

Online Renewal Process

If you are renewing a license with an "Inactive", "Exempt" status or if you hold an Advanced Practice license along with a RN license and want to renew only the RN license you will have to return to the homepage, click on "Forms" and print a paper "License Renewal Application". Read the directions first, then complete the application in its entirety and mail to the board office with the appropriate fee. Application must be postmarked no later than the expiration date of your license. **CAUTION: DO NOT RENEW YOUR LICENSE UNTIL YOU HAVE 30 HOURS OF APPROVED CONTINUING NURSING EDUCATION (CNE)!**

The screenshot shows the Kansas Board of Nursing website homepage. At the top, there is a navigation bar with links for "Online License Renewal", "Online Address Change", and "License Verification Database". A search bar is also present. Below the navigation bar is a banner with the text "Welcome to ksbn.org" and the date "Friday, February 15, 2013". A red box with the text "Select 'Online License Renewal' from either the header or Online Services" has arrows pointing to the "Online License Renewal" link in the header and the "Online License Renewals" link in the "Online Services" menu. The "Online Services" menu includes links for "Online License Renewals", "Check Status of Application", "Check Status Instructions - PDF", "Online Address Change", "KS Automated Nurse Notification", "License Verification Database", "Online Education Annual Report", "New or Renewal 5 Year CNE Provider", and "Finger Print Card Order Form".

The screenshot shows the login page on the Kansas Board of Nursing website. The page title is "Welcome to Kansas Board of Nursing". Below the title, there is a message: "This site was created to give Nursing licensees the opportunity to manage their licenses online. If you haven't already registered and wish to renew an existing practitioners license or address changes, click [here](#) to register (or click the register a person link on the left)." A red box with the text "1. Enter your 'User ID' and 'Password'" has arrows pointing to the "User Id:" and "Password:" input fields. A "Login" button is located below the input fields, with a red box and arrow pointing to it with the text "Click 'Login'". Below the "Login" button, there is a link: "Click [here](#) if you have forgotten your password."

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Licensing Home Page

The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.

Click
"Renew License"

bob doe
900 SW Jackson St., Ste 1051
The Landon State Office
Building
Topeka, KS 66610
United States

Phone: 7858175938
Cell:
Email: adrian.guerrero@ksbn.state.ks.us

Licenses

Clinical Nurse Specialist		View Checklist	
License Number:	License Status:	Pending	
Issue Date:	Expiration Date:		
Specialty	Issue Date	Exp Date	Primary
Cardiovascular Family			
Licensed Practical Nurse		View Checklist	
License Number:	License Status:	Pending	
Issue Date:	Expiration Date:		
Nurse Midwife		View Checklist	
License Number:	License Status:	Pending	
Issue Date:	Expiration Date:		

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Application for License Renewal

Select the license you would like to renew from the list below otherwise all licenses will be renewed. If you have multiple renewable license, you can only submit one renewal application at a time. Complete the process for each license you would like to renew.

There are some cases where individuals are not eligible to use the online license renewal process. If you have questions, please contact the board.

Select the license you want to renew, by clicking on the "Continue" option above the license number of the license you are renewing.* You can only process one (1) renewal at a time with the exception of the Advanced Practice license.**

Renewable Licenses

Registered Nurse			
License Number:	13-0001-121	License Status:	Active
Issued:	2/2/2000	Expiration Date:	3/31/2013

- * If you want to renew both a LPN and a RN license you will only be able to do one at a time. Once you have completed the process for one license you will need to start the renewal process over to renew the second license.
- ** Should you be renewing your RN license and hold an Advanced Practice license. The Advanced Practice license will renew automatically when you complete the RN renewal process. Note the system will reflect renewal fees for both licenses (RN and Advanced Practice licenses) at the end of the process.

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License Renewal Application

Getting Started

The accepted payment method is electronic check or credit/debit card (VISA, MasterCard, Discover or American Express.) There is a processing fee assessed for each online transaction.

There are some cases where individuals are not eligible to use the online license renewal process at this time. **DO NOT** proceed online if:



- Initiating or Renewing Inactive license status
- Initiating or Renewing an Exempt license
- You do not have the required and preapproved 30 hours of continuing nursing education (CNE). This includes college courses and Individual Offering of Approval (IOA).

Subject to reporting:

- All felonies.

