Application Process

Locate “Apply” (see green checkmark) then click “Get Started”.

Once you have clicked “Get Started” you should get a window similar to the one below. You will need to select the type of application you are needing to complete.

What type of nursing application do I need to complete?

Reinstatement Application:

- You have or have had a license in the state of Kansas that you’ve allowed to expire or you’ve placed it on inactive or exempt status and are needing/wanting an active license again in the state of Kansas.
Exam Application:

- You have graduated from an approved nursing program (RN or LPN) and are needing to sit for the NCLEX to obtain your nursing license as a RN or LPN.

Endorsement Application:

- You currently hold an active nursing license (RN or LPN) in another state and are needing to obtain a Kansas license to practice in the state of Kansas.

APRN Application:

- You have graduated from an approved APRN (NP, NMW, CNS or CRNA) program or have an active APRN license in another state and are needing to obtain a Kansas APRN license.

Once you have selected your application type you will get a grouping of instructions for that application type. You must click on the plus (+) sign at the end of each box for the box to expand so that you can read the instructions for that specific application type. Each expandable box has specific information for the heading, to assure you have all needed information be sure to read ALL SECTIONS of the application instructions. The page will look similar to the one below.

When done reading and ready to complete your application, you can click on the minus (-) sign that has replaced the plus (+) sign to close each section.

Now you will want to click on the “Online License Portal”, this will open the window to start your application process.
If you have never used our online application services or have and have forgotten your User ID and/or Password, you will need to click on “Register a Person” (hand number 1) and follow the steps. (There is an online help tool available if you have any questions about the registration process.)

However if you have already registered and know your User ID and Password, enter your User ID and Password in the correct fields and click the “Login” button (hand number 2).

Again select your application type from the menu, see list below as to what application is included in each area.

**Initial Application:**

**Endorsement** – Licensed in another state and applying for a Kansas license (LPN, RN).

**APRN** – Any individual applying for an APRN license in Kansas (You must either have an active Kansas RN license or have an application on file for a RN license in Kansas.)

**Exam- Originally Licensed in Kansas** – You are applying to sit for the NCLEX through Kansas.

**Reinstatement:**

You have had a Kansas license (any nursing license, LPN, RN or APRN) and have allowed it to lapse, placed it on inactive or exempt status and need to reactive it to active status.

**Renew License:**

You have an active license (not an expired) and need to simply renew it.
After you select your application type from the menu, you will get a window similar to the one below. You will need to select your “Profession”, “License Type” and “Obtained by Method” from each corresponding dropdown.

After you select the appropriate criteria from the drop downs, if you have selected “endorsement” two new fields will appear, Country and State/Province. There two fields are the state in which you were originally licensed.

Once you have entered the required information, click the “Start Application” button at the bottom of the page.
Some application types may get additional fields upon selecting obtained by methods, see below.

Once you click the “Start Application” button you will get the screen below, please be sure to read the information before clicking the “Start Process” button at the bottom of the page.
This is a larger screenshot of the “Start Process” button located at the bottom of the “Applying For a License” page above.

ATTENTION
Applicants reinstating their LPN, RN or RNA license and applicants applying for their first Advance Practice License (NP, CNS, RNA and NMW) wanting a temporary permit will need to come back to this page after selecting “add to cart” on the payment screen to create a temporary permit record and payment of the temporary permit.

When the below screen opens you will need to enter your personal information, then click the “Update” button located at the bottom of the window.
On the Nursing Education window you only need to include Nursing Education (degrees). You add education by clicking on the “Add” button need bottom of window (hand 1).

If you already have education information in this window, double check the information and if correct, click the “Complete” button (hand 2). Then scroll down to the APPLICATION QUESTIONS page.

If you have education information already entered or you realize you entered something incorrectly, you can click the word “Edit” by the degree type to make changes.

