

ADDICTION COUNSELOR (LAC) LICENSURE APPLICATION

Instructions

Please read all instructions and review the statutes and regulations, before beginning to complete the application. The statutes and regulations can be found on our website, www.ksbsrb.ks.gov.

1. **Application:** Please answer all questions on the application completely and accurately. If there have been any convictions of a felony or other past or current events that potentially raise questions about your ability to merit the public trust, additional information will be requested.
2. **Fee:** Instructions for paying the \$50.00 application fee may be found on **Appendix A. FEES ARE NON-REFUNDABLE.**
3. **Academic Background form:** You must complete the Academic Background form and submit with your complete application.
4. **Practicum Review form:** You must complete the Practicum Review form and submit with your complete application. This form must be completed by the program director of your program. The completed form should be returned to you in a sealed envelope with their signature across the seal. **(see example on second page of instructions)**
5. **Student Applicant:** If you have not received your degree, but are within four months of graduation, you are required to submit the Verification of Academic Requirements form. This form attests to the expected completion of academic requirements leading to conferral of the baccalaureate degree. The program director should return the completed form to you in a sealed envelope with their signature across the seal. **Once your degree is conferred, an official transcript must be submitted to the Board office as outlined in the above paragraph.**
6. **Transcript:** An official transcript must be sent directly from the Registrar's office to the Board office, once the degree is posted. **Only transcripts received directly from the university can be accepted.**
7. **Professional References:** Three references are required as part of your complete application packet. The professional reference form included in the application packet will need to be copied.
 - a) Each reference should return the completed form to you in a sealed envelope with their signature across the seal. The three reference forms will need to be included when the application is submitted to the Board office. NOTE: It is very important that references sign across the seal of the envelope to assure the Board of the confidentiality and integrity of the referencing process. **(see example on second page of instructions)**
 - b) One of the references must be from the **on-site supervisor** from your current or most recently completed addiction counseling practicum. If this person is unavailable the director of the field education program or a designated person who has knowledge of your practicum based on your program records shall complete the form.
 - c) The additional two references must be authorized by law to practice addiction counseling or to practice in a related field.

- 8. License Verification:** If you are, or have ever been, licensed, registered, or certified in one of the behavioral or health sciences in another state, the License Verification Form will need to be completed by the other state(s). This form needs to be returned directly to the Board office. **Only forms received directly from the other state(s) can be accepted.**
- 9. Review:** It is extremely important for you to understand that the Board cannot determine whether you are eligible to sit for the examination until all the application materials have been received and approved by the Board office.

Please allow 30 days for review of your complete application. Please **check the status of your application on our website** www.ksbsrb.ks.gov, under “Services.”

When you submit your application to the Board office the following items should be included:

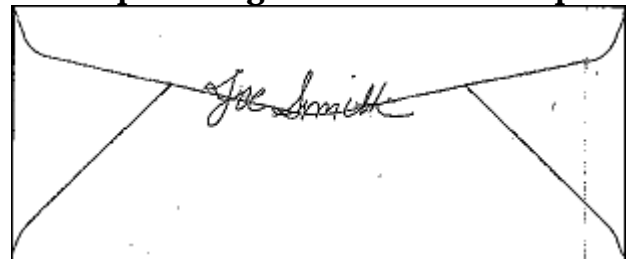
- The application form;
- The application fee of \$50.00; See Appendix A**
- Academic Background form;
- Practicum Review form in its signed sealed envelope;
- Verification of Academic Requirements form, if you are currently a student within four months of graduation;
- Three (3) completed Professional Reference Forms in their signed sealed envelopes.

Please submit a complete application so that your application will not have to be returned.

