S.A. 75-3223 and amendments thereto, if such member receives an amount from another governmental or private entity for the purpose for which such amount is payable under K.S.A. 75-3223 and amendments thereto.

Section 5. The Board may request voluntary resignation of any of its members for neglect of duty or other conduct which shall mean:

- a. failure to attend two consecutive meetings without justification;
- b. failure to participate in committees to which appointment was accepted without justification;
- c. abuse of position.

Any member wishing to resign shall submit resignation in writing to the Governor and Board President who shall present it to the Board.

Section 6. In keeping with the Board's Purpose as stated above in Article II, Section 1, Board members are disqualified and will recuse themselves from chairing or voting in any proceeding before the Board or a Board committee if:

- a. the Board member has a substantial economical interest in a subject matter; or
- b. the Board member or the Board member's spouse, parent, or child is an officer or director of a professional association that is actively promoting or representing a particular subject matter or issue on behalf of the association; or
- c. the Board member has prior knowledge of the allegations in a licensee's disciplinary case or personally knows or is involved with the licensee who is the subject in the discipline case.

ARTICLE IV - OFFICERS

Section 1. The officers shall consist of a President, Vice-President and Secretary.

Section 2. The three officers shall be elected at the September meeting and shall serve for one year. At each September Board meeting an individual Board member will be designated to make decisions on the behalf of the agency head for purpose of granting or denying petitions for reconsideration or review filed with the agency head.

Section 3. In the event of the vacancy of one of the three offices, a new election will be held at the next meeting to fill the vacancy.

Section 4. The President shall:

- a. preside over all meetings of the Board;
- b. establish a proposed agenda in consultation with the Executive Administrator for meetings of the Board;
- c. gain consent and appoint all members of ad hoc and standing committees, including chair and vice chair of each committee;
- d. serve as ex-officio member of all standing and special committees with a voice, but shall not vote except when needed as a member to establish a quorum;
- e. remove any committee member not fulfilling obligation to a committee;
- f. have the right to vote on all Board issues;
- g. sign appropriate legal documents;
- h. advise Executive Administrator;
- i. oversee the annual evaluation of the Executive Administrator;
- j. be responsible for the proper functioning of the work of the Board; and
- k. have power and authority to administer oaths.

Section 5. The Vice-President of the Board shall:

- a. serve in the absence of the President; and

- b. assume all such functions or responsibilities as may be delegated by the President.
- c. assist President and Executive Administrator with appointments to committees.

Section 6. The Secretary shall:

- a. sign all Board minutes
- b. keep a record of all meetings of the Board
- c. have power and authority to administer oaths, and
- d. preside in the absence of the President and Vice-President

ARTICLE V - EXECUTIVE ADMINISTRATOR

The Executive Administrator shall:

- a. administer agency operations by the following:
 - 1. evaluate staffing patterns to enhance operation of the organization
 - 2. direct professional and clerical staff for efficient functioning
 - 3. solve administrative problems
 - 4. evaluate agency staff and
 - 5. assist professional staff to review investigative cases
- b. manage board activities as follows:
 - 1. develop a proposed agenda for meetings of the Board with the President
 - 2. research and prepare informational materials for Board meetings
 - 3. assist staff in completing work of permanent and Ad Hoc committees
 - 4. serve as professional staff to both standing and Ad Hoc committees, and
 - 5. report on national and state issues to the Board
- c. manage agency budget:
 - 1. develop agency budget based on current agency expenditures, trends, and issues

2. present budget to legislature and appropriate others, and
3. evaluate on-going expenditures and revenues to maintain balanced budget
- d. participate in legislative and regulatory activities as follows:
 1. evaluate current statutes and regulations as to changing needs of nursing and health care as directed by Board
 2. prepare drafts of changes in statutes and regulations for Board approval
 3. present testimony on proposed changes in statutes before the legislature, and
 4. prepare statistical and technical reports for the legislature
- e. participate in professional activities:
 1. provide information on nursing issues to licensees, nursing schools, and providers of continuing nursing education
 2. facilitate joint activities with nursing organizations, Attorney General's office, and other state agencies
 3. represent the Board at local, state, and national meetings
 4. write articles for newsletters
 5. compile an annual report, and
 6. lecture on nursing issues
- f. perform such other duties as directed by the Board.

