

On Site Application Process

- Policy: Board staff will process all applications expeditiously but will provide appropriate background checks including but not limited to discipline and criminal conviction histories for all applications.
- Purpose: To allow time for staff to identify applicants that have a history that may pose a threat to the public health safety and welfare and to verify licensure requirements. To assure that applicants are screened and reviewed by the appropriate processes. To assure that applicants are issued licenses or denied licenses when appropriate in order to protect the public health safety and welfare.
- Procedure: 1. Applications that are delivered to the front desk by walk in applicants will be accepted, and date stamped. This will include renewal, reinstatement, endorsement, exempt, inactive and any other applications received. Applicants that walk in will be told that no temporary permits will be issued for endorsements or reinstatements as the applicant waits at the front desk. Applicants will be told that all applications will be placed in the regular work process as of the received date and temporary permits that are granted will be mailed upon completion of appropriate background checks. A copy of the date stamped application shall be provided to the applicants at their request and at a reasonable monetary charge per page.

Staff will advise renewal applicants that on-line renewal is available at the computer in the KSBN lobby. On-line renewal will provide automatic confirmation of licensure if all criteria are met. If the applicant does not have their pin number, staff will give applicant a pin number request form to complete and after check of the form and picture ID the pin number may be provided.

2. The application shall then be delivered to the appropriate staff person(s) for inclusion in the same/regular work process and timeline as those received by mail.

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