These additional items need to be sent directly to the Board office by the appropriate institutions:

- Upon graduation, or if you have already graduated, you must request an official transcript that shows the degree earned and the date the degree was conferred from your university;
- An License Verification Form, if ever licensed in another state;

Example of signed sealed envelope:



ADDICTION COUNSELOR LICENSURE APPLICATION LAC

Application

Application Fee: \$50.00 please see Appendix A

I. Identifying information: (Please type or print clearly in ink)

Are you seeking temporary licensure? (See #7 in the instructions) Yes ____ No ____

Legal Name: _____
Last First Middle

Maiden/Other names used: _____ Gender: _____

Date of Birth: _____ Social Security Number: _____ (Note: Your social security number is required pursuant to 42 U.S.C.S. § 666(a)(13), K.S.A. 74-148 and K.S.A. 74-139, and may be used for child support enforcement purposes or provided to the Kansas director of taxation upon request.)

Ethnic Information: African American ____ Native American ____ Asian Indian ____ Asian-Other ____
(Optional) Hispanic ____ Pacific Islander ____ White – Non Hispanic ____ Other ____
(Please Specify)

Languages that you speak: English ____ Spanish ____ Sign ____ Other ____
(Optional) (Please Specify)

Preferred E-Mail Address: _____ Preferred Mailing: Home ____ Business ____

Home Phone: _____ Cell Phone (optional): _____

Home Address: _____ Apartment Number: _____

City: _____ State: _____ Zip+4: _____

Business Phone: _____ Business Name: _____

Business Address: _____ Suite Number: _____

City: _____ State: _____ Zip+4: _____

II. Application/Licensure Information: (Please circle yes or no)

A. Have you ever filed **any** application for licensure, certification, or registration in Kansas?
Yes No If "yes", please answer the following questions:

1. When: _____ For which credential: _____

2. Under what name: _____

B. Do you currently hold, or have you ever held a certificate, registration or license to practice in one of the behavioral or health sciences in another state or jurisdiction?

Yes No If “yes”, please answer the following questions:

1. For which credential: _____ In which state or jurisdiction: _____
2. Under what name: _____
3. Issue Date: _____ Expiration Date: _____ (please attach additional sheet if needed)

If you currently hold, or have ever held a certificate, registration, or license to practice in one of the behavioral or health sciences in another state or jurisdiction, you will need to have the former state Board(s) complete the License Verification form. Upon completion, they should send the form directly to the board office.

III. Educational Information:

A. Which ONE of the following degree qualifications do you have currently?

1. _____ At least a baccalaureate degree in addiction counseling or a related field, if the applicant began the program before May 1, 2011 and the baccalaureate degree is conferred on or before June 1, 2012, from a program that was approved by the Kansas department of social and rehabilitation services, division of addiction and prevention services.
2. _____ At least a baccalaureate degree in addiction counseling or a related field and as of part of, or in addition to, the degree, the specified coursework found in K.A.R.102-7-3

B. List below the school where you received your baccalaureate degree, as well as any schools where you completed any addiction counselor coursework, their locations, the date of the degree(s) and the degree(s) granted. If you are still in school, but have submitted a Verification of Academics form, please list the date the degree will be conferred under the “Date of Degree”. For additional education information please attach a separate sheet.

1. Name of School: _____
2. Location of School: _____
3. Degree Received: _____ Date of Degree: _____
4. Degree Concentration: _____
5. Name of School: _____
6. Location of School: _____
7. Degree Received: _____ Date of Degree: _____

C. List other name(s) under which your coursework was taken or your degree was conferred, if different from the name you use now: _____

D. Practicum Information:

1. Dates of Practicum: _____
2. Practicum Agency: _____
3. Practicum Agency Address: _____

4. Name of Supervisor: _____

5. Supervisor Address: _____

- E. **Academic Background form:** You must complete the Academic Background form and submit with your complete application.
- F. **Practicum Review form:** You must complete the Practicum Review form and submit with your complete application. This form must be completed by the program director that academically supervised your addiction counseling practicum experience. The completed form should be returned to you in a sealed envelope with their signature across the seal.
- G. **Transcript:** You are required to provide an official transcript from the Registrar's office of the college or university where your degree was granted. A transcript is also required from any college or university where additional addiction counseling coursework was completed. Please direct the school to send the transcript directly to the Board office. **The board can not accept transcripts sent directly from the applicant.**
- H. **Student Applicants:** If you are presently a student within 4 months of graduation you are required to submit the Verification of Academic Requirements form with the application. You will need to have an official transcript sent to the board once your degree is conferred and posted on your transcript. The board is not able to issue a license prior to your transcript being received.

