

KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
BOARD OF ADULT CARE HOME ADMINISTRATORS

INSTRUCTIONS FOR REINSTATEMENT  
OF KANSAS ADULT CARE HOME ADMINISTRATOR LICENSE

In accordance with K.S.A. 65-3505(d), a duly licensed administrator, whose license has expired because of temporary abandonment of practice and whose license has not been revoked or suspended, may be licensed upon complying with the provisions for renewal of license under K.A.R. 28-38-23.

**Complete:**

Application for Reinstatement of Kansas Adult Care Home Administrator License. Document the accumulation of at least 50 clock hours of continuing education during the licensure period, July 1 – June 30, immediately preceding application for reinstatement. (K.A.R. 28-38-23).

For **prior approved programs** submit: Verification of attendance.

For **programs not prior approved** submit: Course content, objectives, time frame and verification of attendance.

**Enclose:**

- (a) Copy of your social security card or document verifying your name and social security number.
- (b) Reinstatement fee of \$120 and renewal fee of \$100 – total \$220. **FEES ARE NON-REFUNDABLE**

**Submit to:**

Health Occupations Credentialing  
612 S Kansas Ave  
Topeka KS 66603

Upon review and approval of your reinstatement application, a licensure certificate and card will be issued. Should you have questions, please contact Wendy Davis at [wendy.davis@ks.gov](mailto:wendy.davis@ks.gov) or 785.296.0061.