

# Checklist

☐ **Apply online for the sub license.**  
You can pay for this license at the end of your application. You can also submit transcripts through there also.

☐ **Pick up paperwork at the Board Office. The address is 615 Ellis St.**  
**Hours: M-Th 7:30a-4:30p**  
**Friday 7:00a-4:00p**  
**Ph. 620.252.6400**

☐ **Finger print card completed. Send card and money off.**

☐ **TB Skin Test Completed.**

**We suggest you complete your online application, finger print card, and tb skin test before returning the remaining paperwork back to the board office.**