KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
900 SW Jackson Street, Suite 507
Topeka, KS 66612
(785) 296-3053 | http://ksbtp.ks.gov

ONLINE REGISTRATION & RENEWAL GUIDE — FOR INDIVIDUALS

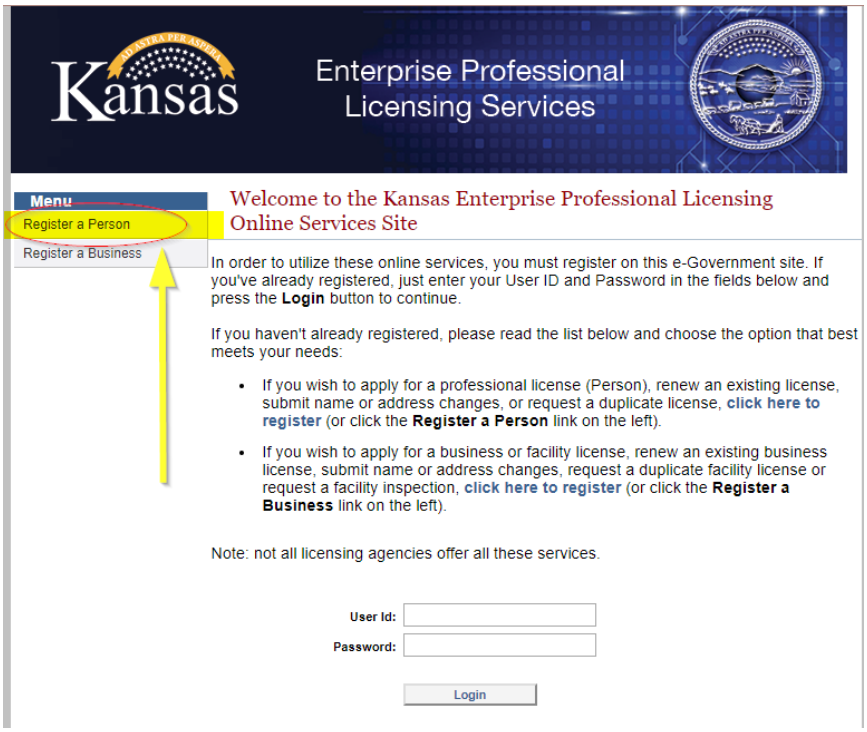
-Click here to jump to the Renewal Guide section-

Registration Instructions:

KSBTP utilizes the "Kansas Enterprise Professional Licensing Online Services Site" to allow licensees to renew online. This software is currently designed to work best with Internet Explorer. Please follow the steps below to create a User ID and Password to login to the portal OR to make a new login if you have forgotten yours.

