

# Kansas Dietitian License Renewal Instructions

## 02/29/2016

### THERE ARE TWO OPTIONS FOR LICENSE RENEWAL

#### **OPTION 1: ONLINE RENEWAL PROCESS**

A few reasons the online process may be the choice for you:

- Convenience: Available beginning **Jan. 15, 2016**, 24 hours each day, 7 days per week.
- Additional Payment Options: The \$135 renewal fee may be paid by electronic checks, Visa, MasterCard, Discover and American Express. NOTE: A convenience fee of \$3 is charged for electronic checks. A convenience fee of \$8 is charged for credit card use.
- Immediate Confirmation: User receives a printable confirmation statement verifying the renewal process was successfully completed which also serves as a receipt of payment.

#### **Instructions:**

Go to [www.kdads.ks.gov](http://www.kdads.ks.gov) then select "Health Occupations Credentialing" then click on "Online Renewal"

#### **OPTION 2: PAPER-BASED RENEWAL PROCESS**

If paper-based renewal is preferred, please follow these steps:

1. Complete, sign and return the form titled "Dietitian Licensure Renewal Notice."
2. Enclose the \$135 renewal fee made payable to **KDADS** or complete and return the authorization for payment of fees by Visa or MasterCard.

### ADDITIONAL RENEWAL INFORMATION

#### **CONTINUING EDUCATION REQUIREMENTS**

A total of 15 hours of continuing education is required for renewal.

#### **Pro-rated Continuing Education Hours**

Each licensee whose *initial licensure* period is less than 24 months is required to obtain not less than one-half hour of continuing education for each month in the initial licensure period.

(Example: If a license was issued in November 2006 and expires February 29, 2008, the license was in effect for 16 months so the licensee would be required to obtain 8 hours of continuing education.)

Month in which license was issued	Total CE hours required for renewal
Mar (expires 2/28 2 yrs later – 24 mo license)	15 hours
Apr (23 month license)	11.5 hours
May (22 month license)	11 hours
Jun (21 month license)	10.5 hours
Jul (20 month license)	10 hours
Aug (19 month license)	9.5 hours
Sep (18 month license)	9 hours
Oct (17 month license)	8.5 hours
Nov (16 month license)	8 hours
Dec (15 month license)	7.5 hours
Jan (14 month license)	7 hours
Feb (13 month license)	6.5 hours

**Continued**

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### **PROCESS FOR CONTINUING EDUCATION REVIEW**

***Licensees are no longer required to seek subsequent approval of programs.***

You must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event your renewal is randomly audited, but only then must you submit the information. CE content must meet regulation standards. A copy of the regulations which outline allowable topics of education is enclosed if you received this via mail or can be obtained from our website. The attestation statement on your renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.

### **NAME CHANGES**

For those renewing using the paper-based renewal process, please make corrections as needed on the license renewal application to reflect the name change then attach documentation (marriage license/divorce decree) to substantiate change.

For those utilizing the online renewal process, please note that **name changes cannot be made online** and will require that documentation be mailed or faxed (marriage license/divorce decree) to substantiate change. Fax number is 785-296-3075 Attention: Brenda Kroll.

### **CRITICAL DATES**

- All continuing education hours must be obtained by Feb. 29, 2016. If the required hours are not obtained by February 29, 2016, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date (February 29, 2016) to avoid a \$50 late fee.
- Applications received postmarked or submitted online by March 31, 2016, with CE obtained by February 29, 2016, will be charged an additional \$50 late fee.
- Applications received postmarked 60 days after expiration (postmarked on or after April 1, 2016) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$135 and a reinstatement fee of \$100, (total fee being \$235) and meet continuing education requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of license expiration.

For questions about the renewal process, please contact Brenda Dreher at (785) 296-0061 or by e-mail at [Brenda.kroll@kdads.ks.gov](mailto:Brenda.kroll@kdads.ks.gov).

**Health Occupations Credentialing  
612 S Kansas Avenue  
Topeka KS 66603  
[www.kdads.ks.gov](http://www.kdads.ks.gov)**

## RENEWAL APPLICATION FOR DIETITIAN LICENSURE

**Your Dietitian license will expire February 29, 2016. Renewal materials must be postmarked by February 29, 2016 to avoid a \$50.00 late fee.**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

License #: \_\_\_\_\_  
License End Date: 02/29/2016  
Renewal Fee: \$135  
CE Hrs Due: See Instruction Sheet

*NOTE: ONLY use this application form if NOT using the online renewal process.*

### Disciplinary/Conviction History

To renew your license the following question must be answered:

During this licensure period, has your license, certification, or registration issued by Kansas or another state or entity been denied, refused for renewal, suspended, revoked or subjected to any disciplinary action, or have you been convicted of a crime by any state or federal court in the United States?

( ) No ( ) Yes If yes, attach explanation.

### Continuing Education Attestation

The following attestation statement regarding continuing education must be signed to renew your license:

*By signing this application, I affirm that I have completed the continuing education required by regulation (KAR 28-59-5). I understand that an audit will be conducted of a percentage of all applications, and should my application be subject to audit, I will provide all documentation as requested. I understand that my license will not be renewed until all required documentation is reviewed and approved. I also know that falsifying any of this documentation may result in disciplinary action against my license.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### If **NOT** renewing please indicate below:

I do not intend to renew my Kansas Dietitian license at this time because:

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*(Please return this application to the address below so we can update your records)*

### Before mailing your renewal application please assure that you have:

- Enclosed** a nonrefundable fee of \$135.00 made payable to the Kansas Dept for Aging and Disability Services (KDADS). Or completed and enclosed the authorization form to charge fees to your Visa or MasterCard.
- Answered** the disciplinary question.
- Signed** the continuing education attestation.

NOTE: As mentioned above, applications postmarked after 02/29/2016 and before 04/01/2016 can still be processed for renewal if the required CE was obtained by 02/28/2016 but a \$50 late fee must be paid in addition to the \$135 renewal fee. After 04/01/2016, licenses are considered lapsed and would have to be reinstated. The fee for reinstatement is \$235.

**Please return this application to:**

**Health Occupations Credentialing - 612 S Kansas - Topeka KS 66603**

KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
SURVEY, CERTIFICATION AND CREDENTIALING COMMISSION  
HEALTH OCCUPATIONS CREDENTIALING

Credit Card Charge for VISA or MASTERCARD

This charge is for: \_\_\_\_\_  
(please print name)

As payment of license fees for:

- Speech-Language Pathology
- Audiology License
- Dietitian
- Adult Care Home Administrator

Fee amount being paid \$ \_\_\_\_\_

VISA Card Number (required) \_\_\_\_\_

Expiration Date (required) \_\_\_\_\_

Or

MASTERCARD Number (required) \_\_\_\_\_

Expiration Date (required) \_\_\_\_\_

\_\_\_\_\_  
Name of Cardholder (required)

\_\_\_\_\_  
Signature (required)