

Propane licenses issued under the Kansas Propane Safety and Licensing Act must be obtained and renewed each year. All propane licenses expire on September 30, and the open renewal period is June 15 through July 15.

There are different license classes, and multiple licenses may be required. To obtain licensure, submit the appropriate applications, proof of education, proof of insurance, and the appropriate fees. The education courses required are CTEP courses and are offered through KanPERC. You can view course schedules at <http://www.propaneinkansas.org/> or call 785-354-1749.

## RENEWING YOUR LICENSE

At the end of April, a renewal notice was sent to all Class 1 license holders. The notice provided the dates for paperwork submission and provided instructions on completing the renewal process.

### *Regular Renewal*

If there are multiple changes to your previous licenses, this method may work best. Go to <https://www.firemarshal.ks.gov/information-on/propane> find the applicable license applications, print and complete them. Send completed applications to the Office of the State Fire Marshal along with proof of insurance and any outstanding training certificates.

### *Billing Summary Renewal*

If there are no (or very limited) changes to your previous licenses, this method is easier. Email the Prevention Division at [prevention@ks.gov](mailto:prevention@ks.gov) to request a billing summary and the supporting paperwork. These can be mailed, however we prefer to email them; make sure you specify which format you need. **In your request, specify that you need your billing summary and provide your company's name and your Class 1 license number.** You will be sent Renewal Instructions, the Billing Summary, a Renewal Affidavit, and a Renewal Information Form.

**Billing Summary** – this is a current look at your existing licenses. Double-check each license to make sure there are no mistakes.

**Renewal Affidavit** – document that affirms your company's compliance with the Kansas Propane Safety and Licensing Act. This **must** be returned and **must** be signed and notarized.

**Renewal Information Form (REQUIRED TO BE RETURNED)** – provides information to OSFM regarding method of communication preferred by company and requested changes to be made to existing licenses.

**Once you have received these forms and have filled them out, return the BILLING SUMMARY, RENEWAL AFFIDAVIT, RENEWAL INFORMATION FORM, proof of insurance and any outstanding training certificates to the Office of the State Fire Marshal.**