

# Path to Licensure (Clinical)

## Step 1: Apply for Licensure (Applicant)

1. Application forms are available at [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov) Click on forms. Locate the appropriate profession and click on the clinical licensure application.
2. Complete the application and pay the \$50 application fee through
  - The Online Payment Portal
  - Check, or Money Order attached to the application when sent via mail.
3. Applicants can mail applications to the Board Office or email to the main email inbox at [bsrb@ks.gov](mailto:bsrb@ks.gov)

## Step 2: Receiving an Application (Staff)

1. The mail and email inbox are checked daily.
2. **Mail:** When an application is received by mail all materials are removed from the envelope and placed in a color-coordinated file folder based on profession.  
**Email:** When an application is received by email. The application is printed and placed in a color-coordinated file based on profession.
3. A name tab is attached, and the payment portal is checked if payment was not included with the application.
4. Once payment has been checked the application will be entered into the licensing system.
5. An email with a registration code will be sent to the applicant so they can check on their application status.
6. The application is given to the Licensing Specialist for review.

For Emailed Applications: Attachments, such as References or Attestations, if mailed separately from the application, need to be submitted in a sealed envelope. If emailed, they must be sent directly from the person who completed it, not the applicant

If the application fee is not paid, applications will still be entered. The applicant will be emailed for payment by staff and payment is requested in the 15-day letter if payment has not been received.

## Step 3: Review Process (Staff)

The Licensing Specialist will review the application and any required documentation.

### Send with Application

- ✓ Application Fee
- ✓ Supervisor's attestation(s)
- ✓ Three Professional References (Social Work only)

Note: Additional documentation is required if the applicant has not been licensed by the BSRB previously. Please see the application instructions for further information on the required documents.

If any of this information is not included or is incomplete the licensing specialist will email or call the applicant (or reference if needed) if the information is not received a reminder will be sent as part of the 15-day letter.

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## **Step 3: Review Process Cont. (Applicant)**

Additional information sent to the Board by their University, State Board, or Examination Company.

- ✓ Out of State Clearance (if licensed in another state)
- ✓ Exam Scores (if taken in another state.)
- ✓ Transcripts (if BSRB does not already have them)

### **(Staff)**

- When the applicable documents are received, they are reviewed and entered in the database.

## **Step 4: Education/Practicum (Staff)**

- If the applicant has an approved training plan, the education and practicum requirements have already been reviewed.
- If the applicant accrued hours in another state, then education and practicum requirements (which vary by profession) will be reviewed. Additional documentation is necessary.

## **Step 5: Examination (Applicant)**

Once the application is approved the testing company and the applicant will be notified that they are approved to test.

### **(Staff)**

Scores are sent to the Board by the exam company. Applicants with passing scores will be emailed the Original License Request Form.

## **Step 6: Original License**

### **(Applicant)**

The applicant must submit the completed Original License Request Form (OLR) to the Board with the \$150 license fee.

### **(Staff)**

1. When the OLR and payment are received the applicant's license is issued.
2. Wallet cards will be emailed to the licensee.
3. License Wall Certificates are printed and mailed to the licensee.