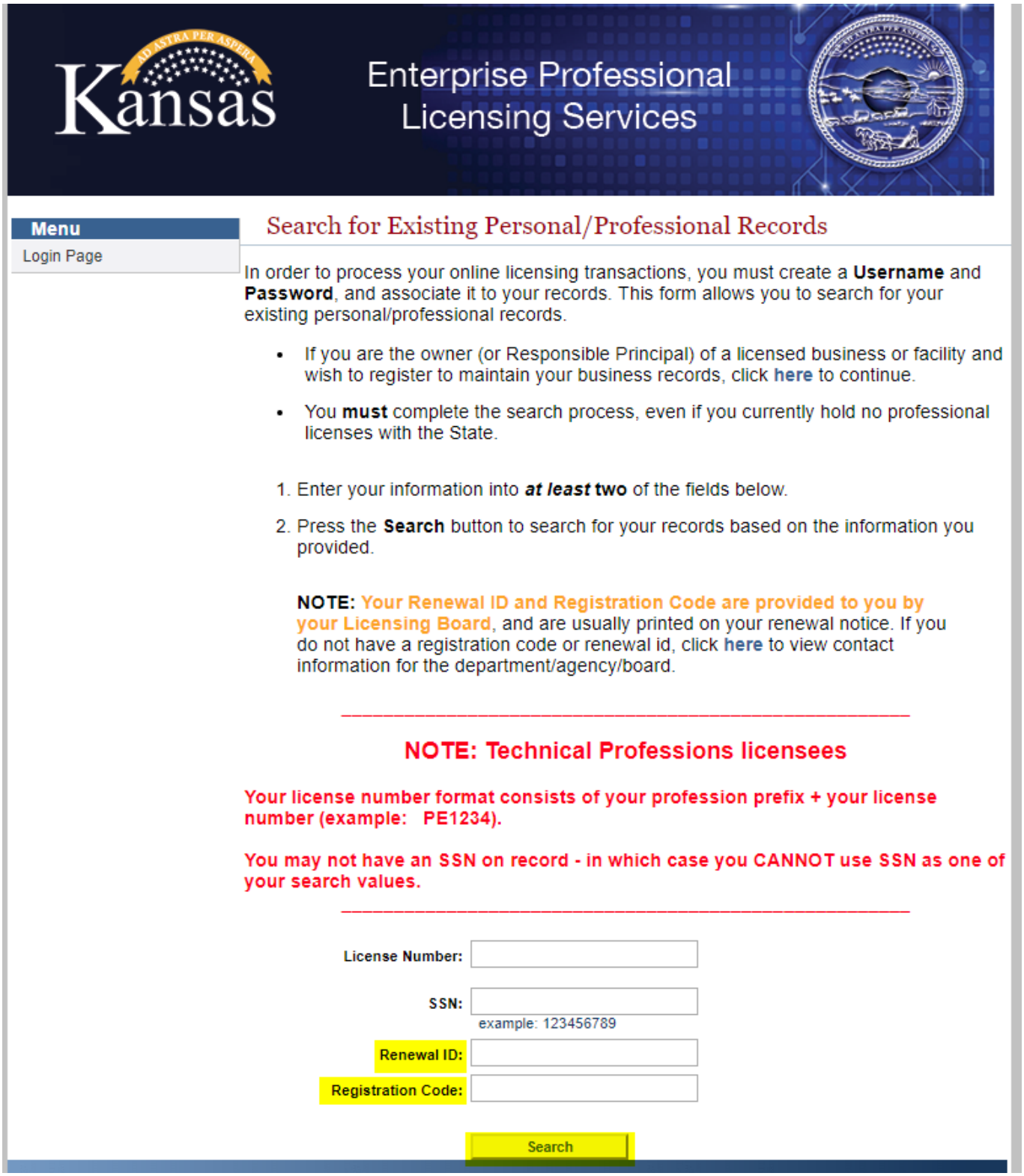
1. **Access the Renewal Portal**
   You can access the online renewal portal **by clicking the link above** or by viewing our Renewal Information page; Clicking the image below will open KSBTP's Renewal Information page for you:

2. **Register a Person**
   On the front page of the renewal portal find "Register a Person" in the top left menu:



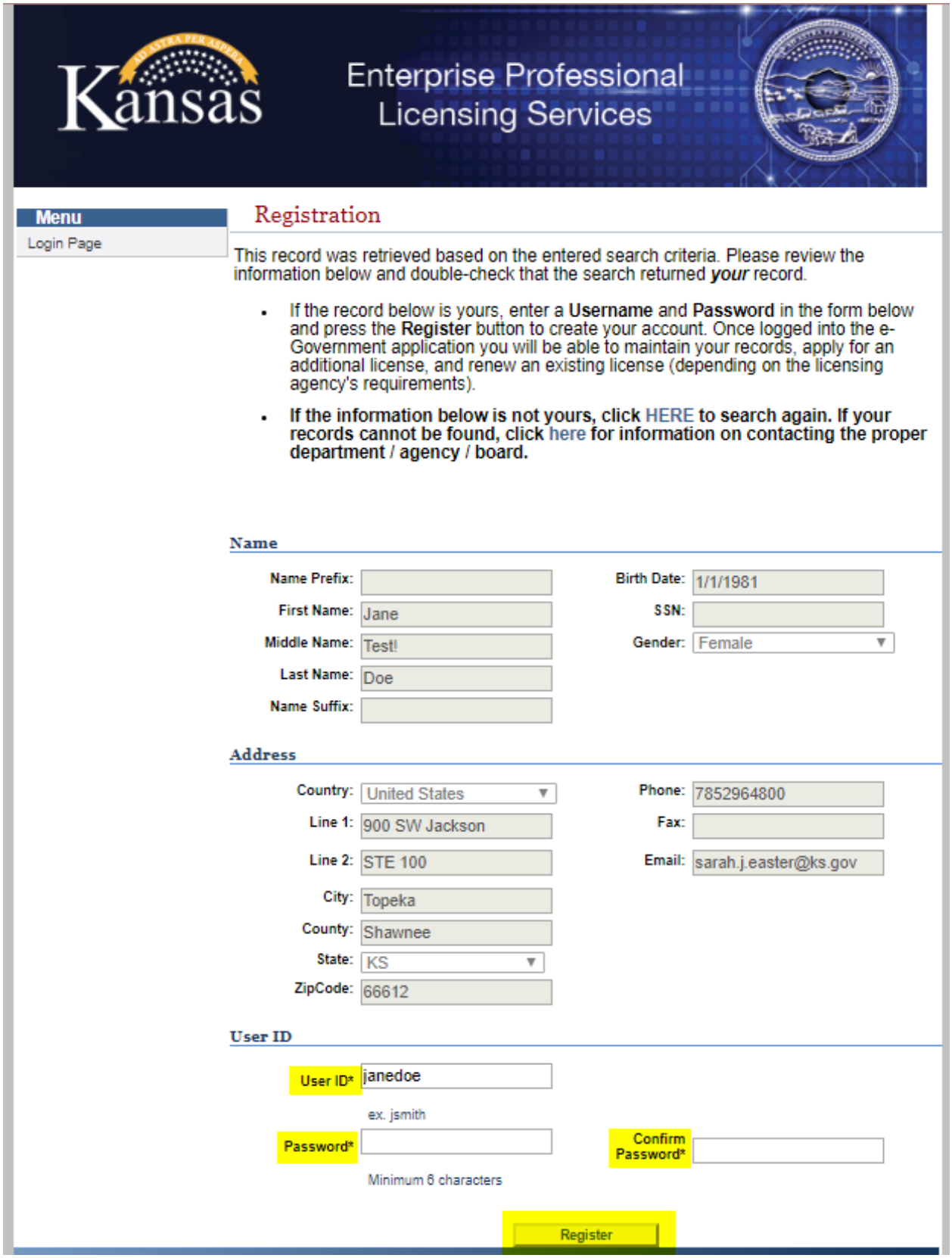
3. Enter Your Information into TWO Fields

