



**5. ECFMG, if applicable. Provide the ECFMG report and a notarized copy of the ECFMG certificate**

Certificate no.: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**6. List all medical schools you have attended, even those from which you did not graduate in chronological order. Attach an additional sheet if necessary. Enclose an official and final transcript with awarded degree**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip country

Attendance Dates: \_\_\_\_\_ To \_\_\_\_\_ Degree: \_\_\_\_\_  
month year month year

**7. List all postgraduate programs you have attended, even those from which you did not graduate in chronological order. Attach an additional sheet if necessary.**

Intership  Residency  Fellowship  Research  Other

Name of Program: \_\_\_\_\_ Department/Specialty: \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip country

Attendance Dates: \_\_\_\_\_ To \_\_\_\_\_ Successfully completed? Y  N   
month year month year

Intership  Residency  Fellowship  Research  Other

Name of Program: \_\_\_\_\_ Department/Specialty: \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip country

Attendance Dates: \_\_\_\_\_ To \_\_\_\_\_ Successfully completed? Y  N   
month year month year

**8. List all employment/professional activity during the past five years. Account for all time and explain all gaps in professional activity. Attach an additional sheet if necessary.**

I have not been employed during the past five years.

Employer: \_\_\_\_\_ Job description/Title \_\_\_\_\_

Address: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
city state

Employer: \_\_\_\_\_ Job description/Title \_\_\_\_\_

Address: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
city state

Employer: \_\_\_\_\_ Job description/Title \_\_\_\_\_

Address: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
city state

**9. List all states, countries or jurisdictions in which you are currently or have been licensed, registered or certified in any health care profession. Attach an additional sheet if necessary. You must complete the attached *Licensure Verification* form and forward to all Boards or similar entities in which you have held any health care license, registration or certification. Some entities charge a fee for this information. Contact the entity to determine their requirements.**

I have never been licensed, registered or certified in another state, country or jurisdiction.

State/Country/Jurisdiction	License, Registrant, Certificate no.	Status	Issue Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**10. Recommendation by a peer that has known the applicant for a minimum of 1 year.**

I \_\_\_\_\_, a licensed and/or practicing athletic trainer in the state of \_\_\_\_\_  
(name, please print) (state name)

affirms that \_\_\_\_\_ has been known to me for \_\_\_\_\_ year(s), and that applicant, to  
(name of applicant)

the best of my knowledge is an ethical practitioner, is of good professional character, and not addicted to the use of alcohol or narcotic drugs.

\_\_\_\_\_  
signature

\_\_\_\_\_  
address

\_\_\_\_\_  
date

\_\_\_\_\_  
city, state and zip

**11. Photo.**

Attach a **2"x3" wallet size photograph** of applicant with head and shoulder areas only. The photograph must have been taken within 90 days prior to date of application. Proof photographs, negatives, copies of photographs, poor quality, photographs cut from books, newspaper articles or passport photos are **NOT** accepted.



12. Please answer each of the following questions by putting a check in the appropriate box. All “yes” answers MUST be thoroughly explained in detail on a separate signed page. You are required to furnish complete details including date, place, reason and disposition of the matter and attach all relevant documentation. All information received will be checked accordingly to verify the truth and veracity of your answers. It is imperative that you honestly and fully answer all questions, regardless of whether you believe the information requested is relevant. If you are unsure of your response to a particular question, check the “yes” box and submit the appropriate form if required. Your responses on your application are evaluated as evidence of your candor and honesty. An honest “yes” answer to a question on your application is not definitive as to the Boards' assessment of your present moral character and fitness, but a dishonest “no” answer is evidence of a lack of candor and honesty, which may be definitive on the character and fitness issue. Please be advised that a false response to any of these questions may be grounds for denial of licensure and reported to the appropriate data banks. If a question is not applicable, then check the “no” box.

