

SAM BROWNBACK
Governor

TOM HAWK, Ph.D.
Executive Director



712 S. Kansas Ave.
Topeka, Kansas 66603-3817
(785) 296-3240
FAX (785) 296-3112
www.ksbsrb.org

BEHAVIORAL SCIENCES REGULATORY BOARD

**ADDICTION COUNSELOR (LAC)
LICENSURE APPLICATION**

Instructions

Please read all instructions and review the statutes and regulations, before beginning to complete the application. The statutes and regulations can be found our website, www.ksbsrb.org.

1. **Application:** Please answer all questions on the application completely and accurately. If there have been any convictions of a felony or other past or current events that potentially raise questions about your ability to merit the public trust, additional information will be requested.
2. **Fee:** The \$100.00 application fee must accompany your application. Make check or money order payable to "Behavioral Sciences Regulatory Board" or "BSRB". Credit card or cash, for the exact amount, are also accepted. **ALL FEES ARE NON-REFUNDABLE.**
3. **If you are currently licensed, by the Kansas Behavioral Sciences Regulatory Board (BSRB), at the master's or doctoral level please skip to number 8.**
4. **Academic Background form:** If you do not hold a baccalaureate degree from a program accredited by the National Addiction Studies Accreditation Commission (NASAC) you must complete the Academic Background form and submit with your complete application.
5. **Practicum Review form:** If you do not hold a baccalaureate degree from a program accredited by NASAC, you must complete the Practicum Review form and submit with your complete application. This form must be completed by the program director that academically supervised your practicum experience. The completed form should be returned to you in a sealed envelope with their signature across the seal. **(see example on second page of instructions)**
6. **Transcript:** As part of the application process, an official transcript mailed directly from the Registrar's office is required. **Only transcripts received directly from the university can be accepted.**
7. **Student Applicant:** If you have not received your degree, but are within four months of graduation, you are required to submit the Verification of Academic Requirements form. This form attests to the expected completion of academic requirements leading to conferral of the baccalaureate degree. The program director should return the completed form to you in a sealed envelope with their signature across the seal. **Once your degree is conferred, an official transcript must be submitted to the Board office as outlined in the above paragraph.**
8. **Professional References:** Three references are required as part of your complete application packet. The professional reference form included in the application packet will need to be copied.
 - a) Each reference should return the completed form to you in a sealed envelope with their signature across the seal. The three reference forms will need to be included when the application is submitted to the Board office. NOTE: It is very important that references sign across the seal of the envelope to assure the Board of the confidentiality and integrity of the referencing process. **(see example on second page of instructions)**
 - b) One of the references must be from the **on-site supervisor** from your current or most recently completed addiction counseling practicum. If this person is unavailable the director of the field education program or a designated person who has knowledge of your practicum based on your program records shall complete the form.

c) The additional two references must be authorized by law to practice addiction counseling or to practice in a related field.

9. Out-of-State Verification: If you are or have ever been licensed, registered, or certified in one of the behavioral or health sciences in another state, the Out-of-State Verification Form will need to be completed by the other state(s). This form needs to be returned directly to the Board office. **Only forms received directly from the other state(s) can be accepted.**

10. Review: It is extremely important for you to understand that the Board cannot determine whether you are eligible to sit for the examination until all of the application materials have been received and approved by the Board office.

Please allow 30 days for review of your application. Please **check the status of your application on our website www.ksbsrb.org**, under "Online Services."

When you submit your application to the Board office the following items should be included:

- The completed application form;
- The application fee of \$100.00 made payable to BSRB by cash, check, money order, or credit card;
- Academic Background form, if you graduated from a non-NASAC accredited program;
- Practicum Review form, if you graduated from a non-NASAC accredited program;
- Verification of Academic Requirements form if you are currently a student and within four months of graduation;
- Three (3) completed Professional Reference Forms in their signed sealed envelopes.

