

ADMISSION AND RENEWAL INFORMATION
RESIDENT AND NON-RESIDENT ADMINISTRATORS

Kansas Third Party Administrator Statutes KSA 40-3801, et seq. were revised by the passage of 2017 Kansas Senate Bill No. 22. These revisions were effective March 9, 2017, upon publication in the Kansas Register. The revised statutes can be viewed at the following link:

http://www.ksrevisor.org/statutes/chapters/ch40/040_038_0001.html

ANNUAL REPORTS

Beginning July 1, 2018, administrators are required to submit an annual report pursuant to the provisions of KSA 40-3814.

2018 RENEWALS:

Beginning January 1, 2018, the renewal date for all administrators is December 31st. A renewal form will be available on this website. Certificates are renewed biennially and will be accepted between November 1, 2018 through December 31, 2018. At this time, the renewal fee is \$100.00. An exception to these requirements are those administrators registered under the provisions of KSA 40-3810, which expire annually on December 31st. Re-registration is required; a fee is not required.

To ensure compliance with KSA 40-3801, et seq., please read the information below and submit any required material prior to the beginning of the 2018 renewal period. Please do not submit any renewal fees until after November 1, 2018.

KANSAS DOMICILED ADMINISTRATORS

Administrators domiciled in the state of Kansas licensed prior to March 9, 2017, are required to submit a complete Kansas Home State Application. The application is located at:

<http://www.ksinsurance.org/documents/company/ah-life/TPA-Kansas-Home-State-Application.pdf>. The admission fee is not required.

INFORMATION SPECIFIC TO NON-RESIDENT ADMINISTRATORS

Non-resident administrators currently licensed in Kansas, or applying to be licensed, **must also be licensed** as a resident administrator in one of the following states that have a substantially similar administrator law as Kansas: Alaska, Delaware, Idaho, Indiana, New Hampshire or West Virginia; or licensed as a resident or non-resident in Florida or Missouri. Any administrator who does not hold a license as above cannot be licensed as a non-resident administrator in Kansas.

Non-resident application forms are located at: <http://www.ksinsurance.org/documents/company/ah-life/TPA-Kansas-Non-Resident-Application.pdf>

A person applying for new licensure must provide a certificate of good standing from one of the listed states verifying that the person holds a resident administrator license in the home state. If both the state in which a person is incorporated or maintains the person's principal place of business is not listed above, the person may:

- (1) If the person conducts business as an administrator in Kansas, declare Kansas to be the person's home state and apply for a Kansas resident administrator license; or
- (2) If the person conducts business in one of the listed states, declare one of the listed states as the person's home state, obtain a resident administrator in the state in which the administrator conducts business, and apply for a Kansas nonresident administrator license.