

#### **102-6-4. Application materials and process.**

(a) An applicant shall not be given a tentative judgment on the applicant's eligibility for registration as an alcohol or other drug abuse counselor until all supporting documents are received and application procedures are completed, unless it is obvious that the applicant does not qualify for registration on the basis of education.

(b) Each request for registration application materials shall be forwarded to the executive director of the board. Each completed application shall be on forms provided by the board and shall include:

(1) the applicant's transcript covering all applicable college or university coursework. Each applicant shall arrange for the applicant's transcript to be sent directly from each academic institution to the board office; and

(2) full payment of the application fee as provided in K.A.R. 102-6-2. The fee shall be submitted prior to the deadlines established by the board.

(c) Each applicant who is attempting to qualify for registration pursuant to K.S.A. 65-6602(b) and amendments thereto, shall provide the name of each person who has provided practicum supervision and supervised work experience for the applicant, and who can attest on a form provided by the board, that the applicant has successfully completed the minimum number of hours of practicum and supervised work experience required in K.S.A. 65-6602(b).

(d) Each applicant who is attempting to qualify for registration pursuant to K.S.A. 65-6602(d) and amendments thereto, shall provide the name of each person who can attest to the board on a form provided by the board, that the applicant has satisfied the experience and practice requirements set out in K.S.A. 65-6602(d).

(e) Each applicant who is attempting to qualify for registration pursuant to K.S.A. 65-6602(e) and amendments thereto, shall make arrangements with the credentialing body of the state in which the applicant is credentialed to provide sufficient information to the board that enables the board to determine whether comparable standards exist.

(f) Each application shall be held through two consecutive examinations. If an applicant has not been registered after the second examination because of the applicant's failure to pass the examination or failure to sit for the examination, the application shall expire. If the applicant demonstrates to the board's satisfaction that extenuating circumstances prevented the applicant from sitting for the examination, the application may remain active and the applicant may sit for the next regularly scheduled examination.

(g) Any application may, for lack of qualifications or as an incomplete application, be tabled for a period not to exceed one year. If the applicant has not met the qualifications by the end of that year, or if the application remains incomplete, the application shall expire. Upon expiration, an application may be renewed if the applicant submits a new application, the required fee and all supporting documents.

(h) Transcripts from outside the United States. Each applicant who graduated from a college or university outside the United States shall submit the applicant's official transcript, an officially translated English copy of the applicant's transcript and supporting documents. Each transcript shall be translated by a source and in a manner that is acceptable to the board.

(Authorized by K.S.A. 65-6602(b) and 74-7507(j) and implementing K.S.A. 65-6602; effective July 17, 1995.)