And the following categories of misdemeanors:

- Alcohol;
- any drugs;
- deceit;
- dishonesty;
- endangerment of a child or vulnerable adult;
- falsification;
- fraud;
- misrepresentation;
- physical, emotional, financial, or sexual exploitation of a child or vulnerable adult;
- physical or verbal abuse;
- theft;
- violation of a protection from abuse order or protection from stalking order; or any action arising out of a violation of any state or federal regulation.

Upon completion of the online renewal process, you will receive a confirmation screen. Without the confirmation number, it is possible the online renewal did not complete. You may contact Kansas.gov at 1-800-452-6727 or email KSNB at renewals@ksbn.state.ks.us for assistance.

Click "Next"

Next

Kansas Board of Nursing

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Update Person Address

Update the information in the form below and press the **update** button to save the changes. **NOTE:** Required fields are marked with an asterisk (*).

Name

Full Name: bob doe

Birth Date:

SSN:



List other state, territories, or countries in which you have been licensed

Out of State Licenses

License Number	License Type	Licensed By	License Status	Delete
CO12345	Registered Nurse	Colorado	Expired	<input type="checkbox"/>
NH123456	Registered Nurse	Nebraska	Expired	<input type="checkbox"/>
MA1234567	Registered Nurse	Massachusetts	Expired	<input type="checkbox"/>
MD1234567	Unknown	Maryland	Encumbered	<input type="checkbox"/>
MO200912345	Registered Nurse	Missouri	Expired	<input type="checkbox"/>
123456	Registered Nurse	New Mexico	Active	<input type="checkbox"/>
967654321	Registered Nurse	Alaska	Expired	<input type="checkbox"/>
1234567	Licensed Practical Nurse	Arkansas	Expired	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
ARN5555	Advanced Registered Nurse	Alabama	Active	<input type="checkbox"/>
				<input type="checkbox"/>

1. Double check your information (highlighted by the green check marks). Update if necessary.

Address

Country: United States

Phone:

ex. 3015551212

Line 1: 900 SW Jackson St, Ste 1051

Fax: 7853212277

Line 2: The Landon State Office Building

Email: adrian.guerrer

City: Topeka

Foreign Addresses:
Enter city, region, postal code

State: KS

ZipCode: 66610

Get City from Zip

ex. 02705 or 027051234

If information is correct or you have updated necessary information, click "Next".

Next

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Application Questions

Please answer the following question(s) by choosing the respective answer(s) from the drop-down menu(s). Click the **submit** button when you have answered the question(s).

Question	Answer
Have you ever been convicted of a misdemeanor listed in KAR 60-3-113? Convictions of speeding or parking violations need not be reported.	No ▼
Is this a new misdemeanor conviction not previously reported? (If answer is yes mail a certified copy of court documents and an explanatory letter for each conviction. Do not send a copy.)	No ▼
Have you ever been convicted of a felony?	No ▼
Is this a new felony conviction not previously reported? (If answer is yes mail a certified copy of court documents and an explanatory letter for each conviction. Do not send a copy.)	No ▼
Are criminal proceedings pending in any federal or state court? (If yes, mail an accompanying explanatory letter.)	No ▼
Is an investigation and/or disciplinary action pending against any license, certification or registration (nursing or other)? (If yes mail an accompanying explanatory letter.)	No ▼
Has any license, certification or registration (nursing or other) ever been denied, revoked, suspended, limited or disciplinary action taken by a licensing authority of any state, agency of the US government, territory of the US or country?	No ▼
Is this a new action not previously reported? (If yes mail a certified copy of board order and or governmental agency disciplinary action and an explanatory letter for each conviction. Do not send a copy.)	No ▼
Please read carefully and answer the following Continuing Education question. If you do not have the 30 hours of CNE as required in K.S.A. 65-1117 do not renew until you have the required hours.	
Have you obtained 30 hours of CNE for relicensure as required in KSA 65-1117?	Yes ▼

If you have been convicted of a felony submit a certified copy of the court order outlining the charge(s), conviction(s) and sentencing order(s). A license will not be issued until the Kansas Board of Nursing has fully reviewed the required documentation.

Once you have answered all the questions, click "Submit".

Submit

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Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the **Submit** button to pay all applicable fees and submit your application.