We recommend using the Renewal ID and Registration Code found on your Official Notice to Renew (mailed to you). It is possible to use the License Number and SSN fields, however, the information you enter must match **exactly** what is in the KSBTP database or your license will not be found... The most common error made is not including your license pre-fix such as “A, LA, PE, PG, PS” with your license number.

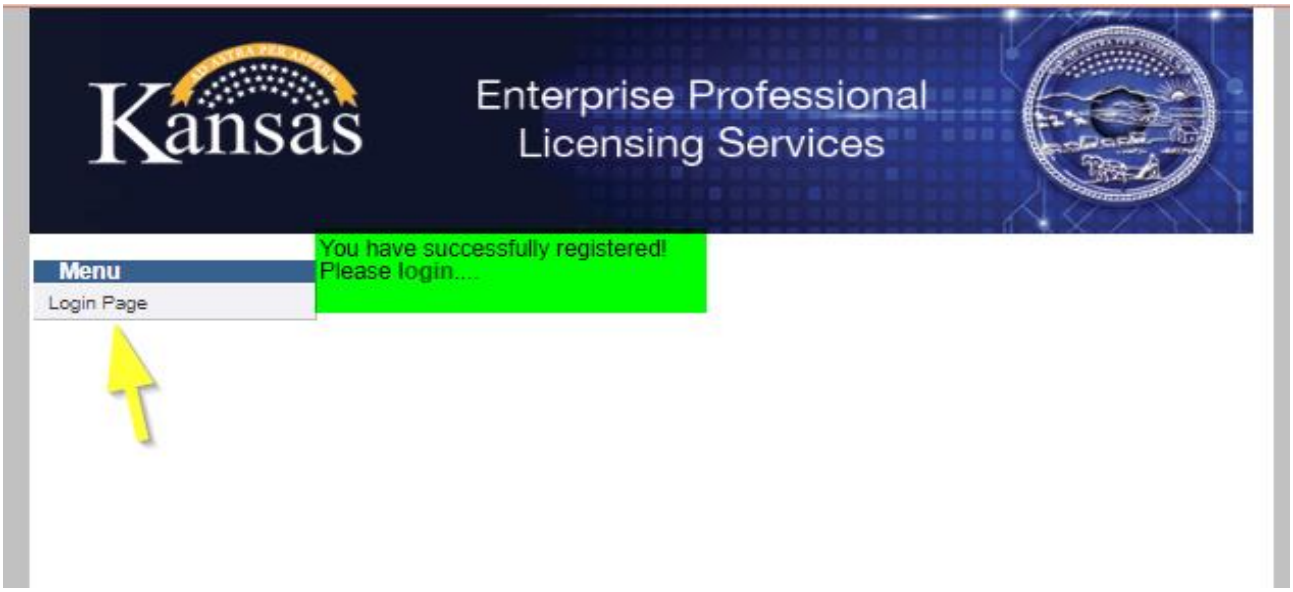


4. Create User ID and Password

A registration page allows you to view your information currently listed in KSBTP's database. At the bottom of the page create a unique User ID and Password, then click "Register".



