

## 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:

KSBTTP 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.

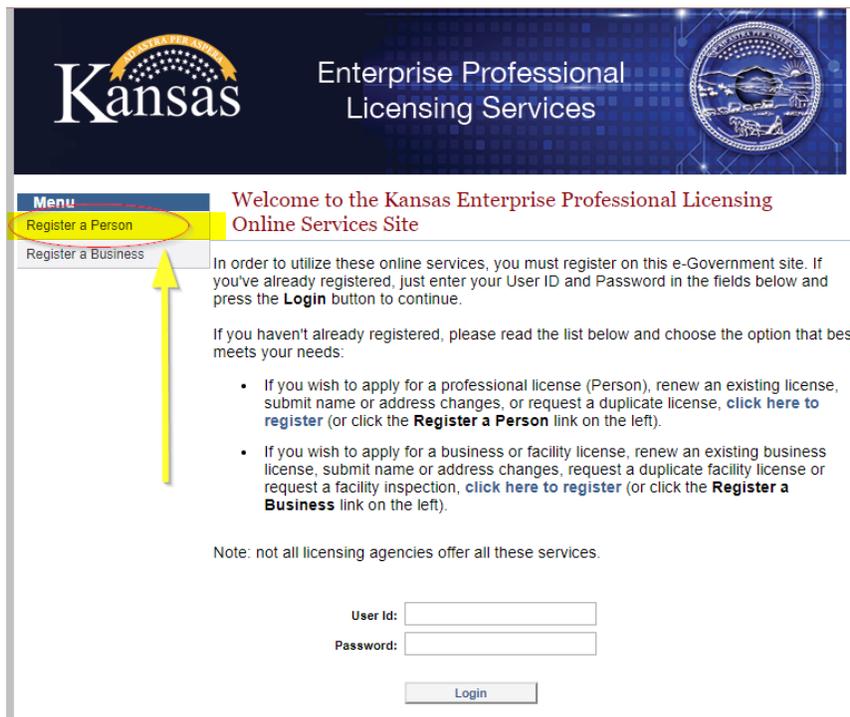
#### 1. Access the Renewal Portal

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 KSBTTP'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

Please enter either the registration code from the renewal form OR your birth date, the last four of your SSN and your license number. The most common error made is not including your license pre-fix such as “A, LA, PE, PG, PS” with your license number.

1. Enter your information into **three of the four fields below**.
2. Then press the **Search** button to search for your records based on the information you provided. Click the **Search** button to continue.

**NOTE: Your Renewal ID and Registration Code are provided to you by your Licensing Board**, and are printed on your official notice to renew. If you have not received your official notice to renew in the mail 30 days before your license’s expiration date, and you do not have a registration code or renewal id, contact the KSBTP at [ksbtpadmin@ks.gov](mailto:ksbtpadmin@ks.gov) or [\(785\) 296-3053](tel:7852963053).

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**Your license number format consists of your profession prefix + your license number (example: PE1234).**

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Registration Code

OR

License Number:   
ex: PE1234

Birth Date:   
ex: 01/15/1985

Last 4 digits of SSN   
ex: 6789

#### 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".



## Enterprise Professional Licensing Services

**Menu**  
Login Page

### Registration

This record was retrieved based on the entered search criteria. Please review the information below and double-check that the search returned **your** record.

- If the record below is yours, enter a **Username** and **Password** in the form below and press the **Register** button to create your account. Once logged into the e-Government application you will be able to maintain your records, apply for an additional license, and renew an existing license (depending on the licensing agency's requirements).
- If the information below is not yours, click [HERE](#) to search again. If your records cannot be found, click [here](#) for information on contacting the proper department / agency / board.

#### Name

Name Prefix:	<input type="text"/>	Birth Date:	<input type="text" value="1/1/1981"/>
First Name:	<input type="text" value="Jane"/>	SSN:	<input type="text"/>
Middle Name:	<input type="text" value="Test!"/>	Gender:	<input type="text" value="Female"/>
Last Name:	<input type="text" value="Doe"/>		
Name Suffix:	<input type="text"/>		

#### Address

Country:	<input type="text" value="United States"/>	Phone:	<input type="text" value="7852964800"/>
Line 1:	<input type="text" value="900 SW Jackson"/>	Fax:	<input type="text"/>
Line 2:	<input type="text" value="STE 100"/>	Email:	<input type="text" value="sarah.j.easter@ks.gov"/>
City:	<input type="text" value="Topeka"/>		
County:	<input type="text" value="Shawnee"/>		
State:	<input type="text" value="KS"/>		
ZipCode:	<input type="text" value="66612"/>		

#### User ID

User ID*	<input type="text" value="janedoe"/>		
	ex. jsmith		
Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
	Minimum 8 characters		

