Instructions for Registering a Certificate of Authorization Online

Online renewal is accessible from a link on the State Board of Technical Professions’ website, or by going directly to https://licensing.ks.gov/egov/web.

Before logging into the system, users will first have to register by creating a User ID, Password, and Security Question. For businesses that have multiple Certificates of Authorization each profession will need to be registered and renewed separately. For example, a business may register and renew an engineering certificate and then repeat the process for their architecture certificate. The log-in information will be different for each certificate held.

**Step One: Begin by Clicking One of the Links on the Renewal Page:**

[Image showing the renewal page with instructions to click one of the links to renew the certificate online.]

- Or -

[Image showing another renewal page with instructions to click one of the links to renew the certificate online.]
Step Two: Select “Register A Business” on the Log-In Page

Step Three: Enter Renewal ID and Registration Code & Search

KSBTP Staff recommend leaving the License Number field blank.

**NOTE:** BOTP licensees - your license number format consists of your profession prefix + ":" + your license number (example: A-1234).

The Renewal ID and Registration Code are only located on the Official Renewal Notice received via mail.

Please contact the Board office at 785-296-3053 or e-mail ksbtpadmin@ks.gov if you have not received your notice by November 30th.
**Step Four: Complete Your Registration Details**

**Click the “Register” Button When Done**

Please be sure to write down or save your User ID, Password, and Password Question and Answer. KSBTP Staff will not be able to provide your login information if lost. You will need to re-register the business from Step One if you do not accurately record this information!

PLEASE NOTE: Many people do not allow enough time for the system to register their information because they push the back button on their browser or refresh the page. Please be patient. You will receive a confirmation message on a new screen within 1-3 minutes. If the register button doesn’t let you proceed, scroll to the top of the page to view the error and correct your mistakes in the data fields.
Step Five: You May Now Log into the Online Renewal Portal to Renew

Please find the Online Renewal Instructions located on the Business Entity Renewal Page for further instruction on how to renew once logged into the portal.