5. **Confirmation of Registration**
   It may take up to a minute during busy times for the confirmation page to load. Once you receive this message click to be taken back to the login page, where you will use your new User ID and Password to login for the first time. SAVE YOUR USER ID AND PASSWORD FOR FUTURE USE.



ONLINE RENEWAL GUIDE

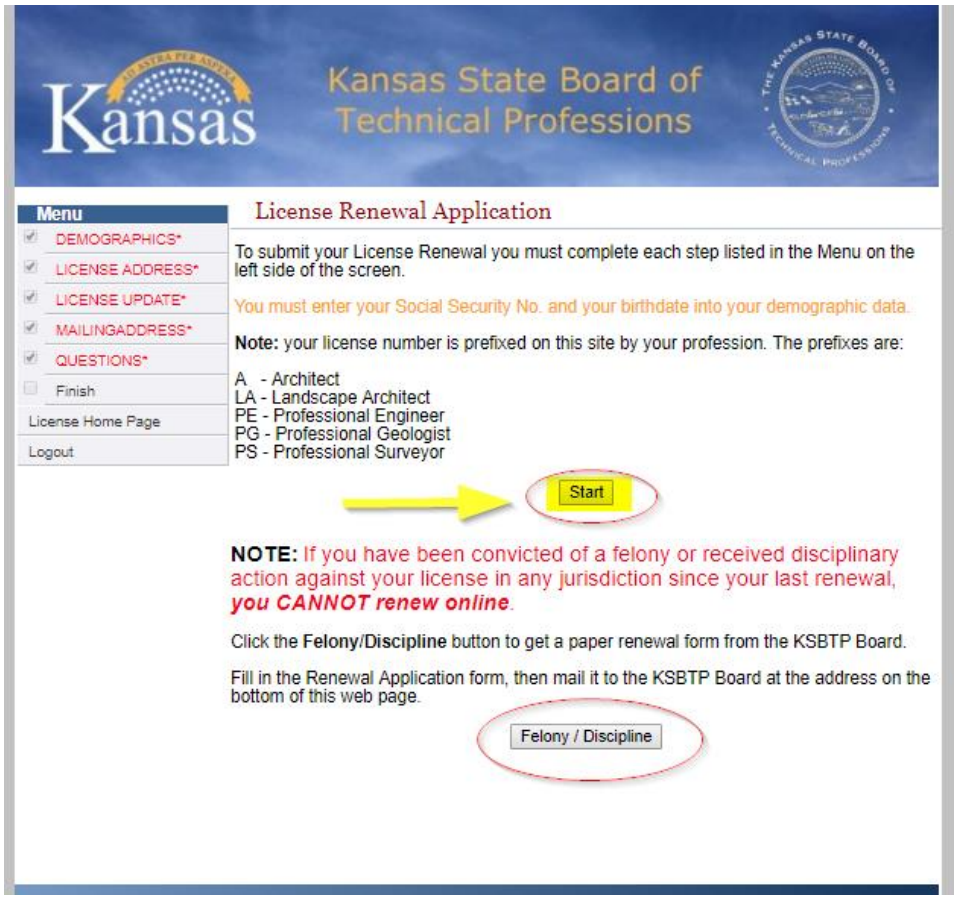
Once logged into the online renewal portal use the following steps to renew your individual license(s).

1. **Click on "Renew License" in the top left menu**
   Click "Renew License" first to stay in checklist order; you will have the opportunity to update demographics information during the renewal checklist flow.

