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# Scott Schwab

## Kansas Secretary of State

### Agency 102

#### Behavioral Sciences Regulatory Board

##### Article 3.—Professional Counselors; Fees

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- 102-3-11a. Documentation for continuing education.** Any of the following original, signed forms of documentation shall be accepted as proof of completion of a continuing education activity: (a) A passing course grade for an academic credit course;
- (b) a signed statement, by the instructor, of actual hours attended for an audited academic course;
- (c) a signed statement of attendance from the provider of the institute, symposium, workshop, or seminar;
- (d) a copy of the article or book chapter and verification of publication or written presentation at a professional meeting. These materials shall be submitted to the board for evaluation and certification or the number of hours of continuing education credit to be granted;
- (e) a copy of the academic course syllabus and verification that the course was presented;
- (f) a copy of a letter from the presentation sponsor or a copy of the brochure announcing the licensee as the presenter, the agenda of the presentation, and verification that the workshop, seminar, or program was presented;
- (g) a letter from the board giving approval for retroactive continuing education credit;

(h) written verification from the university practicum or intern instructor or other official training director that the licensee supervised undergraduate or graduate students or from the supervisee that the licensee provided supervision;


(i) a copy of the self-directed project. This copy shall be submitted to the board for evaluation and certification of the number of continuing education credit hours to be granted; or


(j) the media format, content title, presenter or sponsor, content description, run time, and activity date when videotapes, audiotapes, computerized interactive learning modules, or telecasts were utilized for continuing education purposes. (Authorized by K.S.A. 1996 Supp. 74-7507; implementing K.S.A. 1996 Supp. 65-5806; effective Dec. 19, 1997.)

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## Kansas Secretary of State

 Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612-1594

 785-296-4564

 [kssos@ks.gov](mailto:kssos@ks.gov)

 8:00 a.m. to 5:00 p.m.

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 785-296-4564

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