

**Temporary Permit Application
For Out-Of-State Independent Clinical Professional Counselors**

Instructions

Applications should be submitted at least one week prior to the date needed.

This application should be used by Out-Of-State Licensed Professional Counselors, whose license allows for the independent clinical practice of professional counseling, who wish to provide services in the State of Kansas or for the residents of Kansas, for a limited amount of time.

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

- 1. Application:** Please answer all questions on the application completely and accurately.
- 2. Fee:** The \$200.00 application fee must accompany your application. Make checks or money orders payable to "Behavioral Sciences Regulatory Board" or "BSRB". Credit cards are also accepted. **ALL FEES ARE NON-REFUNDABLE.**
- 3. Verification:** The Board office will attempt to verify your license(s) on-line. If this service is not available on your state licensing board's website you will need to request a verification of your license(s) be sent directly to the BSRB office. **You must have an active license that is in good standing in order to be eligible for this temporary permit.**
- 4. Review:** It is extremely important for you to understand that the Board cannot determine whether you are eligible for the temporary permit until all of the application materials have been received and approved by the Board office. Please allow one week for your application to be reviewed.
- 5. Temporary Permit:** If approved, your temporary permit will be effective on the date of approval by the Board and shall expire on December 31 of that year. This temporary permit allows you to engage in the independent practice of clinical professional counseling for a maximum of 15 days. Any clinical professional counseling services rendered within any 24-hour period shall count as one entire day of clinical professional counseling services.
- 6. Extension of Temporary Permit:** If necessary, your temporary permit may be extended for an additional 15 days within the calendar year. This request must be made in writing and should be accompanied by the \$200.00 extension fee. *This would not affect your eligibility for a temporary permit in the following calendar year.*

Please submit your signed application with the application fee to:

bsrb@ks.gov
Behavioral Sciences Regulatory Board
700 S.W. Harrison St., Ste. 420
Topeka, KS 66603

E. Is this license in good standing? **Yes** _____ **No** _____

F. Please list the person or agency that has requested your services in Kansas: _____

G. What services will you be providing in Kansas or for Kansas residents? _____

H. How long do you plan to provide the above stated services? _____
▪ Start date Month: _____ Day: _____ Year: _____
▪ End date Month: _____ Day: _____ Year: _____

I. Please list the address to which you wish to have your temporary permit mailed (if different from preferred mailing address): _____

J. ***Please include a copy of your current license(s) with this application.***

K. I understand that if a temporary permit is issued to me by the State of Kansas I shall be deemed to have submitted to the jurisdiction of the board and shall be bound by the statutes and regulations that govern the practice of clinical addiction counseling in the State of Kansas. **Yes** _____ **No** _____

III. **Applicant's attestation.**

I understand in signing this document I attest that, to the best of my knowledge, the information provided herein is true and correct. I further understand that it is unlawful to attempt to obtain licensure through fraudulent misrepresentation.

SIGNATURE

DATE

Please email this form to bsrb@ks.gov

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
Laura Kelly, Governor

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 _____

<p>For Office Use Only:</p> <p>Receipt Number _____ Date _____</p>
