

INSTRUCTIONS FOR LICENSURE APPLICATION THROUGH RECIPROCITY – LAC or LMAC

1. *To apply for the Kansas Licensed Addiction Counselor (LAC) OR Licensed Master's Addiction Counselor (LMAC) through reciprocity, you must hold, in another state, an active addiction counselor license, registration, or certification at the level you are applying for in Kansas.*
2. **Criminal Conviction/s** - You are required to report the following convictions:
 - A. Conviction of any felony
 - B. Conviction of any misdemeanor crime against a person

Either of the above listed convictions will require you to complete the Conviction Packet. You may click on this link to download the: [Conviction Packet](#) or you may find this packet on our website, www.ksbsrb.ks.gov under forms. You must return the required documentation with your application packet. **Your application will not be reviewed without this information.** Your application will require a determination from the full Board on eligibility for licensure. **Please allow extra time for a decision to be made on your application.**

3. **Email.** The BSRB requires that you provide an email address. Email is the Board's primary method of communication. If you change your email address, update your information with the Board office right away.
4. This application is for the LAC or LMAC. These two levels of license are not a clinical level of licensure. An LAC cannot diagnose substance use disorders and the LMAC may only diagnose substance use disorders under the direction or supervision of someone who holds a clinical/independent level of licensure in the state of Kansas. Please review the statutes and regulations for a detailed explanation of the levels of licensure as well as requirements for licensure. If you meet the requirements and wish to be licensed at the clinical level (LCAC), which allows for the diagnosis of substance use disorders. Please download and complete the Application through Reciprocity for LCAC.

5. Requirements for Licensure Through Reciprocity

Route 1) Standards of your state's requirements are substantially equivalent to Kansas requirements for licensure as an LAC or LMAC. Please see K.S.A. 65-6610 for licensure requirements. Detailed requirements may be found in the regulations, which may be found on our website. At least a baccalaureate degree if applying for the LAC. At least a master's degree if applying for the LMAC.

Route 2) A. Continuous registration, certification or licensure to practice addiction counseling for at least 48 of the 54 months immediately preceding the date of application for reciprocity with Kansas. This must include the minimum professional experience required by the Board.

- Minimum professional experience is determined to be at least 15 hours of work experience per week for 9 months during each of the 4 years immediately preceding the date of application. Submit Attachment B attesting to your professional work experience.

- B. Absence of disciplinary action of a serious nature brought by a registration, certification or licensing Board. This will be attested to on Attachment A and should be completed by your licensing agency.
- C. At least a baccalaureate degree if applying for the LAC. At least a master's degree if applying for the LMAC.

6. Verification of License: The Board must receive a verification of license from every state or jurisdiction in which you hold, or have held a license, certificate, or registration. This verification must be sent from the other state board directly to the BSRB. Exceptions are made when the other state agencies will not send written verifications. Please include a note letting us know if your state does not send written verifications. Within the reciprocity application packet, you will find a License Verification form for your use. If the BSRB does not receive information regarding your education and passing of the ASWB exam, you will be required to have the following documents sent directly to the Board office.

A. An official transcript sent directly from your college or university to the Board office.

B. An official score report sent directly from the examination company to the Board office.

These documents will not be accepted if submitted by the applicant rather than the issuing institutions.

7. Fees:

A. Application Fee. Instructions for paying the \$50.00 application fee may be found on **Appendix A. Fees Are Non-Refundable.**

B. Original Licensure Fee. You will be required to pay an Original License fee before your license will be issued. The fee for the original license, will be requested when you have been approved for licensure. *Do not send the license fee with your application.*

You will receive an email conformation when your application has been received and entered in our system. Included in this email is a user ID number that will be used to create an account in the system. This will allow you to follow your application online and see which documents have been received and what is still needed.

Applications are reviewed in the order in which they were received. We are unable to expedite any applications, except those for military and military spouse.

Allow 30 days for review of your completed application packet.

You may check the status of your application on our website www.ksbsrb.ks.gov, under "Services / Application Status Check." Or click this link: [HTTPS://KSBSRB.KS.GOV/SERVICES/ONLINE-APPLICATION-STATUS-CHECK](https://ksbsrb.ks.gov/services/online-application-status-check)

Application Checklist

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

- The completed application form;
- If you are applying using Route 2 – Attachment B
- The application fee of \$50.00 - See Appendix A

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:

- Attachment A = Out-of-State Clearance form, submitted directly by any state or jurisdiction which you hold or have held a license, registration, or certification.
- Transcript, if your licensing board will not provide your education information.