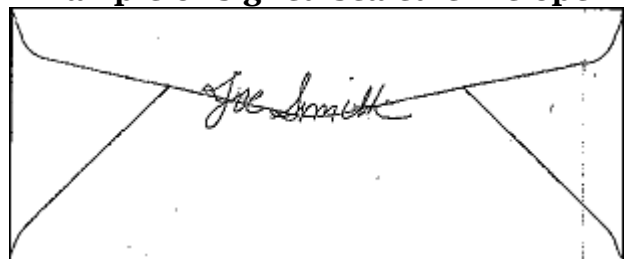
Please submit a complete application so that your application will not have to be returned.

These additional items need to be sent directly to the Board office by the appropriate institutions:

- Upon graduation, or if you have already graduated, you must request an official transcript that shows the degree earned and the date the degree was conferred from your university;
- An Out-of-State Verification Form, if ever licensed in another state;

The regulations will not be adopted until July 1, 2011. Therefore, changes may occur to the requirements. Please do not submit the application prior to July 1st.

Example of signed sealed envelope:



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BEHAVIORAL SCIENCES REGULATORY BOARD

ADDICTION COUNSELOR LICENSURE APPLICATION LAC

Application

Application Fee as of January 1, 2012: \$100.00 cash, credit card, check, or money order payable to BSRB

I. Identifying information: (Please type or print clearly in ink)

Legal Name: _____
Last First Middle

Maiden/Other names used: _____ Gender: _____

Date of Birth: _____ Social Security Number: _____ (Note: Your social security number is required pursuant to 42 U.S.C.S. § 666(a)(13), K.S.A. 74-148 and K.S.A. 74-139, and may be used for child support enforcement purposes or provided to the Kansas director of taxation upon request.)

Ethnic Information: African American _____ Native American _____ Asian Indian _____ Asian-Other _____
(Optional) Hispanic _____ Pacific Islander _____ White – Non Hispanic _____ Other _____
(Please Specify)

Languages that you speak: English _____ Spanish _____ Sign _____ Other _____
(Optional) (Please Specify)

Preferred E-Mail Address: _____ Preferred Mailing: Home _____ Business _____

Home Phone: _____ Cell Phone (optional): _____

Home Address: _____ Apartment Number: _____

City: _____ State: _____ Zip+4: _____

Business Phone: _____ Business Name: _____

Business Address: _____ Suite Number: _____

City: _____ State: _____ Zip+4: _____

Address of Record: (Note: The address of record is not required. It is a separate address that will be kept on file to be given out when requested by the public through the Kansas Open Records Act. If you do not indicate an address of record, your preferred mailing address will be used.)

Street Address: _____

City: _____ State: _____ Zip+4: _____

****Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP)****

Are you willing to be included on a registry of potential volunteers to provide your professional services during an emergency? **Please check all that apply.**

Within your county of residence: _____ Within 75 miles of your residence: _____
Anywhere in the State of Kansas: _____ Outside of the State of Kansas: _____

II. Application/Licensure Information: (Please circle yes or no)

A. Have you ever filed **any** application for licensure, certification, or registration in Kansas?
Yes No If "yes", please answer the following questions:

1. When: _____ For which credential: _____
2. Under what name: _____

B. Do you currently hold, or have you ever held a certificate, registration or license to practice in one of the behavioral or health sciences in another state or jurisdiction?
Yes No If "yes", please answer the following questions:

1. For which credential: _____ In which state or jurisdiction: _____
2. Under what name: _____
3. Issue Date: _____ Expiration Date: _____ (please attach additional sheet if needed)

If you currently hold, or have ever held a certificate, registration, or license to practice in one of the behavioral or health sciences in another state or jurisdiction, you will need to have the former state Board(s) complete the Out-of-State Verification Form. Upon completion, they should send the form directly to the board office.