IV. References' Requirements:

- A. Include with your application, the three completed professional reference forms, in their **unopened envelope that has been signed across the seal**. Your references should meet the guidelines as specified below:
 - 1. You must submit one professional reference from your on-site practicum supervisor (please see instructions for further detail) **and**, two professional references from professionals who are authorized to engage in the practice of addiction counseling or a related field. References should be familiar with your professional conduct and competence and may not be related.

B. REFERENCES: Please print the requested information below for each of your references.

Names	Credentials	Agency and Address	Phone #
Practicum Supervisor			

V. Background History:

Please **circle** either "yes" or "no" to the following questions. **If you answer "yes",** please attach a written explanation.

- 1. Have you ever been convicted of a felony?
Yes No
- 2. Have you ever been convicted of a misdemeanor crime against persons?
Yes No

3. Have you ever been found guilty of or liable for fraud or deceit in connection with services rendered as an addiction counseling service provider by a civil or criminal court of law or board of a professional organization?
Yes No
4. Have you ever knowingly aided or abetted a person, not a licensed addiction counselor, in representing him/her as a licensed addiction counselor?
Yes No
5. Have you used any alcohol, narcotic, barbiturate other drug affecting the central nervous system, or other drug which may cause physical or psychological dependence, either to which you were addicted or upon which you were dependent within the last 2 years?
Yes No
6. Have you been diagnosed or treated for any physical, emotional or mental illness or disease, including drug addiction or alcohol dependency, which limited your ability to practice behavioral sciences with reasonable skill and safety within the past 2 years?
Yes No
7. Have you used controlled substances which were obtained illegally or which were not obtained pursuant to a valid prescription order or which were not taken following the direction of a licensed health care provider within the past 2 years?
Yes No
8. Have you ever been found to be in violation of a professional association's code of ethics or of a state licensing board's rules and regulations or statutes regarding professional conduct?
Yes No
9. Have you ever paid a judgment or settlement in a negligence action that concerned your addiction counselor profession?
Yes No
10. Have you ever resigned from a professional association, withdrawn from an undergraduate or graduate program or surrendered your license to a state licensure board while an ethical complaint was pending against you?
Yes No
11. Have you ever identified yourself as an addiction counselor in Kansas (excluding student work)?
Yes No
12. Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult?
Yes No

VI. Applicant's Attestation:

Please **circle** either "yes" or "no" to the following questions.

1. I have reviewed the licensure eligibility requirements prior to submitting this application.
Yes No
 2. I have completed the application materials and procedures honestly and in good faith.
Yes No
 3. I understand that the members and staff of the BSRB are compelled by law to uphold, implement, and enforce the licensure statutes and regulations as written.
Yes No
 4. I understand that all state records pertaining to application and licensure may be used to conduct research or program evaluation, but such research will not personally identify the applicants or licensees, either directly or indirectly.
Yes No
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5. I understand that the Board has the statutory authority to refuse to grant licensure to, or may suspend, revoke, condition, limit, qualify, or restrict the license of any individual that has knowingly made a false statement on a BSRB form required for licensure or renewal.
Yes No
 6. I **have read** and am familiar with the statutes and regulations that govern the practice of addiction counseling in the state of Kansas.
Yes No

7. I understand that **once the Board receives my application I am bound by the statutes and regulations governing the practice of addiction counseling in Kansas.**

Yes No

I hereby affirm that to the best of my knowledge all my answers to the foregoing are correct. I further agree that all state records pertaining to my application and licensure may be used to conduct research or program evaluation, provided that the research does not personally identify me, directly or indirectly.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

NAME or ADDRESS CHANGE: It is the applicant's responsibility to notify the Board in writing of any name or address change that might occur during the application process.



