



KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612

(785) 296-3053 | <https://ksbtp.ks.gov>

APPLICATION FOR CERTIFICATE OF AUTHORIZATION FOR BUSINESS ENTITY

INSTRUCTIONS: Applicants should read all statutes, rules and regulations for specific details regarding requirements. All statutes, rules & regulations are available on our website.

- This application is to apply for a new Certificate of Authorization for a Business Entity.
- The Certificate of Authorization shall be renewed biennially. Business Entities with names beginning with A-L renew by December 31 in even numbered years; M-Z renew by December 31 in odd numbered years. Renewal notices are mailed at least 30 days prior to renewal date.
- A certificate will be sent upon approval of application with authority to practice granted on the date of approval.

A COMPLETE APPLICATION WILL INCLUDE THE FOLLOWING:

1. **COMPLETED APPLICATION FORM** — Print completed form, sign and date, then send all information to KSBTP. Scanned copies and photocopies are NOT accepted. Original signatures are required. Pending applications are kept on file for one year.
2. **NON-REFUNDABLE APPLICATION FEE \$170** — Make check or money order payable to: Kansas State Board of Technical Professions.
3. **ARTICLES OF FORMATION** — Provide a copy of file-stamped Articles of Formation from the home state of the business entity (for example, Articles of Incorporation). Unofficial copies are acceptable.
4. **KANSAS CERTIFICATE OF GOOD STANDING** — Or other document showing registration with the Kansas Secretary of State for domestic and foreign business entities. You must obtain this document from the Kansas Secretary of State's office at 785-296-4564 or www.kssos.org. If you are a foreign (out of state) business entity please consult with your legal counsel to determine if the activities of your business entity do or do not constitute doing business in Kansas. If the business entity determines **NOT** to file with the Kansas Secretary of State include with this application a letter detailing your intended use of a Certificate of Authorization and state your reason for not filing per K.S.A. 17-7932 to complete this requirement.

Application is not complete until the application, fee and all supporting documentation have been received by the board office.

MAIL COMPLETE APPLICATION FILE TO KSBTP AT ADDRESS LISTED ABOVE.

Keep a copy of this application for your records.



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1. APPLICATION FOR THE PRACTICE OF: (Please mark only one)

Architecture

Engineering

Landscape Architecture

Geology

Surveying

2. GENERAL INFORMATION:

Business Entity Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Preferred Contact's Email: _____ Phone: _____

(Please provide an email for future correspondence)

3a. LIST OF ALL PRINCIPALS FOR THE BUSINESS ENTITY: Use separate sheet if necessary.

K.S.A. 74-7003(n) "Principal" is defined as a person who serves in a business entity as an officer, member of a board of directors, member of a limited liability company or partner. **One of the Principals listed below must sign and seal Part 4.**

	Name	Address	Title	KS License #	% Ownership
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

3b. LIST OF OTHER PROFESSIONALS LICENSED IN KANSAS IN RESPONSIBLE CHARGE AT THE ADDRESS LISTED IN 2. ABOVE:

K.S.A. 74-7003(u) "Responsible Charge" is defined as the application of personal supervision and professional judgment, and the incorporation of detailed knowledge with respect to the content of a technical submission by a licensee when applying the normal standard of care for work that such licensee is licensed to perform.

	Name of Kansas Licensee in Responsible Charge	KS License #
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

3c. LIST ALL OTHER KANSAS OR NON-KANSAS OFFICES OF THE BUSINESS ENTITY AND PERSONS IN RESPONSIBLE CHARGE FOR KANSAS PROJECTS AT EACH LOCATION (If none, write "none"):

K.S.A. 74-7003(u) "Responsible Charge" is defined as the application of personal supervision and professional judgment, and the incorporation of detailed knowledge with respect to the content of a technical submission by a licensee when applying the normal standard of care for work that such licensee is licensed to perform.

	Address	Phone	KS Licensee in "Responsible Charge"	KS License #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Notify the Board office within 30 days of a change of a Responsible Charge

4. AFFIDAVIT OF RESPONSIBILITY FOR PRINCIPAL IN RESPONSIBLE CHARGE:

Please see K.S.A. 74-7036(1). One Principal listed in Part 3a. of this Application must accept responsibility for the decisions and activities of the profession for which the business entity seeks authority to practice. The responsible principal must be licensed in Kansas to practice the same technical profession as the business entity is seeking authority to practice. If the Principal is in the process of being individually licensed, wait to send in the business entity application until the Principal is licensed in Kansas and has purchased a seal.

I, _____, state that I am licensed in Kansas by the Kansas Board of Technical Professions as a _____ (name of profession), Kansas License # _____, and that I am the Principal in charge for _____ (name of Business Entity) to practice a technical profession in Kansas. I am a regular employee and participant in this business entity. Further, if there are no other licensed professionals in this firm, I affirm that I am also the Principal in Responsible Charge. I have been authorized to prepare this application for a Certificate of Authorization for a Business Entity. The Articles of Formation for this Business Entity authorize the Business Entity to provide technical professional services which will be performed in the State of Kansas.