III. Educational Information:

A. Which ONE of the following degree qualifications do you have currently?

1. _____ A baccalaureate degree in addiction counseling or a related field, if the applicant began the program before May 1, 2011 and the baccalaureate degree is conferred on or before June 1, 2012, from a program that was approved by the Kansas department of social and rehabilitation services, division of addiction and prevention services.
2. _____ A baccalaureate degree in addiction counseling or a related field and at the time the degree was granted, the program was accredited by the National Addiction Studies Accreditation Commission (NASAC).
3. _____ A baccalaureate degree in one of the related fields: education ____, criminal justice ____, counseling ____, healing arts ____, human development and family studies ____, human services ____, marriage and family therapy ____, nursing ____, psychology ____, social work ____ or theology, that **INCLUDED** coursework that meets the educational requirements outlined in K.A.R. 102-7-3. You **WILL** need to complete the Academic Background Form and the Practicum Review Form.
4. _____ A baccalaureate degree in one of the related fields: education ____, criminal justice ____, counseling ____, healing arts ____, human development and family studies ____, human services ____, marriage and family therapy ____, nursing ____, psychology ____, social work ____ or theology, with **ADDITIONAL** coursework that meets the educational requirements outlined in K.A.R. 102-7-3. You **WILL** need to complete the Academic Background Form and the Practicum Review Form.
5. _____

B. List below the school where you received your baccalaureate degree, as well as any schools where you completed any addiction counselor coursework, their locations, the date of the degree(s) and the degree(s) granted. If you are still in school, but have submitted a Verification of Academics form, please list the date the degree will be conferred under the "Date of Degree". For additional education information please attach a separate sheet.

1. Name of School: _____
2. Location of School: _____
3. Degree Received: _____ Date of Degree: _____
1. Name of School: _____
2. Location of School: _____
3. Degree Received: _____ Date of Degree: _____

C. List other name(s) under which your coursework was taken or your degree was conferred, if different from the name you use now:

D. Practicum Information:

- 1. Dates of Practicum: _____
- 2. Practicum Agency: _____
- 3. Practicum Agency Address: _____
- 4. Name of Supervisor: _____
- 5. Supervisor Address: _____

E. Academic Background form: If you do not hold a baccalaureate degree from a program accredited by NASAC you must complete the Academic Background form and submit with your complete application.

F. Baccalaureate Practicum Review form: If you do not hold a baccalaureate degree from a program accredited by NASAC you must complete the Baccalaureate Practicum Review form and submit with your complete application. This form must be completed by the program director that academically supervised your practicum experience. The completed form should be returned to you in a sealed envelope with their signature across the seal.

G. Transcript: You are required to provide an official transcript from the Registrar’s office of the college or university where your degree was granted. Please direct the school to send the transcript directly to the Board office. **The board can not accept transcripts sent directly from the applicant.**

H. Student Applicants: If you are presently a student within 4 months of graduation you are required to submit the Verification of Academic Requirements form with the application. You will need to have an official transcript sent to the board once your degree is conferred and posted on your transcript. The board is not able to issue a license prior to your transcript being received.

IV. References’ Requirements:

A. Include with your application, the three completed professional reference forms, in their **unopened envelope that has been signed across the seal.** Your references should meet the guidelines as specified below:

- 1. You must submit one professional reference from your on-site practicum supervisor (please see instructions for further detail) **and**, two professional references from professionals who are authorized to engage in the practice of addiction counseling or a related field. References should be familiar with your professional conduct and competence and may not be related.

B. REFERENCES: Please print the requested information below for each of your references.

Names	Credentials	Agency and Address	Phone #
Practicum Supervisor			

V. Background History:

Please **circle** either “yes” or “no” to the following questions. **If you answer “yes”**, please attach a written explanation.

1. Have you ever been convicted of a felony?
Yes No
2. Have you ever been convicted of a misdemeanor crime against persons?
Yes No
3. Have you ever been found guilty of or liable for fraud or deceit in connection with services rendered as an addiction counseling service provider by a civil or criminal court of law or board of a professional organization?
Yes No
4. Have you ever knowingly aided or abetted a person, not a licensed addiction counselor, in representing him/her as a licensed addiction counselor?
Yes No
5. Have you used any alcohol, narcotic, barbiturate 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 within the last 2 years?
Yes No
6. 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 behavioral sciences with reasonable skill and safety within the past 2 years?
Yes No
7. 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 direction of a licensed health care provider within the past 2 years?
Yes No
8. Have you ever been found to be in violation of a professional association’s code of ethics or of a state licensing board’s rules and regulations or statutes regarding professional conduct?
Yes No
9. Have you ever paid a judgment or settlement in a negligence action that concerned your addiction counselor profession?
Yes No
10. Have you ever resigned from a professional association, withdrawn from an undergraduate or graduate program or surrendered your license to a state licensure board while an ethical complaint was pending against you?
Yes No
11. Have you ever identified yourself as an addiction counselor in Kansas (excluding student work)?
Yes No
11. Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult?
Yes No

VI. Applicant’s Attestation:

Please **circle** either “yes” or “no” to the following questions.