Behavioral Sciences Regulatory Board
700 SW Harrison St. Suite 420
Topeka, KS 66603-3929



Phone: 785-296-3240
Fax: 785-296-3112
www.ksbsrb.ks.gov

David B. Fye, JD, Executive Director

Laura Kelly, Governor

LICENSURE APPLICATION THROUGH RECIPROCITY LAC or LMAC

Application Fee: \$50.00 please see Appendix A

This application is only for applicants who are licensed, registered, or certified in another state to practice addiction counseling and are applying under the reciprocity statute.

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.)

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: _____

- A. Are you a military servicemember (a current member of any branch of the United States armed services, United States military reserves or national guard of any state, or a former member with an honorable discharge) Yes _____ No _____
(If yes, please provide a copy of your military ID, a copy of your DD-214, or other proof of military service.)
- B. Are you a military spouse (the spouse of a military servicemember)? Yes _____ No _____
(If yes, please provide a copy of your military ID, DD-214, or other proof of military service.)
- C. Have you established residency in the State of Kansas? Yes _____ No _____
- D. If no, do you intend to establish residency in the State Kansas? Yes _____ No _____
If "Yes" please explain: _____

II. Information on Previous Licensure:

- A. Do you currently hold a certificate, registration or license to practice in addiction counseling in another state or jurisdiction? Yes _____ No _____

If "yes", please answer the following questions:

- Under what name: _____
- For which state: _____ License Number: _____
- For which credential: _____ Is this a clinical level? Yes _____ No _____
- Does this credential allow you to practice independently, including the diagnosis and treatment of substance use disorders? Yes _____ No _____
- Date Issued: _____ Expiration Date: _____
- Was this continuous licensure? Yes _____ No _____
If no, what period of time where you NOT licensed: _____

B. Have you ever filed any application for licensure or registration in Kansas? Yes___ No___
If "yes", please answer the following questions:

1. Under what name: _____
2. When: _____ For which credential: _____ Did you receive a license? Yes___ No___

We must receive an Out-Of-State Clearance form from all states in which you hold or have held a license, registration, or certification. This is not limited to addiction counseling.

III. Merit of the Public Trust:

A. If you answer yes to question 1 and/or 2, regarding convictions, you are required to complete the Conviction Packet. Click on this link to download [Conviction Packet](#) or you may find this packet on our website, www.ksbsrb.ks.gov under forms. See # 2 in the instructions.

1. Have you ever been convicted of a felony? Yes___ No___
2. Have you ever been convicted of a misdemeanor crime against a person? Yes___ No___

B. If you answer "Yes" to any of the following questions, **you are required to submit as part of your application a signed, dated, type-written explanation that gives specific details including disposition of the matter.**

Your application will not be processed without this information.

3. Have you ever had a complaint filed with a professional association or a certifying, licensing, or registering body against you for alleged unethical behavior or unprofessional conduct? Yes___ No___
4. Have you ever had disciplinary action taken against you for unethical behavior, unprofessional conduct or any other grounds? Yes___ No___
5. Have you used any alcohol, narcotic, barbiturate or 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___
4. 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___
5. 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___
6. 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___
7. Has any state, jurisdiction, providence, or professional organization denied your application for credentials or professional membership? Yes___ No___
8. Have you ever been sued for malpractice, or agreed to pay a settlement in a malpractice suit? Yes___ No___
9. 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___

IV. Educational Qualifications:

A. Transcript(s):

All transcripts must be sent directly from your college or university to the Board office. The Board cannot accept any transcripts received from the applicant.

You are required to provide verification of your degree. This may be verified by the licensing agency in your state or jurisdiction on the Out-Of-State Clearance form. However, if the licensing agency will not provide this information you are required to have an official transcript submitted directly to the Board office from your university or college.

B. List all colleges or universities you have attended and at what level:

INSTITUTION	DATES OF ATTENDANCE From - To	MAJOR/AREA OF CONCENTRATION	DEGREE RECEIVED	DATE DEGREE CONFERRED

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

VI. Examination:

Did you complete the national Examination for your profession? Yes ___ No ___

If you answered "yes" please answer the following:

1. Name of examination: _____ Who Administers the examination: _____
2. What level of examination did you complete: _____
3. Through what state or jurisdiction: _____ Date exam was taken: _____
4. Did you pass in your jurisdiction? Yes ___ No ___ Score Received: _____

Be sure to request verification of your passing score on Attachment A or scores may be sent to the Board office directly from the examination service. Some state boards will not verify exam scores.

