

RECIPROCITY APPLICATION INSTRUCTIONS FOR
KANSAS ADULT CARE HOME ADMINISTRATORS LICENSE

Available to download at www.kdads.ks.gov/hoc are K.S.A. 65-3501 through 65-3508, K.A.R 26-38-1 through 26-38-11 which address the qualifications and requirements for reciprocal licensure. There are four options for gaining Kansas licensure based on reciprocity. Instructions for each option are outlined below:

Option A

Documentation that the criteria of the licensing State in which the applicant is currently licensed are substantially equivalent to the current Kansas examination, education, training, and experience criteria.

Option B

Documentation that the applicant has been continuously licensed during the preceding five years during which time the applicant annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital.

Option C

Minimum baccalaureate degree and completion of an approved 480-hour Administrator-in-Training Practicum.

Option D

Documentation of current Health Services Executive certification and no disciplinary action of a serious nature by a licensing board or agency.

All reciprocal applicants should complete the steps below:

1. Complete and return Application for Reciprocal Adult Care Home Administrator Licensure.
2. Attach a copy of your social security card or copy of a document bearing your name and social security number.
3. Submit \$120 application fee and \$100 license fee in accordance with the fee schedule. Fees are non-refundable. Note: \$100 license fee is prorated for license periods less than 24 months.
4. Request the licensing agency of the state from which you are requesting reciprocity and each state in which you have been licensed to complete the Out of State Verification and return it to the Kansas Department for Aging and Disability Services.
5. Submit one Adult Care Home Administrator Reference Letter from a licensed adult care home administrator, in state or out of state, and one from another person not related to the candidate as defined in K.A.R. 26-38-1(I).
6. Complete the open book State Test over the Kansas Nursing Facility Regulations and the Kansas Assisted Living/Residential Health Care Facility Regulations. The test may be requested once the application and fee have been submitted to Health Occupations Credentialing. The regulations can be downloaded from www.kdads.ks.gov then select "Provider Resources."

For **Option A** the following additional steps are required:

Provide documentation to the board that the criteria of the license-issuing jurisdiction are substantially equivalent to the current Kansas examination, education, training and experience criteria, as specified in K.A.R. 26-38-2, K.A.R. 26-38-3 and K.A.R. 26-38-4.

For **Option B** the following additional steps are required:

Provide documentation to the board that the applicant has been continuously licensed during the preceding five years. During that time, the applicant annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital.

For **Option C** the following additional steps are required:

Request the accredited college or university to submit your college transcript verifying minimum baccalaureate degree or higher

Submit verification of completion of a long-term care administration practicum of not less than 480 clock hours approved by an accredited college or university as described in K.A.R. 26-38-2(a)(2).

For **Option D** the following additional steps are required:

Provide documentation of current BACHA Health Services Executive certification.