1. I have reviewed the licensure eligibility requirements prior to submitting this application.
Yes No
2. I have completed the application materials and procedures honestly and in good faith.
Yes No
3. I understand that the members and staff of the BSRB are compelled by law to uphold, implement, and enforce the licensure statutes and regulations as written.
Yes No
4. I understand that all state records pertaining to application and licensure may be used to conduct research or program evaluation, but such research will not personally identify the applicants or licensees, either directly or indirectly.
Yes No

5. I understand that the Board has the statutory authority to refuse to grant licensure to, or may suspend, revoke, condition, limit, qualify, or restrict the license of any individual that has knowingly made a false statement on a BSRB form required for licensure or renewal.
Yes No
6. I **have read** and am familiar with the statutes and regulations that govern the practice of addiction counseling in the state of Kansas.
Yes No
7. I understand that **once the Board receives my application I am bound by the statutes and regulations governing the practice of addiction counseling in Kansas.**
Yes No

I hereby affirm that to the best of my knowledge all my answers to the foregoing are correct. I further agree that all state records pertaining to my application and licensure may be used to conduct research or program evaluation, provided that the research does not personally identify me, directly or indirectly.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

NAME or ADDRESS CHANGE: It is the applicant's responsibility to notify the Board in writing of any name or address change that might occur during the application process.

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BEHAVIORAL SCIENCES REGULATORY BOARD

APPLICATION FOR LICENSURE AS A LICENSED ADDICTION COUNSELOR: LAC

Academic Background Form

Name: _____ Date: _____

In order to establish educational eligibility related to L. 2010, ch. 45, §15 as defined in K.A.R. 102-7-3, applicants that did not complete their degree in a NASAC accredited program are required to complete the following information, as it relates to their academic background.

Please indicate the courses you completed that meet these requirements. Courses cannot be duplicated. If the relationship between the courses(s) you took and the course content category is not readily apparent, please attach course syllabus or the university's course catalog to this form.

The following activities shall **NOT** be reported, substituted for or counted toward the academic coursework requirements:

1. academic coursework that has a failing or incomplete grade;
2. academic coursework that was audited;
3. continuing education, in-service, or on-the-job training;
4. nonacademic coursework or training;

Note: A maximum of three semester credit hours or academic equivalent may be completed in independent study. If your college or university awarded quarter or trimester credit hours rather than semester hours, please indicate by putting a Q (for quarter hours) or a T (for trimester hours) adjacent to the reported number of credit hours throughout the form.

1. **Addiction Treatment** (Minimum of 3 semester credit hours required.) Which shall include studies in the philosophies, practices, policies and outcomes of the most generally accepted, culturally sensitive, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. **Methods of Individual Counseling** (Minimum of 3 semester credit hours required.) Which shall include studies utilizing culturally sensitive, evidence-based approaches to individual counseling.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **Methods of Group Counseling** (Minimum of 3 semester credit hours required.) Which shall include studies utilizing culturally sensitive, evidence-based approaches to group counseling.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **Pharmacology** (Minimum of 3 semester credit hours required.) Which shall include the study of behavioral, psychological, physical, and social effects of psychoactive substances.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. **Co-Occurring Disorders** (Minimum of 3 semester credit hours required.) Which shall include studies of an understanding of terms, service delivery systems, assessment, and strategies for working with clients with co-occurring disorders.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **Addiction Services Coordination** (Minimum of 3 semester credit hours required.) Which shall include studies of the established diagnostic criteria for substance use disorders for culturally sensitive screening, assessment, treatment planning, referrals, service coordination, documentation, and consultation.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Legal and Ethical Issues** (Minimum of 3 semester credit hours required.) Which shall include studies of the ethical, legal and culturally sensitive behavioral standards of conduct for the addiction counselor.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **Family and Community Studies** (Minimum of 3 semester credit hours required.) Which shall include studies of the importance of family, social networks, community systems and the development of cultural competence in the treatment and recovery process.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. **Practicum** (Minimum of 6 semester credit hours required.) Your baccalaureate practicum courses that you have completed.