2. Click “Continue” on your renewable license

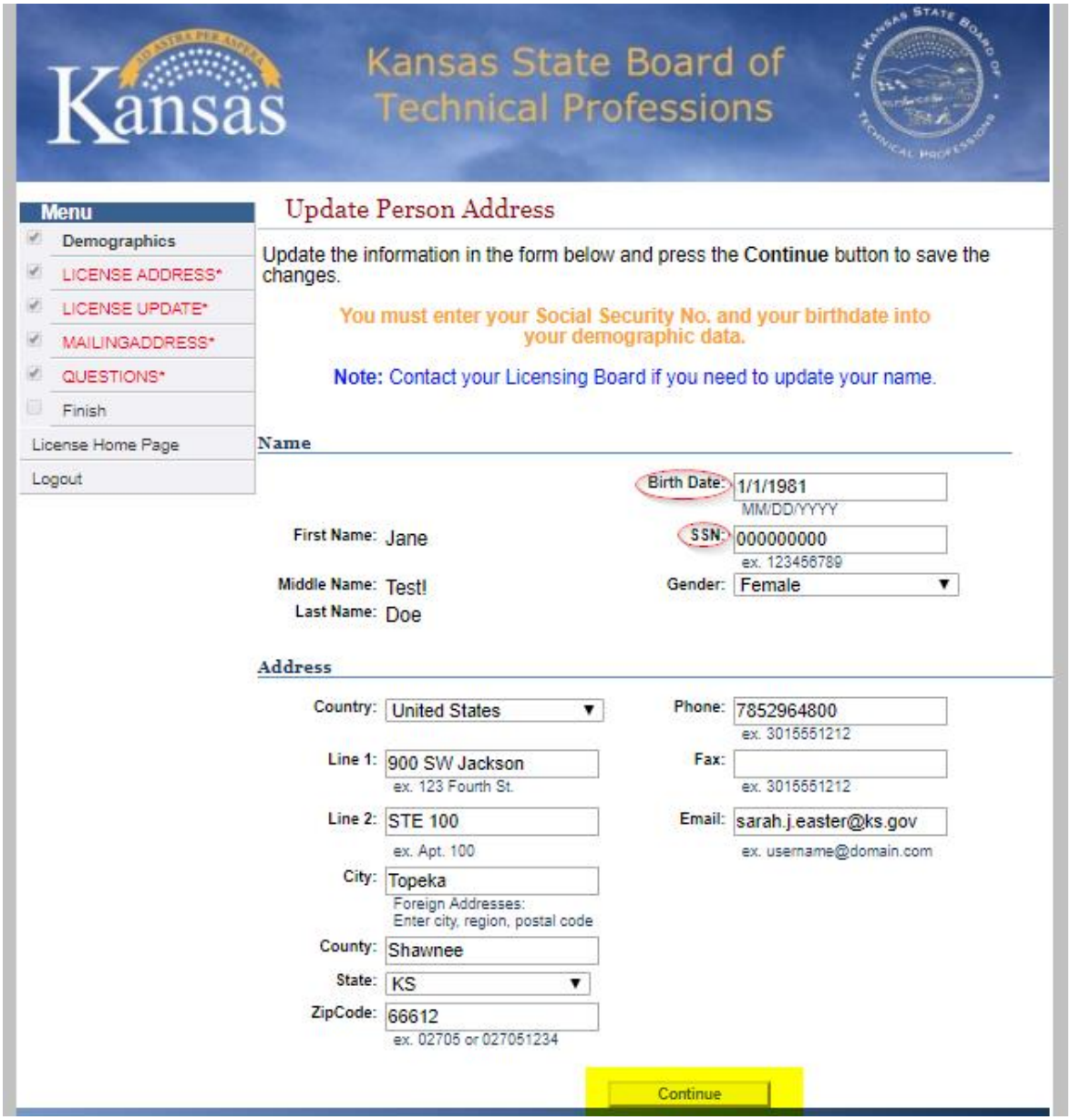
3. Click “Start” to begin the online renewal process…

If you have had any administrative or disciplinary action taken against a professional license in another jurisdiction or if you have been convicted of a felony use the “Felony/Discipline” button to be directed to a paper renewal form; you may not renew online.



