

| <b>Kansas State Board of Healing Arts</b>   |  |
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| <b>Policy Title:</b> Delegation of Authority to Executive Director to Rule on Certain Requests for Licensure by Endorsement | <b>Policy Number:</b> 24-04                        |
| <b>Author:</b> ----   | <b>Effective Date:</b> - - -                       |
| <b>Date Authored:</b> May 23, 2024  | <b>Last Modified:</b> - - -                        |
| <b>Responsible for Updates:</b> ----  | <b>Pending Executive Director Approval:</b> Yes No |

**Purpose:**

The purpose of this policy is to memorialize the authority granted by motion of the Board on August 9, 2013, delegating approval of licensure by endorsement with one missing requirement to the Executive Director.

**Authority:**

K.S.A. 65-2833

**Definitions:**

**Summary:** The Board authorizes its Executive Director to grant licensure by endorsement provided that the applicant is missing only one requirement for licensure by examination.

**Policy and Procedure:**

In matters in which the Board as a whole acts as presiding officer, authority to rule upon certain requests for licensure by endorsement is hereby delegated to the Executive Director for the Board as follows:

1. The Executive Director may grant a written request for licensure by endorsement provided that the applicant:
  - a. Has furnished the required information for licensure by endorsement as outlined in **K.A.R. 100-8-2**.
  - b. Has met the requirements for active practice and direct patient care as outlined in **K.A.R. 100-8-3**.
  - c. Has never been convicted, received adjudication, deferred adjudication, community supervision or deferred disposition for any offense by a court of appropriate jurisdiction or public discipline by a licensing board.
  - d. Is missing a maximum of one requirement for licensure by examination that can be proved by other means.
2. All other applications must be referred to the full board for a conference hearing.
3. Board members shall be provided a record of all licenses reviewed in this manner prior to the next scheduled Board meeting.

**Approved** by the Kansas State Board of Healing Arts this 26 day of June 2024

  
Susan Gile, CMBE  
Executive Director