APPLICATION FOR LICENSURE AS A LICENSED ADDICTION COUNSELOR: LAC

Academic Background Form

Name: _____ Date: _____

In order to establish educational eligibility related to K.S.A. 65-6610 as defined in K.A.R. 102-7-3, applicants are required to complete the following information, as it relates to their academic background.

Please indicate the courses you completed that meet these requirements. Courses cannot be duplicated. If the relationship between the courses(s) you took and the course content category is not readily apparent, please attach course syllabus or the university's course catalog to this form.

The following activities shall **NOT** be reported, substituted for or counted toward the academic coursework requirements:

1. academic coursework that has a failing or incomplete grade;
2. academic coursework that was audited;
3. continuing education, in-service, or on-the-job training;
4. nonacademic coursework or training;

Note: A maximum of three semester credit hours or academic equivalent may be completed in independent study. If your college or university awarded quarter or trimester credit hours rather than semester hours, please indicate by putting a Q (for quarter hours) or a T (for trimester hours) adjacent to the reported number of credit hours throughout the form.

1. **Introduction to Addiction:** (Minimum of 3 semester credit hours required.) Which shall include the study of the nature of addiction and other substance use-related problems; models, theories, philosophies, principles, implications for medical and mental health conditions that coexist with addiction, and evidence-based strategies of addiction prevention, treatment, relapse prevention, continuing care, and recovery; and the impact of addiction on the individual, family, and society.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. **Methods of Individual Counseling** (Minimum of 3 semester credit hours required.) Which shall include the study of culturally sensitive, ethical, evidence-based methods and approaches to individual counseling; methods for establishing effective therapeutic relationships, developing realistic and achievable treatment goals, and assessing client substance use, functioning, motivation, and progress; and strategies for crisis prevention and intervention.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **Methods of Group Counseling** (Minimum of 3 semester credit hours required.) Which shall include the study of culturally sensitive, ethical, evidence-based models and approaches to group counseling; group facilitation and counseling skills; and methods for establishing group goals and treatment outcomes.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **Addiction Pharmacology** (Minimum of 3 semester credit hours required.) Which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. **Co-Occurring Disorders** (Minimum of 3 semester credit hours required.) Which shall include the study of the symptoms of mental health and other disorders prevalent in individuals with substance use disorders, screening and assessment tools used to detect and evaluate the presence and severity of co-occurring disorders, and evidence-based strategies for managing risks associated with treating individuals who have co-occurring disorders.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **Addiction Services Coordination** (Minimum of 3 semester credit hours required.) Which shall include the study of administrative, clinical, evaluative, and referral activities used to connect clients with treatment services and other community resources; navigation and coordination across multiple systems; and case management and advocacy skills used to assist clients in achieving their treatment and recovery goals.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Legal and Ethical Issues** (Minimum of 3 semester credit hours required.) Which shall include the study of established codes of ethical conduct, standards of professional behavior and scope of practice; client rights, responsibilities, and informed consent; and confidentiality and other legal considerations in counseling.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **Family and Community Studies** (Minimum of 3 semester credit hours required.) Which shall include the study of family, social, and community systems; the impact of addiction on the family and society; and the development of cultural competence in the treatment and recovery process;

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. **Practicum** (Minimum of 6 semester credit hours required.) Your baccalaureate addiction practicum, courses that you have completed. Shall be an experience that integrates didactic learning that is related to substance use disorders with face-to-face, direct counseling experience that includes intake and assessment, counseling, treatment planning, discharge planning, documentation, and case management activities.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. **Research** (Minimum of 3 semester credit hours required.) For applicants who graduate **on and after July 1, 2012**, which shall include the study of research that includes studies of an understanding of research methodology, critical evaluation of professional research reports, knowledge and application of current research, and an understanding of how culture and history impact research.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



APPLICATION FOR LICENSURE AS A LICENSED ADDICTION COUNSELOR: LAC

Practicum Review Form

Instructions for Applicant: Please complete **Section I** and submit to the Program Director of the Addiction Counseling or Related Field Program for completion. Include a self-addressed, stamped envelope. Additional copies of this form may be made and used as needed by the applicant.