ARTICLE VI - MEETINGS

Section 1. The Board adheres to the provisions of the Open Meetings Law.

Regular business meetings shall be held at a place and time designated by the Board.

Section 2. A minimum of four regular meetings shall be held each year, March, June, September and December. In the case of unusual circumstances and the Board cannot

meet at a regularly scheduled time, then notice shall be given, and the meeting shall be rescheduled.

- a. The annual meeting shall be held in September
- b. A schedule of dates for meetings shall be presented to the Board a year in advance
- c. Notice shall be given to the public at least twenty-one (21) days prior to the date of the meeting except in cases of special or emergency meetings when notice will be given as soon as possible. The purpose of the meeting shall be stated in the meeting notice
- d. There shall be a quorum of six Board members including at least two professional nurse members. For the purpose of a quorum, one or more members may participate by telephone conference call, video conference or other interactive means of conducting conference communications
- e. Minutes of each meeting shall include the names of participating members, by what means they were participating, and a report of the roll call on each vote

Section 3. Special Meetings. Special meetings shall be called by the Executive Administrator at the request of the President, or upon the request of three members of the Board.

Section 4. The Board shall use a consent agenda, whereby those items that require no discussion, no action, or action but no anticipated discussion can be adopted in one motion. A Board member, after reviewing the agenda, may request the removal of an item from the consent agenda for purpose of discussion.

Section 5. Notice of meetings - Request for notice of meetings pursuant to the Kansas open meetings act should be directed to: Executive Administrator, Board of Nursing LSOB, 900 SW Jackson, Rm 1051, Topeka, Kansas, 66612-1230. Written

requests are preferred, but not required.

Section 6. Members of the public may participate at Board or committee meetings only at the discretion of the Board President or Committee Chair. Articles for the public will be available at all meetings.

Section 7. Parliamentary procedure.

- a. The Board shall use parliamentary rules of order adopted by the Board
- b. Robert's "Rules of Order, Newly Revised" latest edition, shall govern the proceedings of the Board in all cases not provided for in the parliamentary rules adopted by the Board

ARTICLE VII. - COMMITTEES

Section 1. The committees serve as an advisory body to the Board.

- a. Standing committees shall be Practice, Continuing Nursing Education/IV Therapy, Advanced Practice, Finance, Investigative, Education, and Certified Nurse-Midwife Council
- b. Committees may submit recommendations to the Board. A Board member will need to make the recommendation in a motion which would then be subject to approval by the entire Board
- c. Committee meetings shall conform to the law regarding open meetings. The dates, times, and places of all committee meetings shall be listed with their agenda
- d. Members of the Board on standing committees shall be appointed by the President in consultation with the Vice President following the annual meeting
- e. Non-Board members shall be appointed to standing committees by the President in consultation with the Vice President and shall serve for two-year terms. Each

non-Board committee member shall have qualifications related to the committee of appointment

- f. Appropriate Board staff shall serve as non-voting members of all committees. Board staff or designees shall provide support services to each committee and prepare and distribute minutes and agendas of each meeting to committee members.
- g. Agendas will be prepared in accordance with Agenda Policy (see attachment A).

Section 2. Practice Committee

- a. Membership: A minimum of three Board Members, including at least one Practice RN member, one LPN member, and at least five non-Board members engaged in practice and/or IV Therapy.
- b. Purpose: To review and recommend revisions in APRN and RNA statutes and regulations. To provide nonbinding guidance on the scope of nursing and LMHT practice in response to written inquiries. To make recommendations to amend the practice act that reflect current nursing and mental health technician practice.

Section 3. Continuing Nursing Education/ IV Therapy Committee

- a. Membership: A minimum of three Board Members, including one RN member and three non-board members who are representatives of approved CNE providers and/or IV Therapy approved providers.
- b. Purpose: To review continuing nursing and mental health technician education. To review and recommend revisions to CNE statues and regulations. To monitor and approve CNE providers for both initial and renewal status. To review statistical information regarding providers of CNE. To review and recommend revisions in educational statutes and regulations for IV therapy programs. To

review educational policies for IV therapy programs. To review all reports and evaluations of IV therapy programs.