Personal Information

Name: bob doe

Licensee Address:

900 SW Jackson St, Ste 1051
The Landon State Office Building
Topeka, KS 66610
adrian.guerrero@kdn.state.ks.us
785.817.5535

Licenses

Registered Nurse			
License Number:	13-0001-121	License Status:	Active
Issued:	2/2/2000	Expiration Date:	3/31/2013

Question Responses

Question	Answer
Have you ever been convicted of a misdemeanor listed in KAR 60-3-113? Convictions of speeding or parking violations need not be reported.	N
Is this a new misdemeanor conviction not previously reported? (If answer is yes mail a certified copy of court documents and an explanatory letter for each conviction. Do not send a copy.)	N
Have you ever been convicted of a felony?	N
Is this a new felony conviction not previously reported? (If answer is yes mail a certified copy of court documents and an explanatory letter for each conviction. Do not send a copy.)	N
Are criminal proceedings pending in any federal or state court? (If yes, mail an accompanying explanatory letter.)	N
Is an investigation and/or disciplinary action pending against any license, certification or registration (nursing or other)? (If yes mail an accompanying explanatory letter.)	N
Has any license, certification or registration (nursing or other) ever been denied, revoked, suspended, limited or disciplinary action taken by a licensing authority of any state, agency of the US government, territory of the US or country?	N
Is this a new action not previously reported? (If yes mail a certified copy of board order and or governmental agency disciplinary action and an explanatory letter for each conviction. Do not send a copy.)	N
Please read carefully and answer the following Continuing Education question. If you do not have the 30 hours of CNE as required in K.S.A. 65-1117 do not renew until you have the required hours.	
Have you obtained 30 hours of CNE for relicensure as required in KSA 65-1117?	Y

Attestation

I realize that this application is a legal document and by pressing the Submit button you are declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please press the **Submit** button. Otherwise please go back and correct any information that is necessary.

Submit

Carefully review all information on this page, if you need to make changes click the corresponding link in the upper left corner of the page. If no changes are needed click "Submit", at the bottom of the page.



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Application Fees

Select your payment method and click **Pay Online** to process your payment. There is a \$2.50 processing fee that will be added to the license fee(s). Upon completion of the online renewal process, you will receive a confirmation screen. Without the confirmation number, it is possible the online renewal did not complete. You may contact Kansas.gov at 1-800-452-8727 for assistance.

License Number	Description	Fee Amount
13-0001-121	Renewal Fee	\$60.00



- Pay by Credit Card
- Pay by E-Check

[Pay Online](#)

Select your payment type, then click "Pay Online".

Payment Information for KSBN License Renewals

* indicates a required field.

1. Complete all fields, then click "Continue".

Name and Address

Name: *
(as shown on credit card)

Address: *

Secondary Address:

City: *

State/Province: *

Zip Code: *
(i.e. 00000-0000)

Country: *

Account Information

Card Number: *
VISA MASTERCARD AMERICAN EXPRESS

Expiration Date: *

Contact Information

Phone Number: *

Email Address: *

Click "Continue".

Application Submitted

Thank you for using the Kansas State Board of Nursing Online Services.

If you provided an email address, you will receive a confirmation that your application and payment was submitted.

Print this screen as a confirmation of payment.

If you submitted an Online Renewal Application, you may be selected for a CNE Audit. If you are selected for an audit, you will have 21 working days to submit copies of your continuing education certificates.

Application Information

Date Submitted:	29 August 2012
Applicant Name:	Bob Doe
License Number:	13-XXXXXX-111
Agency:	KSBON
Process:	Renew License Process

Payment Information

Authorization Code:	AUTHED
Received Date:	3/27/2012
Transaction #:	he49d1260af1830
Fee Amount:	\$60.00

Please be advised submission of information does not guarantee your license has been processed, please allow 7 - 10 business days for processing. You may check the status of your license online.

Go to "Online Services" on the board's homepage and click on "Check Status of Application", or go to "License Verification Database" and check the expiration date of your license to see if it has been updated.

For general license renewal questions, [contact the Kansas State Board of Nursing](#)

- Email: renewals@ksbn.state.ks.us
- Call (785) 296-4929 during the hours of 8am-4:30pm, Monday - Friday

Submission of information does not guarantee your license has been processed.

Interested in becoming a KS Emergency Volunteer?
Click [HERE](#) for more information.

BE SURE AND PRINT THE CONFIRMATION PAGE ONCE THE TRANSACTION IS COMPLETE FOR YOUR RECORDS.