Instructions for the Program Director: Please complete **Section II** and return the completed form to the applicant in a sealed envelope with your signature across the seal.

I. Section 1: To be completed by the Applicant:

- A. Applicant's Name: _____
- B. Date of Birth: _____ Student ID #: _____
- C. Degree and Graduation Date: _____
- D. Applicant's Mailing Address: _____
- E. Program Director: _____
- F. Educational Institution: _____
- G. Mailing Address: _____

II. Section 2: To be completed by Program Director and returned to the Applicant in a sealed envelope signed across the seal:

The above named applicant has applied to the Kansas Behavioral Sciences Regulatory Board for licensure as an addiction counselor. In order for the Board to make a determination as to whether the applicant meets educational qualifications pursuant K.S.A. 65-6610 as defined in K.A.R. 102-7-3, ***the items listed below need to be completed by the program director and returned to the applicant for submission in the application packet.*** Please return this form to the applicant in the enclosed envelope, sealed, with your signature/stamp across the seal.

- A. Please state the regional accreditation held by the university awarding the baccalaureate degree completed by the applicant:

- B. Please state the professional accreditation (if any) held by the baccalaureate program completed by the applicant:

- C. As part of the applicant's degree program, please verify that the applicant satisfactorily completed an addiction counseling experience as follows:
 - 1. Consisted of at least 400 hours: Yes___ No___
 - 2. Supervision was provided by the program's faculty and agency supervisors at a rate of at least one hour of supervision for every 10 hours of practice; at least one of whom was licensed at the clinical level. Yes___ No___

D. If you answered "No" to any of the above items, please explain: _____

I hereby affirm that to the best of my knowledge all answers to the above items are true and correct.

(Print): _____
Program Dean or Director

Phone Number: _____ Email Address: _____

(Signature): _____ Date: _____
Program Dean or Director



APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Verification of Academic Requirements

Instructions for Applicant: Please complete **Section I** and submit to your school. Once your school has completed the form, they should return it to you in a sealed envelope with their signature or school stamp across the seal.

Instructions for the School: Please complete **Section II** and return the completed form to the student in a sealed envelope with your signature across the seal.

SECTION I: STATEMENT OF STUDENT

I, _____, understand that if my college or university transcript is not immediately available through the Registrar's office, I may submit this form, **signed by the Dean or Director of the program I am currently enrolled in**, to the Behavioral Sciences Regulatory Board (BSRB). This document certifies that I have met the academic requirements for being awarded a degree. This certification will be reviewed with my application in order for the Board to determine my eligibility to be seated for the exam. I further understand that the official transcript from the registrar's office must be received by the Board before I can be issued a license. It is my responsibility to request the official transcript. Failure to do so will result in the expiration of the current application for licensure.

Signature of Student

Date

SECTION II: STATEMENT OF DEAN OR DIRECTOR OF BACCALAUREATE PROGRAM

I, _____, _____ of the
Title
_____ Program at _____, in _____, _____
College or University City State

certify that _____ is in the final stages of completion and is
Students Name

expected to graduate in _____, _____ with a _____
Month Year

Degree in: _____
(Degree)

Signature of Dean or Director

Date



APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Professional Reference Form

Instructions for the applicant: Please complete **Section I** and submit to the referencing individuals for completion. Additional copies of this form may be made and used as needed. Completed Professional Reference forms shall be submitted **in the unopened sealed envelopes** as part of your complete application packet.

