

## Information for Reinstatement of Masters Level Psychology and Clinical Psychotherapist Licenses

If an LMLP or LCP license is allowed to lapse through lack of renewal, the license must be reinstated, regardless of the amount of time that has elapsed since the license expired.

You are required to submit documentation of continuing education totaling 50 hours within the 2 years immediately prior to applying for reinstatement of your license. This documentation must include 3 hours of training in professional ethics, and 6 hours of Diagnosis and Treatment for all levels of license. This continuing education must meet all current definitions of continuing education, and focus on master's level psychology skills, values, practice or knowledge.

The reinstatement process may NOT be circumvented by applying for a new license with a request for waiver of the examination.

In order to reinstate your license, you must submit the following materials to the Board office for review:

- The completed and signed Application for Reinstatement of LMLP or LCP license
- Fees for LMLP \$200.00, which includes \$100.00 for late renewal, and \$100.00 for reinstatement of license.
- Fees for LCP \$250.00, which includes \$125.00 for late renewal, and \$125.00 for reinstatement of license.
- This fee must be submitted at the time of application for reinstatement, and is payable by check or money order made out to Behavioral Sciences Regulatory Board, credit card or cash.
- The completed and signed Continuing Education Report Form with **original certificates of attendance** and all other supporting documentation for continuing education. **If you would like your original certificates returned, please include a self-addressed stamped envelope.**

If you have questions about the reinstatement process, please feel free to contact the Board office, or visit the website at [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov) for further information.

Behavioral Sciences Regulatory Board  
700 SW Harrison St. Suite 420  
Topeka, KS 66603-3929  
Max L. Foster, Jr., Executive Director



Phone: 785-296-3240  
Fax: 785-296-3112  
[www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)  
Laura Kelly, Governor

## APPLICATION FOR REINSTATEMENT OF MASTERS LEVEL PSYCHOLOGY OR CLINICAL PSYCHOTHERAPY LICENSE

Reinstatement fees are as followed:

LMLP	\$200.00	\$100.00 for late renewal, and \$100.00 for reinstatement of license
LCP	\$250.00	\$125.00 for late renewal, and \$125.00 for reinstatement of license

### DO NOT WRITE IN THIS AREA – FOR BOARD USE ONLY

CE Hours Approved: \_\_\_\_\_ CE Requirements Met: \_\_\_\_\_  
CE Hours Short: \_\_\_\_\_ Initials \_\_\_\_\_

### PLEASE TYPE OR PRINT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Name under which license was issued: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Preferred mailing address? Home \_\_\_\_\_ Business \_\_\_\_\_ Preferred E-mail address: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ County: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Cell phone #: ( ) \_\_\_\_\_

Business Name / Agency \_\_\_\_\_

Address Street: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ County: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

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.)*

Address of Record: \_\_\_\_\_  
Street Apt # City State Zip+4

Length of Employment \_\_\_\_\_ Have you been continuously employed? \_\_\_\_\_

In your current job, do you participate in the delivery of masters level psychology services? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of supervisor \_\_\_\_\_

Please explain why you allowed your masters level psychology license to expire:

Are you licensed to practice in a State other than Kansas? \_\_\_\_\_

If yes, provide State, license type and number \_\_\_\_\_

## **Section I – Reinstatement Background Information:**

**-- If you answer yes to any of the following questions, YOU MUST GIVE DETAILS ON A SEPARATE SHEET OF PAPER AND SUBMIT WITH YOUR REINSTATMENT.**

1. Have you been convicted of a felony since your last renewal? Yes\_\_\_\_ No \_\_\_\_
2. Have you been accused of unethical behavior or unprofessional conduct since your last renewal? Yes \_\_\_\_ No \_\_\_\_
3. Has your employment been terminated or suspended for any form of misfeasance, malfeasance, or nonfeasance since your last renewal? Yes\_\_\_\_ No \_\_\_\_ If yes, give details on a separate sheet and attach.
4. Have you been rejected for membership in a professional organization since your last renewal? Yes\_\_\_\_ No \_\_\_\_ If yes, give details on a separate sheet and attach.
5. Has your membership in a professional organization been revoked since your last renewal? Yes \_\_\_\_ No \_\_\_\_ If yes, give details on a separate sheet and attach.
6. Have you been censured by a professional organization of which you were a member since your last renewal? Yes\_\_\_\_ No \_\_\_\_ If yes, give details on a separate sheet and attach.
7. Has your license, granted by this state or any other state for the practice of masters level psychology or practice in any of the behavioral sciences been limited, restricted, suspended, revoked or subjected to other disciplinary action since your last renewal? Yes\_\_\_\_ No \_\_\_\_ If yes, give details on a separate sheet and attach.
8. Are you currently offering masters level psychology services in Kansas under supervision? Yes\_\_\_\_ No\_\_\_\_ If yes, please give details on a separate sheet and attach.
9. Are you currently offering services in private practice in Kansas without supervision? Yes \_\_\_\_ No \_\_\_\_ If yes, please give details on a separate sheet and attach.
10. Since your license expired, have you represented yourself in Kansas as a master's level psychologist? Yes \_\_\_\_ No \_\_\_\_ If yes, please give details on a separate sheet and attach.
11. Since your masters level psychologist license expired, have you or your employer billed any individual or any insurance, including Medicare or Medicaid, for masters level psychology or related services you provided in Kansas? Yes\_\_\_\_ No\_\_\_\_ If yes, please give details on a separate sheet and attach.

## **Section II – Reinstatement Applicant's Attestation:**

I affirm that, as part of the reinstatement process, I have read the Kansas Statutes and Rules and Regulations governing the practice of masters level psychology and the Continuing Education Guidelines for the State of Kansas.

Yes\_\_\_\_ No\_\_\_\_

I further affirm that I agree to abide by the statutes, rules, regulations, and to practice as a masters level psychologist does accordingly. I understand that failure to do so can result in a disciplinary action taken against my license in accordance with the Kansas Administrative Procedures Act. Yes\_\_\_\_ No\_\_\_\_

I attest that, to the best of my knowledge, the information provided herein and on the other submitted reinstatement materials is true and correct. I understand that making a materially false statement or failing to disclose a material fact in conjunction with an application for licensure, including reinstatement, may result in adverse board action against the license. Yes\_\_\_\_ No\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



**Other Continuing Education Continued.....**

Title of course / workshop Or other CE activity:	Date (s) attendance	Type of activity workshop/college course	Presenter	Hours claimed
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**TOTAL HOURS CLAIMED: \_\_\_\_\_**

REINSTATEMENT APPLICANT PLEASE READ CAREFULLY BEFORE SIGNING ATTESTATION

**I understand that in signing this document I am attesting that the information is accurate. I further understand it is unlawful to attempt to obtain licensure through false statements or fraudulent misrepresentation. I understand that upon proof of fraud, deceit, or any other act of unprofessional conduct in relationship to my licensure reinstatement application the board may suspend, limit, revoke, condition, fine or refuse to renew my license.**

Applicants Signature: \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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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 \_\_\_\_\_