Course #	Course Title	Credit Hrs	University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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BEHAVIORAL SCIENCES REGULATORY BOARD

APPLICATION FOR LICENSURE AS A LICENSED ADDICTION COUNSELOR: LAC

Baccalaureate Practicum Review Form

This form is NOT required of applicants who graduated from a NASAC accredited or candidacy program

Instructions for Applicant: Section 1 should be completed by the applicant and then sent to the Baccalaureate Program Director of the Addiction Counseling Program for completion. Please include a self-addressed, stamped envelope. Additional copies of this form may be made and used as needed by the applicant. The applicant shall submit the completed Baccalaureate Practicum Review Form in the unopened envelope that has been signed or stamped across the seal by the Baccalaureate Program Director, at the time of application.
Section 2: The Baccalaureate Program Director should complete Section 2 and return the completed form in a sealed envelope signed across the seal to the applicant.

I. Section 1: To be completed by the Applicant:

- A. Applicant's Name: _____
- B. Date of Birth: _____ Student ID #: _____
- C. Degree and Graduation Date: _____
- D. Applicant's Mailing Address: _____
- E. Graduate Program Director: _____
- F. Educational Institution: _____
- G. Mailing Address: _____

II. Section 2: To be completed by Baccalaureate Program Director and returned to the Applicant in a sealed envelope signed across the seal:

The above named applicant has applied to the Kansas Behavioral Sciences Regulatory Board for licensure as an addiction counselor. It appears that the baccalaureate program from which the applicant graduated was not accredited or approved for candidacy status by NASAC *as of the date the applicant graduated*. In order for the Board to make a determination as to whether the applicant meets educational qualifications pursuant to L. 2010, ch. 45, §15 as defined in K.A.R. 102-7-3, ***the items listed below need to be completed by the graduate program director and returned to the applicant for submission in the application packet.*** Please return this form to the applicant in the enclosed envelope, sealed, with your signature/stamp across the seal.

- A. Please state the regional accreditation held by the university awarding the baccalaureate degree completed by the applicant:

- B. Please state the professional accreditation (if any) held by the baccalaureate program completed by the applicant:

- C. As part of the applicant's baccalaureate program, please verify that the applicant satisfactorily completed an addiction counseling experience or its equivalent as follows:
 - 1. Consisted of at least 600 hours: Yes ___ No ___
 - 2. 100 hours of supervision inclusive of at least 50 hours of individual supervision, provided by the program's faculty and agency supervisors: Yes ___ No ___

D. If you answered "No" to any of the above items, please explain: _____

I hereby affirm that to the best of my knowledge all answers to the above items are true and correct.

(Print): _____
Baccalaureate Program Dean or Director

Phone Number: _____ Email Address: _____

(Signature): _____
Baccalaureate Program Dean or Director

Date: _____

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BEHAVIORAL SCIENCES REGULATORY BOARD

APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Verification of Academic Requirements

Instructions for Applicant: Please complete **Section I** and submit to your school. Once your school has completed the form, they should return it to you in a sealed envelope with their signature or school stamp across the seal.

Instructions for the School: Please complete **Section II** and return the completed form to the student in a sealed envelope with your signature across the seal.

SECTION I: STATEMENT OF STUDENT

I, _____, understand that if my college or university transcript is not immediately available through the Registrar's office, I may submit this form, **signed by the Dean or Director of the program I am currently enrolled in**, to the Behavioral Sciences Regulatory Board (BSRB). This document certifies that I have met the academic requirements for being awarded a degree. This certification will be reviewed with my application in order for the Board to determine my eligibility to be seated for the exam. I further understand that the official transcript from the registrar's office must be received by the Board before I can be issued a license. It is my responsibility to request the official transcript. Failure to do so will result in the expiration of the current application for licensure.