- (a) Yes  No  Have you ever been dropped, suspended, expelled, fined, placed on probation, allowed to resign, requested to leave temporarily or permanently, or otherwise had action taken against you by any professional training program prior to completing the training?
- (b) Yes  No  Have you ever had any application for any professional license refused or denied by any licensing authority?
- (c) Yes  No  Have you ever been refused or denied the privilege of taking an examination required for any professional licensure?
- (d) Yes  No  Have you ever been warned, censured, disciplined, had admissions monitored, had privileges limited, suspended, revoked or placed on probation, or have you ever involuntarily or voluntarily (to avoid disciplinary action or investigation) resigned or withdrawn from any licensed hospital, nursing home, clinic or other health care facility in which you have trained, including but not limited to residency or postgraduate training programs, or otherwise been a staff member, been a partner or held privileges?
- (e) Yes  No  Have you ever been denied staff membership with any licensed hospital, nursing home, clinic or other health care facility?
- (f) Yes  No  Have you ever been requested to resign, withdraw or otherwise terminate your position with a partnership, professional association, corporation or other practice organization, either public or private?
- (g) Yes  No  Have you ever voluntarily surrendered any professional license?
- (h) Yes  No  Has any licensing authority ever limited, restricted, suspended, revoked, censured or placed on probation or had any other disciplinary action taken against any professional license you have held?
- (i) Yes  No  Have you ever been notified or requested to appear before a licensing or disciplinary agency?
- (j) Yes  No  To your knowledge, have any complaints (regardless of status) ever been filed against you with any licensing agency, professional association, hospital, nursing home, clinic or other health care facility?
- (k) Yes  No  Has any professional association imposed any disciplinary action against you?
- (l) Yes  No  Within the past 2 years, have you used any alcohol, narcotic, barbiturate, or other drug affecting the central nervous system, or other drug which may cause physical or psychological dependence, either to which you were addicted or upon which you were dependent?
- (m) Yes  No  Within the past 2 years, have you been diagnosed or treated for any physical, emotional or mental illness or disease, including drug addiction or alcohol dependency, which limited your ability to practice the healing arts with reasonable skill and safety?
- (n) Yes  No  Within the past 2 years, have you used controlled substances, which were obtained illegally or which were not obtained pursuant to a valid prescription order or which were not taken following the directions of a licensed health care provider?

- (o) Yes  No  Have you ever practiced your profession while any physical or mental disability, loss of motor skill or use of drugs or alcohol, impaired your ability to practice with reasonable safety?
- (p) Yes  No  Do you presently have any physical or mental problems or disabilities which could affect your ability to competently practice your profession?
- (q) Yes  No  Have you ever been denied a Drug Enforcement Administration (DEA) or state bureau of narcotics or controlled substance registration certificate or been called before or warned by any such agency or other lawful authority concerned with controlled substances?
- (r) Yes  No  Have you ever surrendered your state or federal controlled substances registration or had it revoked, suspended, or restricted in any way?
- (s) Yes  No  Have you ever been notified of any charges or complaints filed against you by any licensing or disciplinary agency?
- (t) Yes  No  Have you ever been arrested? Do not include minor traffic or parking violations or citations except those related to a DUI, DWI or a similar charge. You must include all arrests including those that have been set aside, dismissed or expunged or where a stay of execution has been issued.
- (u) Yes  No  Have you ever been charged with a crime, indicted, convicted of a crime, imprisoned, or placed on probation (a crime includes both Class A misdemeanors and felonies)? You must include all convictions including those that have been set aside, dismissed or expunged or where a stay of execution has been issued.
- (v) Yes  No  Have you ever been court martialled or discharged dishonorably from the armed services?
- (w) Yes  No  Have you ever been a defendant in a legal action involving professional liability (malpractice), or had a professional liability claim paid in your behalf, or paid such claim yourself?
- (x) Yes  No  Have you ever been denied provider participation in any State Medicaid or Federal Medicare Programs or in a private insurance company?
- (y) Yes  No  Have you ever been terminated, sanctioned, penalized, or had to repay money to any State Medicaid or Federal Medicaid Programs or private insurance company?

**Additional information, reference the question letter and include date, place, reason and disposition of the matter. Attach all relevant legal documentation.**

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Applicant Name: \_\_\_\_\_  
 (please print or type)

**13. Oath must be signed by applicant and notarized.**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of my license to practice the healing arts in the state of Kansas and may subject me to a fine not exceeding \$10,000 and term of imprisonment not exceeding 5 years of each violation (K.S.A. 21-3805).

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

SEAL

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Commission Expires

**14. Fee of \$30.00.**

**Make the fee payable to: Kansas Board of Healing Arts or charge by credit/debit card using the attached authorization form.**



STATE BOARD OF HEALING ARTS

**Authorization and Release**

Must be signed by applicant and notarized.