### 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.**

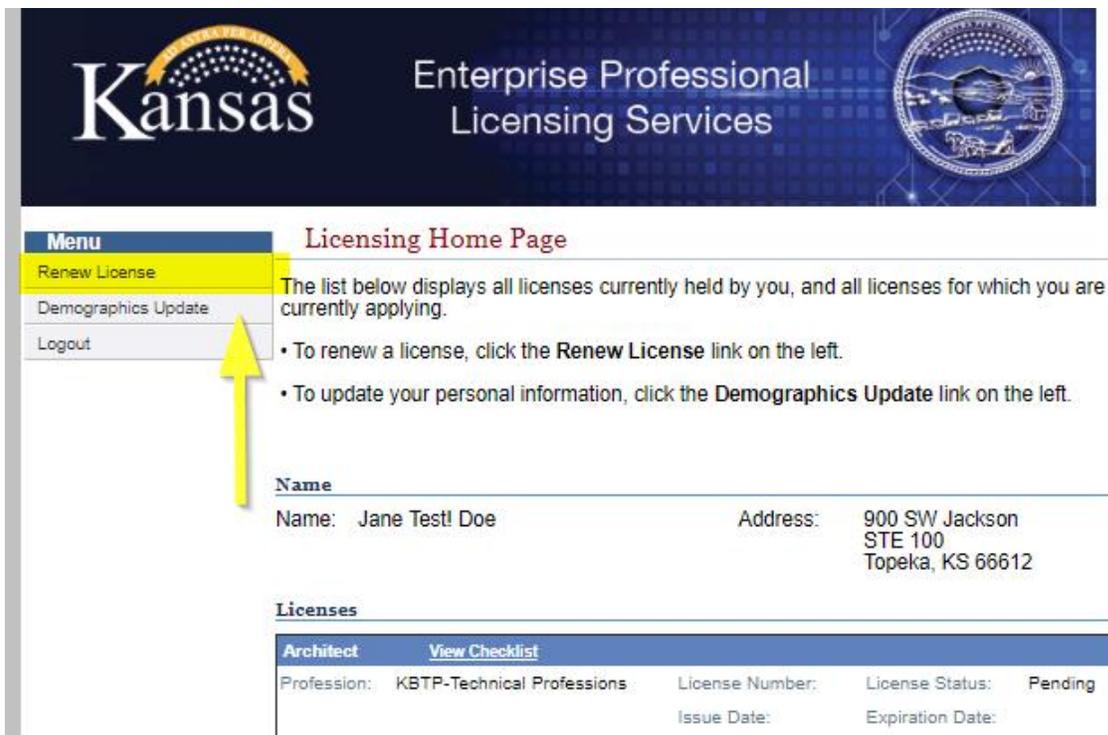


## ONLINE RENEWAL GUIDE

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

The screenshot shows the 'Enterprise Professional Licensing Services' website. The header includes the 'Kansas' logo and the text 'Enterprise Professional Licensing Services'. A navigation menu on the left contains 'License Home Page' and 'Logout'. The main content area is titled 'Application for License Renewal' and contains instructions: 'Click the Continue link for the license you wish to renew. If you have multiple renewable licenses, you may only process one renewal application at a time. Complete the process for each license you would like to renew.' Below this is a section for 'Renewable Licenses' with a sub-section for 'Professional Engineer'. It displays license details: License Number: PE23973, License Status: Renewal Pending, Issued: 9/23/2014, and Expiration Date: 4/30/2028. At the bottom of this section, it says 'Click Continue to start the renewal process' followed by a 'Continue' button, which is circled in red and pointed to by a yellow arrow.

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.

The screenshot shows the 'Kansas State Board of Technical Professions' website. The header includes the 'Kansas' logo and the text 'Kansas State Board of Technical Professions'. A navigation menu on the left contains 'Finish', 'License Home Page', and 'Logout'. The main content area is titled 'License Renewal Application' and contains instructions: 'To submit your License Renewal you must complete each step listed in the Menu on the left side of the screen. You must enter your Social Security No. and your birthdate into your demographic data. Note: your license number is prefixed on this site by your profession. The prefixes are: A - Architect, LA - Landscape Architect, PE - Professional Engineer, PG - Professional Geologist, PS - Professional Surveyor'. Below this is a 'Start' button, which is circled in red and pointed to by a yellow arrow. A 'NOTE' in red text states: 'If you have been convicted of a felony or received disciplinary action against your license in any jurisdiction since your last renewal, you CANNOT renew online.' Below the note, it says 'Click the Felony/Discipline button to get a paper renewal form from the KSBTP Board. Fill in the Renewal Application form, then mail it to the KSBTP Board at the address on the bottom of this web page.' At the bottom, there is a 'Felony / Discipline' button, which is also circled in red.

4. Make any necessary updates to the Person Address page

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

**Menu**

- Demographics
- LICENSE ADDRESS\*
- LICENSE UPDATE\*
- MAILINGADDRESS\*
- QUESTIONS\*
- Finish
- License Home Page
- Logout

### Update Person Address

Update the information in the form below and press the Continue button to save the changes.