Signature of Student

Date

SECTION II: STATEMENT OF DEAN OR DIRECTOR OF BACCALAUREATE PROGRAM

I, _____, _____ of the
Title
_____ Program at _____, in _____, _____
College or University City State

certify that _____ is in the final stages of completion and is
Students Name

expected to graduate in _____, _____ with a baccalaureate degree in:
Month Year

(Baccalaureate degree)

Signature of Dean or Director

Date

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BEHAVIORAL SCIENCES REGULATORY BOARD

APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Professional Reference Form

Instructions for the applicant: Please complete **Section I** and submit to the referencing individuals for completion. Additional copies of this form may be made and used as needed. Completed Professional Reference forms shall be submitted **in the unopened sealed envelopes** as part of your complete application packet.

Instructions for the reference: Please complete **Section II** and return the complete reference form in an envelope, **signed across the seal** and return to the applicant.

Section I: This section is to be completed by the applicant.

To: (Name of reference-please print) _____

From: (Name of Applicant-please print) _____

I am applying for licensure as an addiction counselor in the State of Kansas and I am required to provide information to support that application. This form, bearing my signature, gives my consent and authorization to release any and all information and/or documents that may be material to an evaluation of my merit of the public trust. I authorize the Behavioral Sciences Regulatory Board (BSRB) and its representatives to consult with you regarding my professional competence, character, ethical qualifications, health status, ability to work cooperatively with others and other qualifications for licensure.

I release from liability any and all individuals, institutions and organizations that provided information to the BSRB or its representatives, in substantial good faith and without malice, concerning my merit of the public trust and my qualifications for licensure. I consent to the inspection by the BSRB and its representatives of all documents that may be material to an evaluation of my qualifications and competence. I understand that this consent for release of information will be in effect for a period of one year from the date of consent.

Please mail this completed form directly to me in a sealed envelope with your signature across the seal. **Please be certain to seal the envelope and sign over the seal.** I am responsible for submitting to the BSRB the completed form in its sealed envelope as part of my application packet.

Signature of Applicant: _____ **Date:** _____

Section II:

Please answer **all** questions to the best of your knowledge. Return this completed form to the applicant in a sealed envelope with your signature across the seal of the envelope to insure confidentiality.

To qualify to serve as a professional reference, the referencing individual must be:

1. Unrelated to the applicant;
2. able to address the applicant's professional conduct, competence and merit of the public trust;
3. be authorized by law to practice addiction counseling or to practice in a related field;
4. one of the references must be from the individual that provided the on-site supervision of the practicum. If this person is unavailable the director of the program or a designated person who has knowledge of the applicant's practicum based on the applicant's program records.

Note: If you do not qualify to serve as a professional reference, please alert the applicant.

I. Professional Reference's Information:

- A. Name: _____
- B. Business Name: _____
- C. Street Address: _____
- D. City _____ State: _____ Zip: _____
- E. Phone: _____ Fax: _____
- F. Educational Background: _____ Professional Title: _____
- G. Do you hold a professional license? Yes _____ No _____ **If "yes", please answer the following questions.**
 - 1. Professional License held: _____ License #: _____
 - 2. State of Issuance: _____ Issuance Date: _____ Expiration Date: _____

II. Please circle yes or no to following questions.

- A. Were you the applicant's on-site practicum supervisor?
Yes No
- B. What relationship (such as employer, supervisor, co-worker, instructor) have you had with the applicant which has aided you in forming any opinion of his/her character:

- C. Have you supervised the applicant in a work setting?
Yes No If yes please list the dates you supervised the applicant.
Beginning Date: Month _____ Year _____ **Ending Date:** Month _____ Year _____
- D. Are you related by blood or marriage to the applicant?
Yes No If yes, please state relationship to the applicant. _____
- E. How long have you known the applicant? _____