Instructions for the reference: Please complete **Section II** and return the complete reference form in an envelope, **signed across the seal** and return to the applicant.

Section I: This section is to be completed by the applicant.

To: (Name of reference-please print) _____

From: (Name of Applicant-please print) _____

I am applying for licensure as an addiction counselor in the State of Kansas and I am required to provide information to support that application. This form, bearing my signature, gives my consent and authorization to release any and all information and/or documents that may be material to an evaluation of my merit of the public trust. I authorize the Behavioral Sciences Regulatory Board (BSRB) and its representatives to consult with you regarding my professional competence, character, ethical qualifications, health status, ability to work cooperatively with others and other qualifications for licensure.

I release from liability any and all individuals, institutions and organizations that provided information to the BSRB or its representatives, in substantial good faith and without malice, concerning my merit of the public trust and my qualifications for licensure. I consent to the inspection by the BSRB and its representatives of all documents that may be material to an evaluation of my qualifications and competence. I understand that this consent for release of information will be in effect for a period of one year from the date of consent.

Please mail this completed form directly to me in a sealed envelope with your signature across the seal. **Please be certain to seal the envelope and sign over the seal.** I am responsible for submitting to the BSRB the completed form in its sealed envelope as part of my application packet.

Signature of Applicant: _____ **Date:** _____

Section II:

Please answer **all** questions to the best of your knowledge. Return this completed form to the applicant in a sealed envelope with your signature across the seal of the envelope to insure confidentiality.

To qualify to serve as a professional reference, the referencing individual must be:

1. Unrelated to the applicant;
2. able to address the applicant's professional conduct, competence and merit of the public trust;
3. be authorized by law to practice addiction counseling or to practice in a related field;
4. one of the references must be from the individual that provided the on-site supervision of the practicum. If this person is unavailable the director of the program or a designated person who has knowledge of the applicant's practicum based on the applicant's program records.

Note: If you do not qualify to serve as a professional reference, please alert the applicant.

I. Professional Reference's Information:

- A. Name: _____
- B. Business Name: _____
- C. Street Address: _____
- D. City _____ State: _____ Zip: _____
- E. Phone: _____ Fax: _____
- F. Educational Background: _____ Professional Title: _____
- G. Do you hold a professional license? Yes _____ No _____ **If "yes", please answer the following questions.**
 - 1. Professional License held: _____ License #: _____
 - 2. State of Issuance: _____ Issuance Date: _____ Expiration Date: _____

II. Please circle yes or no to following questions.

- A. Were you the applicant's on-site practicum supervisor?
Yes No
- B. What relationship (such as employer, supervisor, co-worker, instructor) have you had with the applicant which has aided you in forming any opinion of his/her character:

- C. Have you supervised the applicant in a work setting?
Yes No If yes please list the dates you supervised the applicant.
Beginning Date: Month _____ Year _____ **Ending Date:** Month _____ Year _____
- D. Are you related by blood or marriage to the applicant?
Yes No If yes, please state relationship to the applicant. _____
- E. How long have you known the applicant? _____

III. Professional Reference's Knowledge of Applicant: (Please circle yes or no)

- A. Please consider the candidate's behavior in the following areas: good judgment, integrity, honesty, fairness, credibility, reliability, respect for others, respect for the laws of the state and nation, self-discipline, self-evaluation, initiative, and commitment to the addiction counseling profession and its values and ethics. Does the candidate, in your opinion, possess the moral standards and fitness required for working as an addiction counselor?
Yes No If your answer is "no", please elaborate in detail in an attached statement.
- B. Are you aware of any significant facts concerning the applicant's background that would reflect **unfavorably** on the applicant's character and fitness to practice addiction counseling?
Yes No If your answer is "yes", please state these facts in detail on an attached statement.
- C. Do you recommend the applicant for licensure to practice addiction counseling in Kansas?
Yes No If not, please elaborate in detail in an attached statement.
- D. **If you have known the applicant for less than 6 months** please list some specific examples of what you have witnessed that allows you to make the above mentioned determinations.

