



KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

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

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

RESPONSIBLE PRINCIPAL CHANGE FORM FOR ALL BUSINESS ENTITIES

INSTRUCTIONS:

All statutes, rules & regulations are available on our website for specific details regarding the following requirements:

1. COMPLETED FORM

2. DOCUMENTATION OF PRINCIPAL IN RESPONSIBLE CHARGE

- a. Examples of documentation include a business entity board resolution, signed letter of approval from a Principal of the business entity, a list of all principals for the business entity or other documentation as applicable.
- b. K.S.A. 74-7003(n) "Principal" is defined as a person who services in a business entity as an officer, member of a board of directors, members of a limited liability company or partner.

Original copy of this form must be mailed to the Board office at the address listed above.

Request is not complete until this form and supporting documentation have been received by the board office.

Certificate of Authorization #: _____ Business Entity Name: _____

Business Entity Address: _____

City: _____ State: _____ Zip: _____ Preferred Contact's Email: _____

Current Responsible Principal: _____ Kansas License #: _____

AFFIDAVIT OF RESPONSIBILITY FOR NEW RESPONSIBLE PRINCIPAL:

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.

Signature of NEW RESPONSIBLE PRINCIPAL

Date



KANSAS SEAL FOR NEW RESPONSIBLE PRINCIPAL

Keep a copy of this application for your records.