Section 4. Advanced Practice

- a. Membership: A minimum of three Board Members including at least one APRN member and four non-Board members representing each of the categories of advanced practice registered nurses: clinical nurse specialist, nurse midwife, nurse practitioner, and registered nurse anesthetist.
- b. Purpose: To review and recommend revisions to statutes and regulations for approval of APRN and RNA programs in collaboration with the Education Committee.

Section 5. Finance Committee

- a. Membership: A minimum of three Board Members.
- b. Purpose: To review and project budgetary needs to support agency. To maintain a structured system for monitoring impaired licensees. To review and recommend revisions to the impaired assistance program yearly contract.
- c. Fee Fund Balance Guidelines Purpose: The Board has established these guidelines to ensure that the agency maintain a sufficient balance in the fee fund to ensure continuous operation of the agency if there was a decrease in revenue or an emergency in which all equipment, furniture, supplies, office space, etc were destroyed by a natural or manmade disaster. The State of Kansas is self-insured, and the agency is a fee funded agency which receives no state general funds.
- d. Fee Fund Balance Guidelines Policy: The agency is required to submit a biennial budget. During the budget process, the fee fund is reviewed. The fee fund balance should be reviewed by the Board after budget has been submitted to the Governor

and receiving the Governors' Recommendations. The following criteria will be applied to determine the balance to be maintained in the fee fund:

- (1) The replacement cost of all physical assets
- (2) The cost for temporary relocation of office for up to six months of expenses
- (3) Six months of operating expense

Section 6. Investigative

- a. Membership: A minimum of three Board Members including at least one RN member.
- b. Purpose: To review and recommend revisions in investigative and discipline statutes and regulations. To conduct a review of cases opened by the legal department, determine what type of disciplinary proceeding, and recommend proceedings be initiated. To review and recommend changes to investigative and discipline policies and procedures. To maintain a structured system for monitoring impaired licensees; to review and recommend revisions to the impaired assistance program yearly contract.

Section 7. Education

- a. Membership: A minimum of three Board Members including at least two Educator RNs and four non-Board members representing the four types of educational programs: LPN, ADN, BSN, and APRN.
- b. Purpose: To review and recommend revisions in educational statutes and regulations for nursing, APRN, RNA, and LMHT programs. To review educational policies for nursing and LMHT programs; to review all reports, evaluations, and site visits of schools of nursing, APRN, RNA, and LMHT

programs.

Section 8. Nurse-midwives Council

- a. Membership: A minimum of four non-Board Members who are certified nurse-midwives licensed and appointed by the Board Nursing and a minimum of two members licensed by the board of Healing Arts to practice medicine and surgery and whose specialty and customary practice includes obstetrics, appointed by the Board of Healing Arts.
- b. Purpose: The statute establishes a Nurse-midwives Council to advise the Board of Healing Arts in developing, reviewing, and implementing the rules and regulation pertaining to certified nurse-midwives engaging in the independent practice of midwifery.

Section 9. Other Committees

Such other committees, standing or ad hoc, shall be appointed by the President as deemed necessary to carry on the work of the Board. The President shall provide any such committee with a stated purpose or mission.

Section 10. Appointments, Quorum, Annual Reports

- a. The President and Executive Administrator shall be ex-officio members of all committees.
- b. A quorum of the committees shall consist of a majority of the members. Only committee members duly appointed shall be entitled to vote within the committee.

The President may serve as a voting member of any committee in order to establish a quorum. Other Board members may participate but have no vote.
- c. In the sustained absence or temporary inability to serve by one committee member, the President shall appoint a new member.

- d. Meetings of the committee shall be held at least once each year and whenever deemed necessary by the chairperson of the committee or the Board.

ARTICLLS VIII – AMENDMENTS TO T HE BYLAWS

Section 1. Proposals

- a. Proposed amendments to the bylaws shall be submitted to the Secretary and sent to each member of the Board by the Secretary at least two weeks prior to the meeting of the Board and shall be included in the agenda of that meeting.
- b. The President will form an ad hoc committee of Board members as needed to review bylaws.