4. Make any necessary updates to the Person Address page

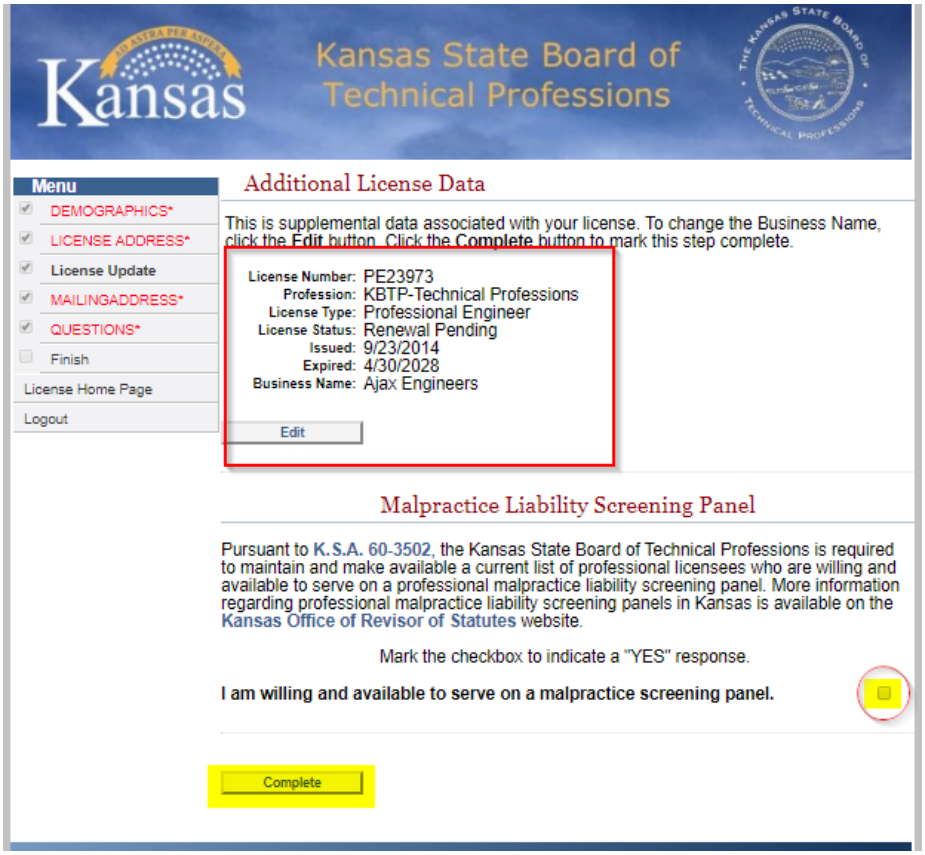
Your birth date and SSN must be entered to finish renewing online. Click “Continue”



5. Confirm your address

Click “Complete”

6. **Review Secondary Address & Malpractice Liability Screening Panel**
   If you have a second address or business address on file with the Board it will appear here for you to edit if necessary.
   Selecting that you are willing and available to serve on malpractice screening panel is optional.
   Click “Complete”