SIGNATURE OF PRINCIPAL IN RESPONSIBLE CHARGE

DATE

5. SIGNATURE:

Has the business **ever** had any disciplinary or administrative action taken against their licensure or certification to practice in another jurisdiction? Yes No

If YES, please attach a letter of explanation & supporting documentation.

PROFESSIONAL
SEAL

SIGN & DATE

NAME OF BUSINESS ENTITY

KANSAS STATUTES regarding Certificates of Authorization:

74-7001. Technical professions; unlawful practice; representation and use of title. (a) Except as otherwise provided in K.S.A. 74-7001 et seq., and amendments thereto, it shall be unlawful for any person to practice or to offer to practice in the state of Kansas, any profession included within the term technical professions, as such term is defined in K.S.A. 74-7003, and amendments thereto, unless such person has been duly licensed to practice such profession under K.S.A. 74-7001 et seq., and amendments thereto, or holds a certificate of authorization issued under K.S.A. 74-7036, and amendments thereto. (b) Any person practicing any technical profession in this state, or calling or representing such person as a licensed practitioner of such technical profession, or using the title of a licensed practitioner of such technical profession shall be required to submit evidence that such person is duly licensed under K.S.A. 74-7001 et seq., and amendments thereto, or holds a certificate of authorization issued under K.S.A. 74-7036, and amendments thereto. History: L. 1976, ch. 334, § 1; L. 1978, ch. 326, § 1; L. 1980, ch. 244, § 2; L. 2014, ch. 88, § 5; July 1.

74-7003. Definitions. As used in K.S.A. 74-7001 et seq., and amendments thereto:

(f) "Business entity" means a general corporation, professional corporation, limited liability company, limited liability partnership, corporate partnership or other legal entity created by law.

(n) "Principal" means [a] person who serves in a business entity as an officer, member of a board of directors, member of a limited liability company or partner.

(u) "Responsible charge" means the application of personal supervision and professional judgment, and the incorporation of detailed knowledge with respect to the content of a technical submission by a licensee when applying the normal standard of care for the work that such licensee is licensed to perform.

74-7036. Practice of technical professions by business entity; conditions; application for certificate of authorization, contents, fee; renewal, conditions, fee; change of principal, reporting; liability for services performed. (a) Notwithstanding any other provision of law, a business entity organized for the practice of one or more of the technical professions shall obtain a certificate of authorization pursuant to this section prior to doing business in this state. To obtain a certificate of authorization a business entity must meet the following: (1) One or more principals is designated as being in responsible charge for the activities and decisions relating to the practice of such profession and is licensed to practice such profession by the board and is a regular employee of and active participant in the business entity; (2) each person engaged in the practice of the technical profession is licensed to practice such profession by the board, or is exempt from licensure under K.S.A. 74-7031 through 74-7035, and amendments thereto, or is exempt from examination for licensure in this state under K.S.A. 74-7024, and amendments thereto; and (3) each separate office or place of business established in this state by the business entity has a licensed professional who is regularly supervising the work of an office or place of business and has responsible charge of each respective technical professional practicing in the office. This requirement shall not apply to offices or places of business established to provide construction administration services only. (b) A business entity shall apply to the board for a certificate of authorization, upon a form prescribed by the board, listing the names and addresses of all principals licensed to practice the technical profession and such other information as may be required by the board. The application for a certificate of authorization shall be accompanied by an application fee fixed by the board under K.S.A. 74-7009, and amendments thereto. The certificate of authorization shall be renewed biennially. The biennial renewal fee fixed by the board under K.S.A. 74-7009, and amendments thereto, shall be accompanied by a form prescribed by the board providing current information. In the event of a change of any principal, such change shall be provided to the board within 30 days after the effective date of such change. (c) If the board finds that such business entity is in compliance with all of the requirements of this section, the board shall issue a certificate of authorization to such business entity designating the technical profession for which such business entity is authorized to provide services. (d) No business entity issued a certificate of authorization under this section shall be relieved of responsibility for the conduct or acts of its agents, employees or principals by reason of its compliance with the provisions of this section, nor shall any individual practicing a technical profession be relieved of responsibility and liability for services performed by reason of employment or relationship with such business entity. The requirements of this section shall not affect a business entity and its employees in performing services included within the term "technical professions" solely for the benefit of such business entity or subsidiary or affiliated business entities. Nothing in this section shall exempt any business entity from the provisions of any other law applicable thereto. History: L. 1980, ch. 244, § 1; L. 1992, ch. 240, § 25; L. 2009, ch. 94, § 13; L. 2014, ch. 88, § 28; July 1.