

LMHT License Application Process:

Initial Application:

To obtain a paper application, go to www.ksbn.org, and print the “Initial License” Application.

Please read ALL instructions included with the application thoroughly. The application must be completed in its entirety, unless otherwise noted (e.g. optional), be sure to select the appropriate license type for which you are applying for (upper right hand corner box) and submitted with the appropriate fee(s) (application fee, exam fee and background check fee). Please allow adequate time for mailing and processing.

To Test:

You must submit a completed application, completed waivers and fingerprints for background check, and ALL applicable fees to the Board of Nursing. Once the Board of Nursing has registered and approved you for testing, you’ll receive an email from the National Testing Network which will include instructions, your User ID and password to schedule your examination.

Check Status of Application:

Once your application is processed by the Board of Nursing you can follow the status of your application. This checklist will show what has been completed and what is still needed for licensure. You can do this by going to www.ksbn.org and click on “check status of application”. If first time user click “register a person” in top left corner of screen and enter the required information and click “search”, you’ll need to create a User ID and Password.

Required Fee:

Initial Application	\$50
Background Check	\$48
Fingerprint (if done at KSBN)	\$7.50
Examination Fee	\$40

Should you fail the examination and need to retest:

You may retake the licensure exam every 45 days. Each time you want to test you’ll need to complete a new initial application and submit to the Board of Nursing along with your application fee and examination fee. (And prints for background check and background check fee if your fingerprints are more than 6 months old.)

Once the Board of Nursing registers and approved you to retest you’ll receive an email from the National Testing Network which will include instructions, your User ID and Password to schedule you examination.