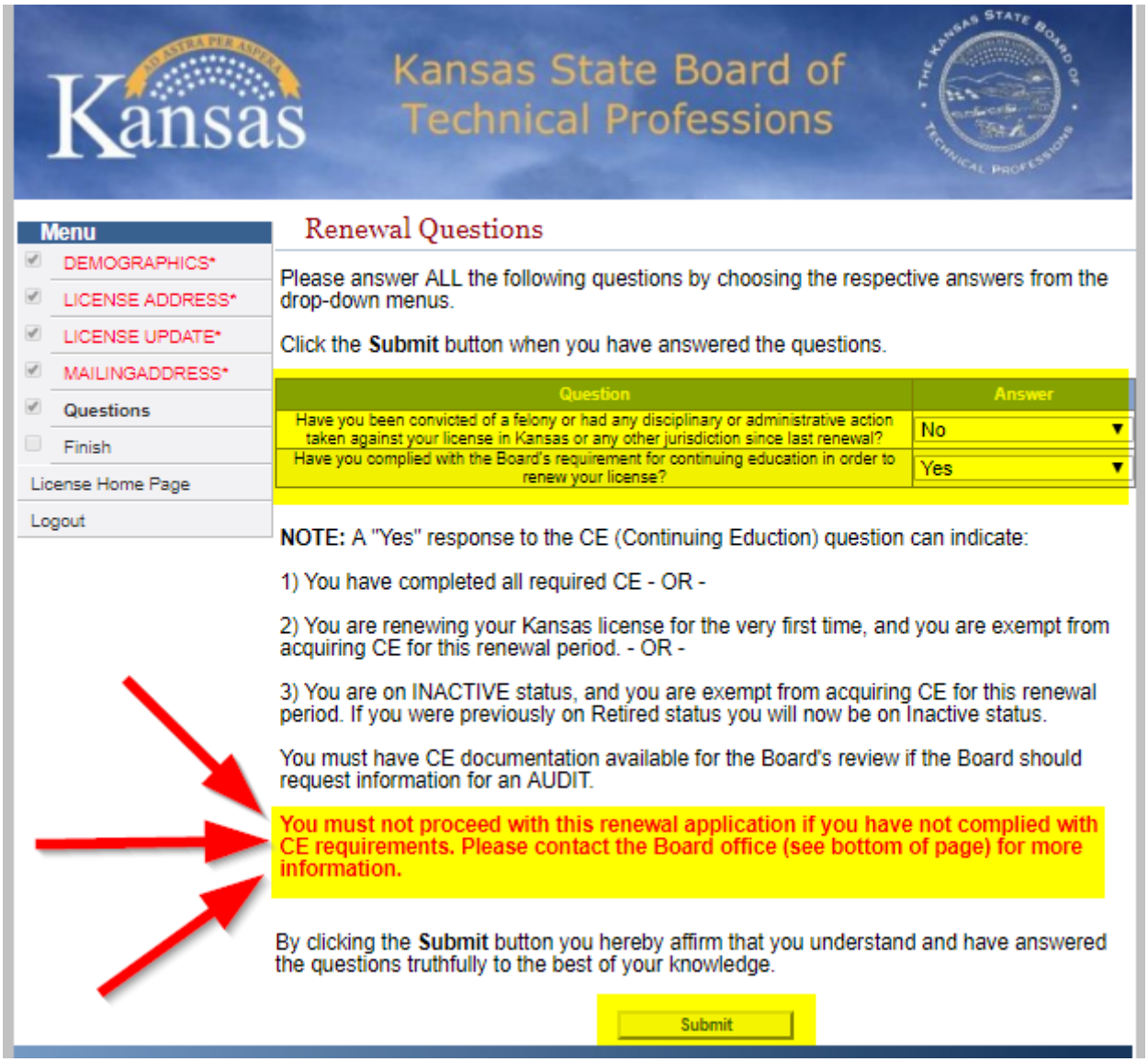


7. **Select your preferred mailing address**
   You may only select one. Then click “Continue”

8. Answer two renewal questions

You must use the drop-down menus to answer “yes” or “no” to the renewal questions.

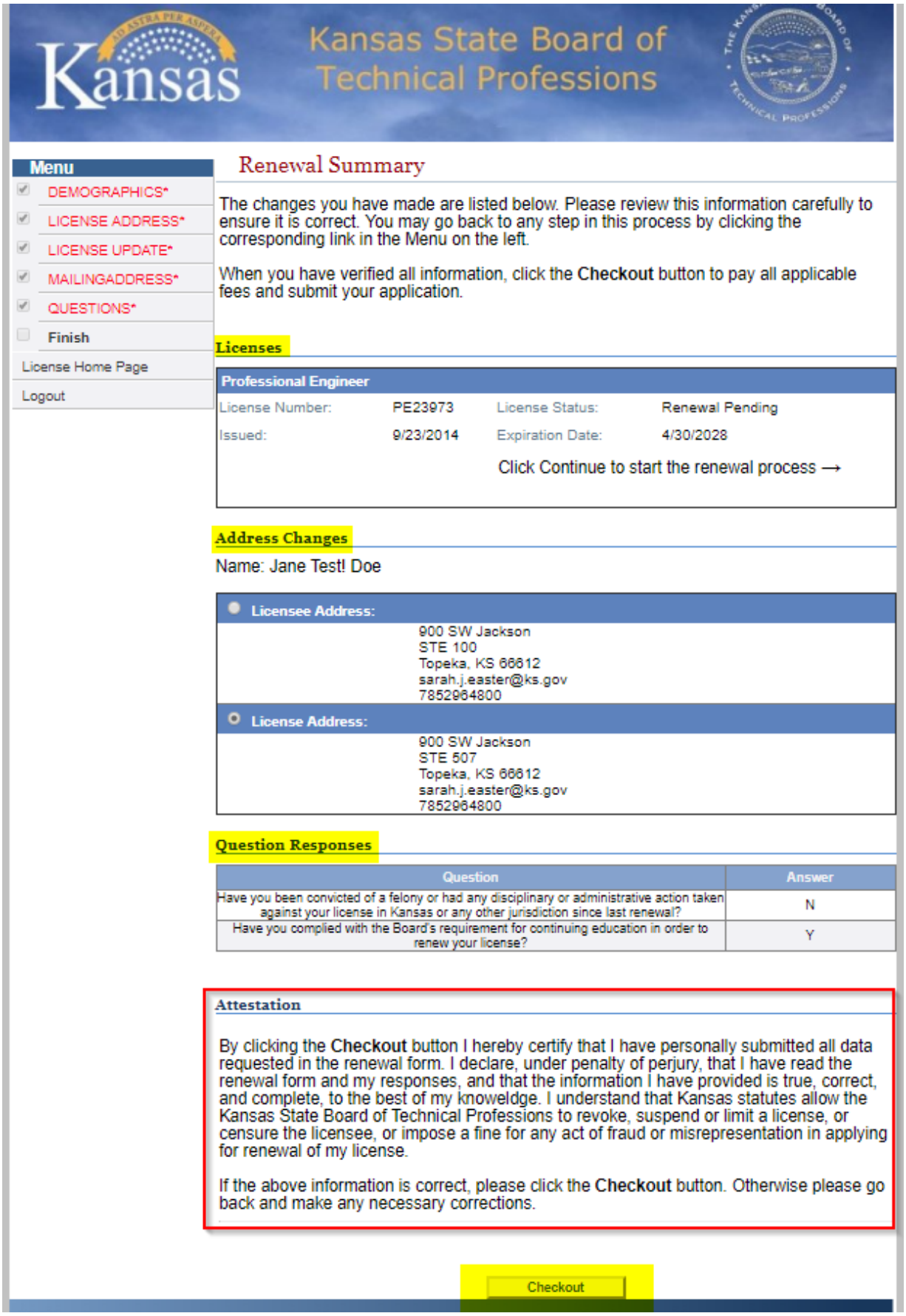
Please read all text on this page as answering incorrectly may lead to disciplinary action against your license. You should NOT renew if you have not completed all required CE. Return to KSBTP’s renewal information webpage to renew as Inactive or seek additional guidance.