Select the appropriate information from the three dropdowns; Profession, School Type and School. Once you’ve selected your information click the “Save” button.
On the Application Questions page you will need to answer all questions, there are a few that explain how to answer them. Also, there are a few questions that pertain only to applications who are endorsing to Kansas from another state (already licensed in another state) or that are reinstating a previous Kansas license. These questions are noted at the beginning of each with “Endorsement/Reinstatement”, if these don’t pertain to your application use the answer the question tells you to use.

### Application Questions

Please answer the following question(s) by choosing the respective answer(s) from the drop-down menu(s). Click the submit button when you have answered the question(s).

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been convicted of a misdemeanor or listed in KAR 80-3-113?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Have you ever been convicted of a felony?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Are criminal proceedings pending in any federal, state or municipal court?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Is there an investigation and/or disciplinary action pending against any license, certification or registration (nursing or other)?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Has any license, certification or registration (nursing or other) ever been denied, revoked, suspended, limited or disciplinary action taken by a licensing authority of any state, agency of the US government, territory of the US or country?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Do you suffer from an impairment that affects your ability to practice nursing with reasonable skill and safety? Kansas law defines impairment as a physical or mental disability including deterioration through the aging process, loss of motor skill or abuse of drugs or alcohol (KSA 65-4224(a))?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>Have you ever applied to take this NCLEX exam in any state/country?</td>
<td>Please Choose</td>
</tr>
<tr>
<td>List the state/country that you made the application? (Enter: NA if not applicable)</td>
<td>Please Choose</td>
</tr>
<tr>
<td>List the dates that you made the application (month and year). (Enter: 'No' if not applicable)</td>
<td>Please Choose</td>
</tr>
<tr>
<td>How many times have you previously taken the NCLEX exam? Answer ‘No’ if Not Applicable</td>
<td>Please Choose</td>
</tr>
<tr>
<td>List the dates that you took the NCLEX exam (month and year). Answer ‘No’ if Not Applicable</td>
<td>Please Choose</td>
</tr>
<tr>
<td><strong>Endorsement/Reinstatement ONLY:</strong> Have you worked in the Nursing Profession in Kansas over the past 5 years? Answer ‘No’ if Not Applicable.</td>
<td>Please Choose</td>
</tr>
<tr>
<td><strong>Endorsement ONLY:</strong> Do you wish to obtain a 120-day Temporary Permit? Answer ‘No’ if Not Applicable</td>
<td>Please Choose</td>
</tr>
<tr>
<td><strong>Endorsement ONLY:</strong> Have you ever received a temporary permit in Kansas to practice as an LPN or RN? Answer ‘No’ if Not Applicable.</td>
<td>Please Choose</td>
</tr>
</tbody>
</table>

If you have been convicted of a felony submit a certified copy of the court order outlining the charge(s), conviction(s) and sentencing order(s). A license will not be issued until the Kansas State Board of Nursing has fully reviewed the required documentation. K.S.A. 65-1120

### Attestation

By clicking the submit button you declare under penalty of perjury under the laws of the State of Kansas that the information provided above is true and correct to the best of your knowledge.

Submit
On the Update License Information screen you will need to enter your original state of licensure information if you are endorsing into Kansas from another state. If you are applying to take the NCLEX and do not hold any nursing licenses then you would enter “NA” in the “Original License #” field as directed. After you are done, click the “save” button.

On the Nursing Employment Information page, you will need to enter your employment information only if you have or have worked as a RN, LPN or APRN in the past 5 years. To add an employer you will need to click the “Add” button (hand 1), if you have not worked as a nurse in the past 5 years you can click the “Complete” button (hand 2) to move to next window.
If you have clicked the “Add” button to enter employment information you will get a screen that looks similar to the one below. You will need to type in the Employer Name, City and State where they are located then click the “Search” button.

After you click the “Search” button you will get one of the two screens below (see example 1 and 2).

**Example 1:**

Employer information possibly matching your search criteria, if you see your employer in the list select the employer by clicking the “Full Name” of the facility in the list.
Once you’ve selected your employer, you will get a new screen asking for additional information about your employment history. Be sure to use the format shown for dates otherwise it will not move on. When you are done completing all information, click the “Save” button, located at bottom of window.

