

Sam Brownback
Governor

Max L. Foster, Jr.
Executive Director



700 SW Harrison St. Suite 420
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(785) 296-3240
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www.ksbsrb.ks.gov

ADDICTION COUNSELING LICENSURE GRANDPARENTING APPLICATION

Instructions

This form may only be completed if you hold or have held, between July 1, 2008 and June 30, 2011, an AAPS Credential, CADC I, II, or III, or RAODAC in the State of Kansas.

You must submit a complete application, which includes the following materials, or your application will be returned to you.

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

- 1. Application:** Please answer all questions on the application completely and accurately. If you answer yes to any questions in section VI, Background Information, additional information will be requested. If you have had any convictions, a background check will need to be sent directly to the Board from any state in which there was a conviction. This background check needs to be sent from the Kansas Bureau of Investigations (KBI), or the equivalent agency from any state where a conviction occurred. The background check may be sent to the Board office prior to your application.
- 2. Fee:** The \$100.00 application fee must accompany your application. Make check or money order payable to "Behavioral Sciences Regulatory Board" or "BSRB". Credit card or cash, for the exact amount, are also accepted. **ALL FEES ARE NON-REFUNDABLE.**
- 3. Professional References:** Two 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 two 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 or your application will be returned. (see example on second page of instructions)**
 - b)** Each reference must be authorized to engage in the practice of addiction counseling or a related field. ¹
 - c)** The references cannot be related to you and must be able to address your competence to perform the duties of an addiction counselor.
- 4. Continuing Education:** You are required to have completed two hours each of continuing education (CE) in ethics, confidentiality, and infectious disease during the three years immediately preceding your application. Submit your certificates of attendance or a copy of your transcript, with your application, to show proof that this requirement has been met. College credit may be used to meet this CE requirement.
- 5. Kansas-Addiction Counseling Credential:** You are required to hold or to have held, within the last three years, an AAPS credential, CADC I, II, or III, or a RAODAC in the State of Kansas,

¹ "Related field" may include, but is not limited to, education, criminal justice, counseling, healing arts, human development and family studies, human services, marriage and family therapy, nursing, psychology, social work, or theology.

- 6. Out-of-State Verification:** If you are or have ever been licensed, registered, or certified in one of the behavioral or health sciences in another state, a letter of good standing will need to be sent from the other state(s). This letter needs to be submitted directly to the Board office. **Only letters received directly from the other state(s) can be accepted.**
- 7. Review:** It is extremely important for you to understand that the Board cannot determine whether you are eligible for a license until all of the application materials have been received and approved by the Board office.

Please allow 30 days for review of your application. **When your application has been reviewed you will be notified of your eligibility by mail or email.**

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

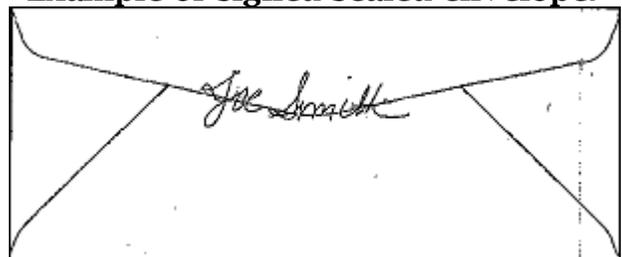
- The completed and signed application form.
- The application fee of \$100.00 made payable to BSRB by cash, check, money order, or credit card. Do not send the Original License fee with your application. It will be requested when you have been approved for licensure.
- The two (2) completed Professional Reference Forms in their signed sealed envelopes to verify the seal hasn't been broken.
- Proof of completion of the required CEU's.

Please submit a complete application or your application will be returned to you.

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

- A letter of good standing, if ever licensed in another state.

Example of signed sealed envelope:



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ADDICTION COUNSELING GRANDPARENTING LICENSURE APPLICATION (LAC)

Application

Application Fee as of January 1, 2012: \$100.00 cash, credit card, check, or money order payable to BSRB

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

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: _____

Address of Record: (Note: The address of record is not required. It is a separate address that will be kept on file to be given out when requested by the public through the Kansas Open Records Act. If you do not indicate an address of record, your preferred mailing address will be used.)

Street Address: _____

City: _____ State: _____ Zip+4: _____

****Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP)****

Are you willing to be included on a registry of potential volunteers to provide your professional services during an emergency? **Please check all that apply.**

Within your county of residence: _____ Within 75 miles of your residence: _____
Anywhere in the State of Kansas: _____ Outside of the State of Kansas: _____

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

A. Please provide the following information regarding your addiction counselor credential:

- 1. Name of Kansas credential: _____
- 2. Issue Date: _____ Expiration Date: _____ (please attach additional sheet if needed)
- 3. Under what name: _____

B. Have you ever filed **any** application for licensure or registration in Kansas other than the credential listed above in question A?

Yes No If "yes", please answer the following questions:

- 1. When: _____ For which credential: _____
- 2. Under what name: _____
- 3. Did you receive a license or registration under this application: **Yes No**

C. 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. 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) submit a letter of good standing directly to the board office.

III. Educational Information:

A. List all educational institutions you attended beyond secondary level, their locations, the date of the degree(s) and the degree(s) granted. For additional education information please attach a separate sheet.

- 1. Name of School: _____
- 2. Location of School: _____
- 3. Degree Received: _____ Date of Degree: _____

IV. References' Requirements:

A. Each applicant shall submit two completed reference forms, in their **sealed (signed across the seal)** envelopes, with your complete application. Your references should meet the guidelines as specified below:

- 1. The professional references must be authorized to engage in the practice of addiction counseling or to practice in a related field.
- 2. The professional references cannot be related to you and must be able to address your competence to perform the duties of an addiction counselor.

B. References:

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

Names	Credentials	Agency and Address	Phone Number

V. Continuing Education:

Please answer the following questions regarding the continuing education you have completed. You will need to submit your certificates of attendance or a copy of your transcript, with your application, to show proof that this requirement has been met.

Type	Title of Course	Number of Hours	Date of Completion
Ethics			
Confidentiality			
Infectious Disease			

VI. Background Information:

Please **circle** either “yes” or “no” to the following questions. **If you answer “yes”**, please attach a detailed written explanation. Additionally, if you have been convicted of a crime a criminal background check will be required. See the instruction page for more information.

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

VII. 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
- 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 ADDICTION COUNSELING GRANDPARENTING 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 signed, sealed envelopes** as part of your complete application packet.

Instructions for the reference: Please complete **Section II**. Place the completed reference form in an envelope, **sign 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. authorized to engage in the practice of addiction counseling or to practice in a related field.

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 Credential? Yes _____ No _____ **If "yes", please answer the following questions.**
 - 1. Professional Credential Held: _____ Credential #: _____
 - 2. State of Issuance: _____ Issuance Date: _____ Expiration Date: _____

II. Please circle yes or no to following questions.

- A. 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:

- B. 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 _____
- C. Are you related by blood or marriage to the applicant?
Yes No If yes, please state relationship to the applicant. _____
- D. 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 your answer is "no", 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:** _____

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Credit Card Payment Form

Only complete when paying by credit card.

The credit cards accepted are American Express, Discover, MasterCard and Visa.

Amount of Purchase: \$ _____

Credit Card: American Express _____ Discover _____
MasterCard _____ Visa _____

Credit Card Acct. # _____

Credit Card Expiration Date ____ / ____

Name as it appears on the card _____

Signature: _____ Date _____

For Office Use Only:

Approval Number _____ **Date** _____