Continue to next page for step 9

9. Renewal Summary/ Checkout

Review your information and READ the ATTESTATION before clicking “Checkout” to pay your renewal fee.



Kansas State Board of Technical Professions

Menu
- DEMOGRAPHICS*
- LICENSE ADDRESS*
- LICENSE UPDATE*
- MAILINGADDRESS*
- QUESTIONS*
- Finish
- License Home Page
- Logout

Renewal Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link in the Menu on the left.

When you have verified all information, click the **Checkout** button to pay all applicable fees and submit your application.

Licenses

Professional Engineer

License Number:	PE23973	License Status:	Renewal Pending
Issued:	9/23/2014	Expiration Date:	4/30/2028

Click Continue to start the renewal process →

Address Changes

Name: Jane Test! Doe

Licensee Address:
900 SW Jackson
STE 100
Topeka, KS 66612
sarah.j.easter@ks.gov
7852964800

License Address:
900 SW Jackson
STE 507
Topeka, KS 66612
sarah.j.easter@ks.gov
7852964800

Question Responses

Question	Answer
Have you been convicted of a felony or had any disciplinary or administrative action taken against your license in Kansas or any other jurisdiction since last renewal?	N
Have you complied with the Board's requirement for continuing education in order to renew your license?	Y

Attestation

By clicking the **Checkout** button I hereby certify that I have personally submitted all data requested in the renewal form. I declare, under penalty of perjury, that I have read the renewal form and my responses, and that the information I have provided is true, correct, and complete, to the best of my knoweldge. I understand that Kansas statutes allow the Kansas State Board of Technical Professions to revoke, suspend or limit a license, or censure the licensee, or impose a fine for any act of fraud or misrepresentation in applying for renewal of my license.

If the above information is correct, please click the **Checkout** button. Otherwise please go back and make any necessary corrections.

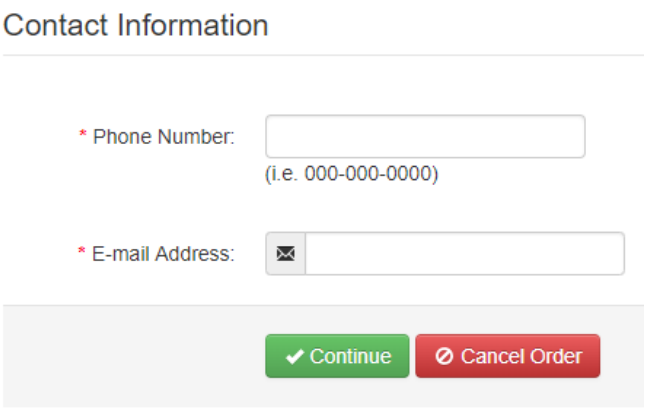
Checkout

10. Select Payment Type

Review the fee information and select “Pay by Checking Account” or “Pay by Credit Card”, Then select “Pay Online” to continue to **KanPay**

11. Enter Payment Information

Enter all required fields for your electronic check or card payment, then enter the required contact information at the bottom of the page and select “Continue” to **submit your payment and renewal**. SAVE your confirmation page to show successful renewal and payment online!



After successful payment you are done with your renewal.
A pocket card will be e-mailed to you within 3-5 business days.