



## Bodywork Practitioner License Fact Sheet

**Q: When do the regulations go into effect?**

A: The regulations became effective on September 1<sup>st</sup>, 2018. Individuals have until December 1<sup>st</sup> to comply.

**Q: Can I practice Bodywork during the pendency of my application?**

A: Yes. Individuals may practice Bodywork during the pendency of their submission of documentation, provided that such applicant first register with the City Clerk by December 1<sup>st</sup>, 2018.

**Q: What if I need additional time to provide the documentation needed for licensure?**

A: Individuals must register with the City Clerk by December 1<sup>st</sup>, 2018 if additional time is needed to apply for licensure to the City Clerk.

**Q: How do I register with the City Clerk?**

A: To properly register, individuals must provide the following information on the License Application:

- Full legal name, along with any nicknames
- Home address, telephone number, and email address(es)
- Government-issued identification
- Fingerprint card for the purpose of a criminal records check
- Information pertaining to the employment of the applicant, including the location of work, type of work, and name(s) of employer(s), business owner(s), and/or landlord(s).

**Q: Do I have to register if I don't need additional time to submit documentation for licensure?**

A: No. Individuals can submit all documents for licensure as of September 1, 2018.

**Q: What do I need to provide if I am licensed in another jurisdiction?**

A: Evidence that the license is current and in good standing, evidence that the individual has practiced for at least two (2) of the previous three (3) years in that jurisdiction and the information listed in Section 6-2007 (1) - (12) of this Article.

**Q: What do I need to provide if I am an existing Bodywork Practitioner?**

A: Individuals who have engaged in the practice of Bodywork within the City or who have taught core clinical courses at an Approved Bodywork Education Program within the City must provide the following information to the City Clerk within eighteen (18) months of the effective date of these regulations:

- A completed Bodywork Practitioner License application
- Qualifications outlined in Sections 6-2007 and 6-2008 of the City Code
- License fee
- Documentation that the applicant meets the following requirements:

Has regularly practiced Bodywork in Lawrence, Kansas, for at least two (2) of the last three (3) years  
**(or)**

Has regularly taught core clinical courses at an Approved Bodywork Education Program in Lawrence, Kansas, for two (2) of the last three (3) years

**Q: How do I provide documentation that I have practiced or taught in Lawrence in last three (3) years?**

A: There are several options which may include, but is not limited to, providing employment held in the preceding 3 years, classes taught in the preceding 3 years, tax returns, tax forms, a notarized affidavit from three (3) clients or two (2) Bodywork Practitioners.

**Q: What are the license fees?**

A: License fees are outlined on the attached application.

**Q: How do I get a fingerprint card?**

A: There are multiple locations that provide fingerprinting services. A few options are Douglas County Sheriff's Office, KU Public Safety Office and Lawrence Municipal Court. Lawrence Municipal Court provides these services Tuesday – Thursday from 9:00am to 4:00pm at a cost of \$10. A photo ID is required at all locations. The applicant shall be responsible for the cost of fingerprinting and submitting it to the City Clerk.

**Q: Do I need to complete all sections of the application?**

A: No. There are several sections that state, if applicable, to address the exceptions that are outlined in the regulations. Individuals should only complete the information required for their specific circumstance.

**Q: Who do I contact if I have additional questions?**

A: City Clerk's Office, 6 East 6<sup>th</sup> Street, [cityclerk@lawrenceks.org](mailto:cityclerk@lawrenceks.org), (785) 832-3200.