I, \_\_\_\_\_, hereby authorize all hospitals, institutions or organization, my references, personal physicians, employers (past and present), business and professional associates (past and present) and all government agencies (local, state, federal or foreign) to release to the Kansas Board of Healing Arts or its successors any information, files or records requested by the Board in connection with this application. I further authorize the Kansas State Board of Healing Arts or its successors to release to the organizations, individuals, or groups listed above any information which is material to this application or any subsequent licensure.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_ Notary Public

\_\_\_\_\_ Commission Expires

SEAL



## STATE BOARD OF HEALING ARTS

### GENERAL INFORMATION AND INSTRUCTIONS

#### Limited Permit

Please visit <http://www.ksbha.org>  
for all information governing the Healing Arts.

Please read the following information very carefully. This information is vital to the successful completion of your application. Often your questions are covered in this form. Please allow two (2) weeks after the submission of the application before contacting our office. Do not a commitment to any work dates prior to being licensed.

All applicants are considered on an individual basis. You may be requested to submit information or documents in addition to the requirements mentioned herein before the application will be deemed complete. It is highly recommended you make and keep copies, for your records, of all items submitted for review. In addition, when mailing you may want to request a delivery confirmation to confirm your application has been received at the Kansas Board of Healing Arts.

Kansas application fees must be submitted with the application, are **NOT** refundable and will be processed upon receipt. The Kansas application fee is \$30.00. Make checks payable to KSBHA. Checks returned for any reason by the payer's financial institution must be replaced by a money order, certified check, or credit card and include a \$30.00 processing fee. To pay by debt or credit card please complete the credit card authorization form.

You must submit any change of address to the Board. Please visit our website to complete the "Change of Address" form.

Portions of the application may be copied and sent to the appropriate place to be completed and mailed directly to the Kansas Board of Healing Arts.

To obtain the ECFMG report visit [www.ecfm.org](http://www.ecfm.org) or call 215-386-5900.

License renewal will be required annually.

### CHECK LIST

#### Did you complete the following?

**ALL** questions answered on the application  
Request official and final transcript  
Request verification from states or jurisdictions  
Notarize and sign Oath #13  
Head and shoulder photograph (size: **2X3** taken within 90 days of application)#11

ECFMG report and notarized certificate if applicable  
Signature of recommendation #10  
Documentation to any "YES" answers to #12  
Application payment  
Notarize and sign Release Form



STATE BOARD OF HEALING ARTS

**CREDIT CARD PAYMENT AUTHORIZATION**

Please enter required information, sign and date at the bottom. Mail or fax form.



**CARD NUMBER**

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**Verification Code**

**Expiration Date**

3-4 digit non-embossed number found on the card signature panel

MO  / YR

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Name (as it appears on the credit card):

Billing Address:      
Street City State Zip

Telephone Number:  -  -

Payment Amount \$  Purpose of Payment:   
(e.g. renewal, application)

I agree to pay the above amount per the card issuer agreement.

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

Please Note: The information on this form is considered personal and not subject to disclosure under the Kansas Open Records Act.

office use only

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## STATE BOARD OF HEALING ARTS

### STATE VERIFICATION FORM

Send to all states in which a license or registration has ever been issued. Verification fees may be applicable and are the applicant's responsibility. Please contact individual boards to confirm fees. The applicant should complete the top section. The official state board should complete the bottom section and return directly to the Kansas State Board of Healing Arts.

I, hereby authorize and request the state Board of \_\_\_\_\_ having control of any documents, records and other information pertaining to me to furnish to the Kansas State Board of Healing Arts information including documents and/or records regarding charges or complaints filed against me or my license/registration; formal, informal, pending, closed or any other pertinent information.

Full Name: \_\_\_\_\_

Other Names Used (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

License or Registration No.: \_\_\_\_\_ Issue Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Profession: \_\_\_\_\_

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

Full Name of licensee or registrant: \_\_\_\_\_

License or Registration No.: \_\_\_\_\_ Status: \_\_\_\_\_

Issue Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

License Method: \_\_\_\_\_ School: \_\_\_\_\_

#### DISCIPLINARY ACTIONS:

Is the applicant currently the subject of a pending investigation by a licensing or disciplinary authority in your state?  Yes  No  Unable to Divulge

Have formal disciplinary proceedings been initiated against the applicant or applicant's license or registration by a disciplinary authority in your state?  Yes  No  Unable to

Comments \_\_\_\_\_

(SEAL)

Signature \_\_\_\_\_

Title \_\_\_\_\_

State Board of \_\_\_\_\_

Date \_\_\_\_\_