



# KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

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

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

## PAPER RENEWAL FORM — BUSINESS ENTITY

**Instructions:** A principal serving in responsible charge for your KSBTP Certificate of Authorization must complete this renewal form and submit with a check or money order for the biennial renewal fee (below). Any form or payment postmarked after the expiration date (December 31) will result in the business being placed in Expired status. The business must not practice or offer to practice a technical profession after the expiration date. A separate renewal form must be completed for each Certificate of Authorization your business entity wishes to renew. Should your business need to change its principal in responsible charge, please submit a Principal in Responsible Charge Change Form (located on our website) with this paper renewal form.

**Biennial Renewal Fee - \$95.00 Late Fee - \$20.00**

**Make check or money order payable to: Kansas State Board of Technical Professions**

**MAIL ORIGINAL COMPLETED RENEWAL FORM.  
INCOMPLETE FORMS WILL BE RETURNED.**

### RENEWAL FOR THE PRACTICE OF:

Architecture

Engineering

Landscape Architecture

Geology

Land Surveying

Certificate of Authorization #: \_\_\_\_\_ - \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Preferred Contact: \_\_\_\_\_ Contact Person's Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

### SIGNATURE

Has the business had any disciplinary or administrative action taken against their licensure or certificate to practice in another jurisdiction since their last renewal? Yes No If YES, please attach a letter of explanation & supporting documentation.

BY MY SIGNATURE AND KANSAS SEAL, I HEREBY CERTIFY THE INFORMATION IN THIS RENEWAL FORM IS TRUE AND CORRECT.

**PRINCIPAL IN RESPONSIBLE CHARGE:**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

PROFESSIONAL  
SEAL