You should get the window below, double check your information for accuracy, if changes are needed click the “Edit” button (circled) to update the record.
Example 2:

If you search for your employer and get the message below that “No records found” you will need to click the “Add New Employer” button to add your employment information.

Once you click the “Add New Employer” button you will get a window like the one below, you need to complete all fields then click the “Save” button located at the bottom of the window.
Then you will get the window asking for your position with the employer, dates of employment (be sure to use correct format) and if the position was Full-Time or Part-Time, once you’ve completed these fields click the “Save” button located at the bottom of the screen.

After you click the “Save” button, you will get an “Application Summary” page to review ALL of your information, be sure a take time to do this before you click the Add to Cart button, after you pass this screen you cannot make any changes to your information. The information in the menu (red box) show the different sections of the application, if there is a checkmark in the box in front of the section, you have completed that section.

If everything looks ok, your personal information, employer information and your questions are answered correctly you will need to click the “Add to Cart” button located at the bottom of the screen.
### Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the Submit button to pay all applicable fees and submit your application.

#### Personal Information

**Name:** bob doe

| License Address: | 200 Sth Street, 
Kankakee, IL 61027  
tony.tilghman@ill.gov.state.il.us | 7168 7920 |
|------------------|----------------------------------|----------|
| Employee Address: | 3445 Dougherty Ferry Rd, 
Saint Louis, MO 63122  
3146064100 |  |  |

### Question Responses

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been convicted of a misdemeanor or listed in KAR 805-3-115?</td>
<td>N</td>
</tr>
<tr>
<td>Do you have any convictions of a felony or listed in KAR 805-3-115?</td>
<td>N</td>
</tr>
<tr>
<td>Are there any criminal proceedings pending in any federal, state, or municipal court?</td>
<td>N</td>
</tr>
<tr>
<td>Have you ever satisfied an order of probation or parole?</td>
<td>N</td>
</tr>
<tr>
<td>Have you ever satisfied an order of restitution?</td>
<td>N</td>
</tr>
<tr>
<td>Are you the subject of any investigations for violation of law?</td>
<td>N</td>
</tr>
<tr>
<td>Do you meet the standards of acceptable moral character?</td>
<td>Y</td>
</tr>
</tbody>
</table>

#### Attestation

I realize that this application is a legal document and by pressing the Add to Cart button I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

False or inaccurate information may be grounds for discipline of a license or application for a license.

If all the above information is correct, please press the Add to Cart button. Otherwise please go back and correct any information that is necessary.

**STOP! PLEASE READ:**

If you are REINSTATING an exempt, inactive or expired LPN, RN or RNA license, you'll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the bottom of the Cart page. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

If you are applying for an ADVANCED PRACTICE LICENSE for the first time and want a temporary permit, you'll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the Cart. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

Once you've completed your application(s) and you are at the "cart" page you'll want to select the "checkout" button to pay the application(s) fee(s).
This is a larger screenshot of the “Add to Cart” button located at the bottom of the “Application Summary” page above.

STOP! PLEASE READ:

If you are REINSTATING an exempt, inactive or expired LPN, RN or RNA license, you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the bottom of the Cart page. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

If you are applying for an ADVANCED PRACTICE LICENSE for the first time and want a temporary permit, you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the Cart. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

Once you’ve completed your application(s) and you are at the “cart” page you’ll want to select the “checkout” button to pay the application(s) fee(s).

Once you get to the “Cart” there are two options (see Example 3 and 4 below).

Example 3:

If you are done and ready to pay for your application you will want to click the “Checkout” button.

STOP! PLEASE READ:

If you are REINSTATING an exempt, inactive or expired LPN, RN or RNA license, you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the bottom of the Cart page. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

If you are applying for an ADVANCED PRACTICE LICENSE for the first time and want a temporary permit, you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the Cart. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

Once you’ve completed your application(s) and you are at the “cart” page you’ll want to select the “checkout” button to pay the application(s) fee(s).
Example 4:

However if you are Reinstating an expired license or applying for an APRN license and want a temporary permit you will need to click the “Back to Home Page” instead. This will take you back to the License Home page to apply for the Temporary Permit. (If you are Endorsing to Kansas from another state, you DO NOT need to do this, your temporary permit has no fee associated with it and you simply had to answer “yes” or “no” in the questions portion of the application.)