**You must enter your Social Security No. and your birthdate into your demographic data.**

**Note:** Contact your Licensing Board if you need to update your name.

**Name**

Birth Date: 1/1/1981  
MM/DD/YYYY

SSN: 000000000  
ex. 123456789

Gender: Female

First Name: Jane  
Middle Name: Test!  
Last Name: Doe

**Address**

Country: United States

Phone: 7852964800  
ex. 3015551212

Line 1: 900 SW Jackson  
ex. 123 Fourth St.

Fax:   
ex. 3015551212

Line 2: STE 100  
ex. Apt. 100

Email: sarah.j.easter@ks.gov  
ex. username@domain.com

City: Topeka  
Foreign Addresses:  
Enter city, region, postal code

County: Shawnee

State: KS

ZipCode: 66612  
ex. 02705 or 027051234

Continue

5. Confirm your address

Click "Complete"

**Menu**

- DEMOGRAPHICS\*
- License Address
- LICENSE UPDATE\*
- MAILINGADDRESS\*
- QUESTIONS\*
- Finish
- License Home Page
- Logout

### License Address Information

This is the address currently associated with your license. Press the Edit button to edit this address. If no changes are necessary, press the Complete button to mark this step complete.

Line 1: 900 SW Jackson  
STE 507  
Topeka, KS 66612

Phone: 7852964800

Email: sarah.j.easter@ks.gov

Edit

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"

The screenshot shows the 'Additional License Data' section of the Kansas State Board of Technical Professions website. On the left is a 'Menu' with options: DEMOGRAPHICS\*, LICENSE ADDRESS\*, License Update, MAILINGADDRESS\*, QUESTIONS\*, Finish, License Home Page, and Logout. The main content area is titled 'Additional License Data' and contains the following information:

This is supplemental data associated with your license. To change the Business Name, click the **Edit** button. Click the **Complete** button to mark this step complete.

License Number: PE23973  
Profession: KBTP-Technical Professions  
License Type: Professional Engineer  
License Status: Renewal Pending  
Issued: 9/23/2014  
Expired: 4/30/2028  
Business Name: Ajax Engineers

Below this information is an 'Edit' button. The 'Malpractice Liability Screening Panel' section follows, with the text: 'Pursuant to K.S.A. 60-3502, the Kansas State Board of Technical Professions is required to maintain and make available a current list of professional licensees who are willing and available to serve on a professional malpractice liability screening panel. More information regarding professional malpractice liability screening panels in Kansas is available on the Kansas Office of Revisor of Statutes website.'

Mark the checkbox to indicate a "YES" response.

I am willing and available to serve on a malpractice screening panel.

At the bottom of the page is a yellow 'Complete' button.

## 7. Select your preferred mailing address

You may only select one. Then click "Continue"

The screenshot shows the 'Mailing Address' section of the Kansas State Board of Technical Professions website. On the left is a 'Menu' with options: DEMOGRAPHICS\*, LICENSE ADDRESS\*, LICENSE UPDATE\*, MailingAddress, QUESTIONS\*, Finish, License Home Page, and Logout. The main content area is titled 'Mailing Address' and contains the following text:

Select your preferred mailing address. The mailing address is where the Board will send all official license information. You are required by law to keep this information current.

There are two address options, each with a radio button:

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

At the bottom of the page is a yellow 'Continue' button.

## 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.

**Menu**

- DEMOGRAPHICS\***
- LICENSE ADDRESS\***
- LICENSE UPDATE\***
- MAILINGADDRESS\***
- Questions**
- Finish**
- License Home Page
- Logout

### Renewal Questions

Please answer ALL the following questions by choosing the respective answers from the drop-down menus.

Click the **Submit** button when you have answered the questions.

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?	No ▼
Have you complied with the Board's requirement for continuing education in order to renew your license?	Yes ▼

**NOTE:** A "Yes" response to the CE (Continuing Education) question can indicate:

- 1) You have completed all required CE - OR -
- 2) You are renewing your Kansas license for the very first time, and you are exempt from acquiring CE for this renewal period. - OR -
- 3) You are on **INACTIVE** status, and you are exempt from acquiring CE for this renewal period. If you were previously on Retired status you will now be on Inactive status.

You must have CE documentation available for the Board's review if the Board should request information for an **AUDIT**.

**You must not proceed with this renewal application if you have not complied with CE requirements. Please contact the Board office (see bottom of page) for more information.**

By clicking the **Submit** button you hereby affirm that you understand and have answered the questions truthfully to the best of your knowledge.

**Submit**

*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 knowledge. 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!

### Contact Information

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\* Phone Number:

(i.e. 000-000-0000)

\* E-mail Address:

✔ Continue

✖ Cancel Order

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