VIII. Applicant's Attestation:

- A. I have reviewed the licensure eligibility requirements prior to submitting this application. Yes ___ No ___
- B. I have completed the application materials and procedures honestly and in good faith. Yes ___ No ___
- C. I understand that the members and staff of BSRB are compelled by law to uphold, implement and enforce the licensure statutes and regulations as written. Yes ___ No ___
- D. I understand that all state records pertaining to application and licensure may be used to conduct research or program evaluation, but any such research will not personally identify the applicants or licensees, either directly or indirectly. Yes ___ No ___
- E. 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 licensure renewal. Yes ___ No ___

- E. I **have read** and am familiar with the appropriate statutes and regulations governing the practice of the professional license for which I am applying. Yes____ No____
- F. I understand that **once the Board receives my application I am bound by, and will abide by, the statutes and regulations** governing the profession of the license for which I am applying Yes____ No____

Signature: _____ Date: _____



APPLICATION FOR LICENSURE THROUGH RECIPROCITY

Attachment A - Out-of-State Clearance Form

Instructions:

Section 1 is to be completed by the applicant and sent to the state or jurisdiction in which a license, registration, or certification is held or has been held. Additional copies of this form may be made and used as needed by the applicant. Section 2 is to be completed by a representative of your licensing board and returned directly to the Behavioral Sciences Regulatory Board.

I. SECTION 1: This section is to be completed by the applicant:

- A. Name: _____
- B. Last four of Social Security #: _____ Date of Birth: _____
- C. Maiden or other name in which license was issued: _____
- D. Type of Credential held in the other state _____
- E. Type or Field of Practice: _____
- F. License Number: _____
- G. Date of Issuance: _____
- H. Date of Expiration: _____
- I. Level of Licensure (Baccalaureate, Masters, Doctorate): _____
- J. Current licensing requirements to be submitted with out of state clearance form ? **Yes** ____ **No** ____
If you are applying for licensure through "substantially equivalent" licensing requirements, your current licensing agency will need to provide current licensing requirements with this form.

II. SECTION 2: This section is to be completed by the State Board. Upon completion, please return this form to: BSRB, 700 S.W. Harrison St., Ste. 420, Topeka, KS 66603-3929.

- A. Type of Credential (please circle applicable designation): Licensure ____ Registration ____ Certification ____
- B. Type or Field of Practice: _____
- C. Lic/Reg/Cert Title _____ Lic/Reg/Cert Number: _____
- D. Date Issued: _____ Date of Expiration: _____
- E. Did license ever lapse or expire prior to date of expiration listed in letter "D"? **Yes** ____ **No** ____
If yes, please explain _____
- F. Level of Lic/Reg/Cert (Baccalaureate, Masters, Doctorate): _____
- G. Does this license allow independent practice including the diagnosis and treatment of substance use disorders? **Yes** ____ **No** ____
- H. Is Lic/Reg/Cert in Good Standing? **Yes** ____ **No** ____ If "no", please state reason(s):

I. Has the Lic/Reg/Cert ever been suspended or revoked? **Yes**____ **No**____ If **“yes”**, please state reason(s):

J. Has the Lic/Reg/Cert ever been surrendered voluntarily in lieu of an investigation? **Yes**____ **No**____
If **“yes”**, please explain:

K. Degree Information:

University or College where degree was granted _____

What Degree did the licensee receive _____ Major _____

Date Degree Received _____

L. Examination Information:

Name of examination taken _____

Who Administered the examination _____

What level of examination did the licensee complete _____

Through what state or jurisdiction _____ Date exam was taken _____

Required score to pass _____ Score Received _____ Passed? **Yes** __ **No** __

N. Additional Comments:

Signature of State Board Representative: _____ Date: _____

Printed Name: _____

Official Title/Position: _____

State or Jurisdiction: _____

Agency: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____



APPLICATION FOR LICENSURE THROUGH RECIPROCITY
Attachment B - ATTESTATION OF PROFESSIONAL PRACTICE IN ADDICTION COUNSELING

I. Please complete the following information:

Applicant Name: _____

Lic/Reg/Cert Type: _____ Lic/Reg/Cert #: _____

I _____, attest that I have engaged the professional practice of addiction counseling an average of at least 15 hours per week for 9 months during each of the 5 years immediately preceding the date of this application for licensure through reciprocity.

Please provide the requested information for each work site you where you have practiced during the five years immediately preceding the date of this application. Attach an additional sheet if necessary.

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Dates and Hours Worked at This Site: _____
Start Date End Date Number of hours worked per week

Business Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Dates and Hours Worked at This Site: _____
Start Date End Date Number of hours worked per week

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Dates and Hours Worked at This Site: _____
Start Date End Date Number of hours worked per week

II. Signature

Signature of Applicant: _____ Date: _____

Printed Name: _____



David B. Fye, JD, Executive Director

Laura Kelly, Governor

Appendix A

Payment Instructions

1. Individuals wishing to submit payments to the BSRB using a credit card or electronic check should:

- (1) visit the BSRB website at ksbsrb.ks.gov
- (2) select the "SERVICES" drop-down tab from the top of the home screen, and
- (3) 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-by-mail or with a 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-by-mail 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.

For Office Use Only:

Approval Number _____ **Date** _____