E. Please expand or add any comments or information that you believe will aid the Behavioral Sciences Regulatory Board (BSRB) in evaluating the applicant’s ability to practice addiction counseling and merit of public trust for licensure as an addiction counselor in Kansas.

IV. Professional Reference’s Attestation:

Reference’s Attestation: I certify the foregoing answers and information furnished above are given in good faith with the understanding that it will be utilized for purposes of determining the applicant’s ability to practice addiction counseling and merit of the public trust in order to be licensed as an addiction counselor in the State of Kansas. Any response or information I have provided is true and correct to the best of my knowledge and belief. Where I have relied upon other sources of information, they are only those which I believe to be accurate and reliable.

Signature: _____ **Date:** _____

APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Out-Of-State Verification Form

Instructions for the applicant: Please complete **Section I** and submit to the out-of-state board for completion. Additional copies of this form may be made and used as needed by the applicant.

Instructions for the representative of the out-of-state board: Please complete **Section II** and return directly to the Board office at the address above.

I. Applicant Information

I, _____, am applying for addiction counseling licensure in the state of Kansas. In order to be considered for licensure in Kansas, I am required to provide official documentation related to my credential status and standing in your state. Accordingly, I am requesting that you complete Section 2 below, AND RETURN TO the Kansas Behavioral Sciences Regulatory Board (BSRB).

- A. Name under which my license was issued: _____
- B. Name under which my license was issued (if different): _____
- C. Licensure Type: _____ Licensure Number: _____
- D. Issue Date: _____ Expiration Date: _____
- E. Signature: _____ Date: _____

II. Statement from Out-Of-State Board

- A. Name appearing on license in your state: _____
- B. Licensure Type: _____ License Number: _____
- C. Date Issued: _____ Date of Expiration: _____
- D. Level of Licensure (baccalaureate, masters, clinical): _____
- E. Licensed by: Examination: _____ Reciprocity: _____ Grandfathered: _____
Other (Specify): _____

F. If Licensed by Exam:

Name of Exam: _____
Exam Level: _____ Date of Exam: _____
Score Received - Raw: _____ Scaled: _____ Percent: _____ State Cutoff Score: _____

G. Is License in good standing? Yes _____ No _____ **If “No”, please attach copies of all releasable information and state reason(s):** _____

H. Has License been Revoked or Suspended? Yes _____ No _____ **If “Yes”, please attach copies of all releasable information and state reason(s):** _____

I. Additional comments: _____

Printed Name of State Board Representative: _____

Signature: _____ **Date:** _____

Official Title/Position: _____

Name of State Board: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax Number:** _____

Upon completion, please return this form directly to:

**Behavioral Sciences Regulatory Board
700 S.W. Harrison St, Ste-420
Topeka, KS 66603-3929**

State Seal

Appendix A

Payment Instructions

1. Individuals wishing to submit payments to the BSRB using a credit card or electronic check should:
 - a. visit the BSRB website at ksbsrb.ks.gov
 - b. select the “SERVICES” drop-down tab from the top of the home screen, and
 - c. click on the “Make A Payment” link. From this page, you will be asked to provide information allowing us to identify the applicant, select the item you wish to pay for, and you will be able to make a payment for that item.

For use of the secure payment platform, the state of Kansas charges a 2.5 percent processing fee for credit card payments or a \$1.50 flat fee for use of an electronic check. After completing payment, you will receive a confirmation e-mail to confirm your payment.

2. Individuals wishing to submit payments to the BSRB office using a check or money order may continue to mail payments to the Behavioral Sciences Regulatory Board, 700 SW Harrison St., Ste. 420, Topeka, KS 66603. There is no additional fee for processing checks or money orders sent to the BSRB office.

The application fee may be paid before or after you submit your application. The application will not be processed until the fee has been received.