



KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

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

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

Principal in Responsible Charge Change Form For All Business Entities

INSTRUCTIONS:

All statutes, rules & regulations are available on our website for specific details regarding the following requirements. Original copy of this form must be mailed to the Board office at the address above.

1. COMPLETED FORM

2. DOCUMENTATION OF PRINCIPAL IN RESPONSIBLE CHARGE

- a. Examples of documentation include a business entity board resolution, signed letter of approval for Principal status from another Principal of the business entity, a list of all Principals and licensees in responsible charge for the business entity and their work location(s) or other documentation as applicable.

PLEASE REVIEW BEFORE SIGNING THE AFFIDAVIT OF RESPONSIBILITY:

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, members of a limited liability company or partner.

K.S.A. 74-7003(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.

KS Certificate of Authorization #: _____ **Business Name:** _____

Business Entity Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____ **ext.** _____

E-mail Address of New Principal in Responsible Charge: _____

Name of Previous Principal in Responsible Charge: _____ **Kansas License #:** _____

AFFIDAVIT OF RESPONSIBILITY FOR NEW RTIP EIRC N'IP T'GURQP UDN G'EJ CTI G:

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

Date



KANSAS SEAL