III. Professional Reference's Knowledge of Applicant: (Please circle yes or no)

- A. Please consider the candidate's behavior in the following areas: good judgment, integrity, honesty, fairness, credibility, reliability, respect for others, respect for the laws of the state and nation, self-discipline, self-evaluation, initiative, and commitment to the addiction counseling profession and its values and ethics. Does the candidate, in your opinion, possess the moral standards and fitness required for working as an addiction counselor?
Yes No If your answer is "no", please elaborate in detail in an attached statement.
- B. Are you aware of any significant facts concerning the applicant's background that would reflect **unfavorably** on the applicant's character and fitness to practice addiction counseling?
Yes No If your answer is "yes", please state these facts in detail on an attached statement.
- C. Do you recommend the applicant for licensure to practice addiction counseling in Kansas?
Yes No If not, please elaborate in detail in an attached statement.
- D. **If you have known the applicant for less than 6 months** please list some specific examples of what you have witnessed that allows you to make the above mentioned determinations.

E. Please expand or add any comments or information that you believe will aid the Behavioral Sciences Regulatory Board (BSRB) in evaluating the applicant's ability to practice addiction counseling and merit of public trust for licensure as an addiction counselor in Kansas.

IV. Professional Reference's Attestation:

Reference's Attestation: I certify the foregoing answers and information furnished above are given in good faith with the understanding that it will be utilized for purposes of determining the applicant's ability to practice addiction counseling and merit of the public trust in order to be licensed as an addiction counselor in the State of Kansas. Any response or information I have provided is true and correct to the best of my knowledge and belief. Where I have relied upon other sources of information, they are only those which I believe to be accurate and reliable.

Signature: _____ **Date:** _____

SAM BROWNBACK
Governor

TOM HAWK, Ph.D.
Executive Director



712 S. Kansas Ave.
Topeka, Kansas 66603-3817
(785) 296-3240
FAX (785) 296-3112
www.ksbsrb.org

BEHAVIORAL SCIENCES REGULATORY BOARD

APPLICATION FOR ADDICTION COUNSELOR LICENSURE: LAC

Out-Of-State Verification Form

Instructions:

Section I is to be completed by the applicant and then sent to the out-of-state board for completion. Additional copies of this form may be made and used as needed by the applicant.

Section II is to be completed by a representative of the out-of-state board and then returned directly to the Board office at the address above.

I. Applicant Information

I, _____, am applying for addiction counseling licensure in the state of Kansas. In order to be considered for licensure in Kansas, I am required to provide official documentation related to my credential status and standing in your state. Accordingly, I am requesting that you complete Section 2 below, AND RETURN TO the Kansas Behavioral Sciences Regulatory Board (BSRB).

A. Name under which my license was issued: _____

B. Name under which my license was issued (if different): _____

C. Licensure Type: _____ Licensure Number: _____

D. Issue Date: _____ Expiration Date: _____

E. Signature: _____ Date: _____

II. Statement from Out-Of-State Board

A. Name appearing on license in your state: _____

B. Licensure Type: _____ License Number: _____

C. Date Issued: _____ Date of Expiration: _____

D. Level of Licensure (baccalaureate, masters, clinical): _____

E. Licensed by: Examination: _____ Reciprocity: _____ Grandfathered: _____

Other (Specify): _____

F. If Licensed by Exam:

Name of Exam: _____

Exam Level: _____ Date of Exam: _____

Score Received - Raw: _____ Scaled: _____ Percent: _____ State Cutoff Score: _____

G. Is License in good standing? Yes _____ No _____ **If “No”, please attach copies of all releasable information and state reason(s):** _____

H. Has License been Revoked or Suspended? Yes _____ No _____ **If “Yes”, please attach copies of all releasable information and state reason(s):** _____

I. Additional comments: _____

Printed Name of State Board Representative: _____

Signature: _____ **Date:** _____

Official Title/Position: _____

Name of State Board: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax Number:** _____

Upon completion, please return this form directly to:

**Behavioral Sciences Regulatory Board
712 S. Kansas Avenue
Topeka, KS 66603-3817**

State Seal

Revised: 5/24/11