

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT**  
Board of Adult Care Home Administrators

**Instructions**

**Application for Temporary Licensure as a  
Kansas Adult Care Home Administrator**

A temporary license as a Kansas adult care home administrator may be issued to an applicant upon meeting the qualifications and requirements under K.S.A. 65-3502 and K.A.R. 28-38-21. The temporary licensure criteria and applicant qualifications are as follows:

**Temporary License Criteria**

1. Each individual requesting a temporary license shall identify the facility seeking to hire the individual on an emergency basis, and shall arrange for that facility to provide the board with written documentation that no licensed, qualified applicant is available to serve as administrator in the facility.
2. A temporary license may be granted to a qualified applicant and may be renewed upon written documentation from the licensed facility that licensed, qualified applicants are unavailable. A temporary license may be extended for two consecutive 60-day periods, but shall not exceed a total of 180 days for each individual holding a temporary license.

**Applicant Qualifications**

1. The applicant must not have taken and failed the examination specified in K.A.R. 28-38-18 or had his/her license revoked or suspended.
2. The applicant must meet one of the following requisites:
  - (a) have an undergraduate or graduate degree from an accredited college or university. Transcripts verifying degrees must be sent to the department directly from the college/university.
  - (b) have been licensed in Kansas as an adult care home administrator and is otherwise eligible for reinstatement.
  - (c) hold a license as an adult care home administrator in another state and is otherwise eligible for reciprocity.
  - (d) be exempt from formal education in accordance with K.S.A. 65-3504 (b). If exempt, complete and submit "Application for Exemption of Formal Education."
3. The applicant must successfully pass a state examination on Kansas Nursing Facility Regulations and the Assisted Living and Residential Health Care Regulations with a score of at least 75 percent.

**Please see back of this page/page 2 for further instructions**

## **Applicant Requirements**

The applicant must submit:

1. "Application for Adult Care Home Administrator License,"
2. \$100.00 non-refundable fee payable to Kansas Department of Health and Environment, and
3. Written documentation from the board of directors, corporation or ownership of the facility that no licensed, qualified applicant is available to serve as administrator in the facility and written endorsement that the applicant is the most qualified applicant for the facility where the person is to be employed.
4. Copy of Social Security card or document verifying your name and Social Security number.
5. One of the following items:
  - (a) Provide directly from an accredited college or university academic transcripts as proof of receipt of at least an undergraduate or graduate degree.
  - (b) evidence of being licensed in Kansas as an adult care home administrator and eligible for reinstatement. College/university transcript required as applicable.
  - (c) evidence of holding an adult care home administrator license in another state and eligible for reciprocity. College/university transcript required as applicable.
  - (d) "Application for Exemption of Formal Education," and supporting documents.

**Mail above information to:**  
Health Occupations Credentialing  
1000 SW Jackson, Suite 200  
Topeka KS 66612-1365

Upon review of your application by the board, you will be notified of your eligibility to take the test for temporary license. The open-book test is over the Kansas Nursing Facility Regulations and the Assisted Living and Residential Health Care Regulations. These regulations may be obtained by sending a request and a \$6.00 check or money order payable to KDOA to cover the cost of printing to:

Regulation Request  
Kansas Department on Aging  
New England Building  
503 S. Kansas Ave.  
Topeka KS 66603-3404

Should you have any questions regarding temporary licensure, please feel free to contact Brenda Nesbitt Kroll at (785) 296-0061 or at [bkroll@kdhe.state.ks.us](mailto:bkroll@kdhe.state.ks.us).