NOTE:

If you have applied for an RN by Endorsement and need to apply for an APRN license as well you can follow same steps, just select the correct license type and obtained by method.

STOP! PLEASE READ:

If you are REINSTATING an exempt, inactive or expired LPN, RN or RNA license you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the bottom of the Cart page. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

If you are applying for an ADVANCED PRACTICE LICENSE for the first time and want a temporary permit, you’ll need to click “Add to Cart” button, review the fee(s), and then select the “Back to Home Page” button at the Cart. At the home page select the “Initial Application” on the menu. Select the profession type and method for your temporary permit.

Once you’ve completed your application(s) and you are at the “cart” page you’ll want to select the “checkout” button to pay the application(s) fee(s).

If you are applying for a temporary permit you will need to select “Initial Application” again on the menu to start the process for your temporary.
Select the type of license you are applying for and the obtained by method that matches your original application, then click the “Start Application” button located at the bottom of the window.

![License Type Selection](image)

**NOTE:**

To apply for a temporary permit you **MUST** submit an Initial Application for licensure first. Temporary permits will **NOT** be issued without a complete Initial Application. However, Temporary Permits are **NOT** issued to Initial Applicant applying to take NCLEX.

Failure to submit an Initial Application when applying for a temporary permit will result in correspondence being sent to the applicant requesting submission of required initial application and cause **DELAY** in your application being processed as well as **NO** Temporary Permit being issued until the Initial Application and fees are received by the Board.

Both the Initial Application and Temporary Permit can be paid for together by using the “Add to Cart” option.

Once you click “Checkout” you will get a window similar to the one below, you may have more fees if you have submitted more than one type of application. You will want to select how you want to pay for your application(s) then click the “Pay Online”.

![Application Fees](image)
After you click the “Pay Online” button you will get the below window (Although the information required is different depending upon your payment type selected.) Be sure that the address you use is the mailing address for the account your payment is coming from, also be sure to include all nine digits of your zip code.

Once you enter your payment information you will need to click the “Continue” button located at the bottom of the window.
After you click the “✔ Continue” button you will get a page similar to the one below. **YOU ARE NOT DONE!!!** Double check your amount, card, etc, if changes are needed click the “Make change” button to go back. However if everything looks good you will need to click the “✔ I Agree/Submit Payment” button at the bottom of window.
Larger View of bottom of above screen.

After you click the "✔ I Agree/Submit Payment" button you should get the below window, advising you that your payment is NOT complete.
Then you should get the below screen.

![Image of Kansas KanPay transaction status screen]

The below screen is the one that lets you know you have completed the application process and payment portion. **You should print this for your records.** The information in the “red” box is what you will need when calling to reference your payment information.

![Image of Kansas KanPay application submitted screen]

**Application Submitted**

Thank you for using the Kansas State Board of Nursing Online Services.

If you provided an email address, you will receive a confirmation that your application and payment was submitted.

Print this screen as a confirmation of payment.

If you submitted an Online Renewal Application, you may be selected for a CNE Audit. If you are selected for an audit, you will have 21 working days to submit copies of your continuing education certificates.

**Application Information**
- Date Submitted: 9 May 2017
- Applicant Name: ashra zot
- License Number: 
- Agency: KSBON
- Process: Payment Cart

**Payment Information**
- Authorization Code: 26669486
- Received Date: 9/9/2017 1:25:33 PM
- Transaction #: 0503/12090610db6d
- Fee Amount: $75.00

For general license renewal questions, contact the Kansas State Board of Nursing

- Email: help@ksbn.state.ks.us
- Call (785) 296-4929 during the hours of 8am-4:30pm, Monday - Friday

**Submission of information does not guarantee your license has been processed.**