

CERTIFICATION PROCESS

(Please allow at least 30-90 days for entire process, once staff has received all required documents)



1. Complete and submit the State of Kansas Certification Application along with required supporting documents.
2. Your application and documents will be reviewed for completeness and accuracy. If we need to collect additional documents, we will notify you.
3. If your application is complete and we have no further questions, our office will contact you for an Onsite Review Visit (Onsite visits applies to Kansas companies only). If you are an out-of-state company, we will contact your home state to obtain a copy of the onsite report.
4. After the onsite review and all information have been collected, the application will be reviewed in its entirety to determine the company's eligibility to participate in the program based on 49 CFR, Part 26. Staff will prepare a recommendation for committee's review.
5. A final determination will be made and the applicant company will be notified in writing regarding the decision. If the company is certified, the applicant will receive a letter of certification and certificate valid for three years. If the company is denied certification, the applicant must wait one year to reapply or the applicant can appeal the decision to the Appeal Committee.