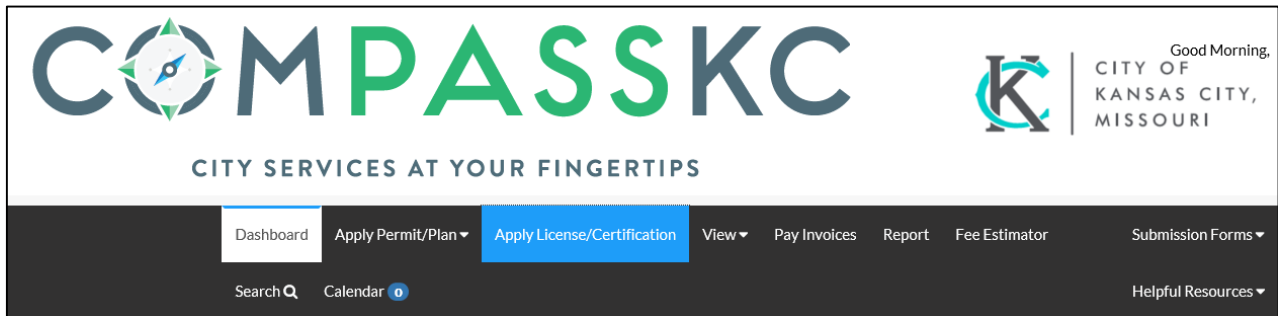


Access Citizen Access Portal from the webpage by clicking on the Apply License/Certification tab.



## PROFESSIONAL LICENSE APPLICATION

**You must be a registered user on Compass KC.**

You must apply for and obtain a Business License before you can apply for a Professional License. To assure that your application is processed in a timely manner the following items are required:

- All applications require the fillable PDF application to be attached.
- All applications have Additional Required information that must be attached prior to submitting
- All payment must be received before any Professional License will be submitted for review.
- No work should be performed until a Professional License is obtained.

## LOGGING INTO YOUR ACCOUNT

Prior to logging into the Compass KC site, you will have needed to register for a log in which is covered in another user guide called “**How to Register.**” Once the registration has been approved, you may return to the Compass KC site click on Licensing tab, and log in. Select the Apply License/Certification option at the top of screen. When on the CAP page select the “**Log On**” button.

Note: To apply for a Professional License on-line, you will need to be logged into your account. If you are not logged in and select the Prof. License tab and then select “**Apply for a Professional License,**” the system will send you to the log in screen.

To log on to your account, simply enter the email that you used when registering for your CAP account and enter the password that you selected and press the “**Log On**” button.



# APPLYING FOR A NEW PROFESSIONAL LICENSE

Once you have logged into your account you will follow these steps to apply for your license.

1. Click on the “Professional” tab at the top of the screen and select “Apply Professional License.”



2. The system will direct you to the Professional Registration screen where you will enter your Professional information. You will need to complete all items marked in red.

A screenshot of the "New Professional License Application" form. The form has a title "New Professional License Application" and a sub-header "Apply for a Professional License". There are two sections for entering information. The first section contains fields for "First Name: Christy", "Middle Name: J", "Last Name: Mann", and "Company Name: City of Kansas City". The second section contains fields for "Type" (a dropdown menu with "- Type -" selected), "Description" (a text input field), and "Classification" (a dropdown menu with "- Classification -" selected). There are two "Note" icons with exclamation marks, one next to "Professional License Application Info" in each section. Red asterisks are visible next to the "Type" and "Classification" dropdown menus, indicating required fields.

3. Select the Type of Professional License applying for using the drop-down arrow to the right of Type

The screenshot shows a web form titled "Apply for a Professional License". On the left, there are two dropdown menus: "Type" and "Classification". The "Type" dropdown is currently open, showing a list of options: "- Type -", "CPD - Certification", "CPD - Special Inspector", "RI - Adult Entertainment Permit", "RI - Employee Liquor Permit", "RI - Tow Truck Operator Certification", and "RI - Vehicle for Hire Certification". To the right of these menus is a "Description" text input field. Further right, there is a "Note" icon (a blue exclamation mark in a circle) and the text "Professional License Application Info".

4. Select the Classification Type using the drop-down arrow to the right of Classification.

This screenshot shows the same "Apply for a Professional License" form, but now the "Classification" dropdown menu is open. It displays a long list of classification types, including: "- Classification -", "Demolition Supervisor Class I", "Demolition Supervisor Class II", "Electrical Supervisor", "Elevator Supervisor Class I", "Elevator Supervisor Class II", "Fire Protection Supervisor Class I", "Fire Protection Supervisor Class II", "Fire Protection Supervisor Class III", "Fireman", "Gas-fired Appliance Supervisor", "Heating and Ventilating Supervisor", "Journeyman Plumber", "Master Electrician", "Master Electrician (Limited)", "Master Pipefitter", "Master Plumber", "Operator Engineer", "Plant Fireman", "Refrigeration Operator Engineer", "Refrigeration Supervisor", "Residential Building Supervisor", "Sign Supervisor", and "Steam Operator Engineer". Below the dropdowns, there are two "Upload Attachment" fields, each with a "Select..." button. A "Next" button is located at the bottom right of the form area. To the right of the form, there are two "Note" icons and text: "Professional License Application Info" and "Attach files. Each file can not exceed 1MB. File type supported: pdf, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt". At the very bottom right, there is a copyright notice: "©2016 Tyler Technologies, Inc. All Rights Reserved."

5. Based on the type of license applying for you will need to select the Have Attached declaration option to all Attachment Submission Requirements.

The screenshot shows the "Additional Info" section of the application. It features a box titled "Attachment Submission Requirements". Inside this box, there are two items:
 

- The first item is "\* Have attached the indicated Application". To its right is a dropdown menu currently showing "Have Not Attached - Please correct!". A blue box highlights the "Have Attached" option in the dropdown.
- The second item is "\* Have attached Exam Score Information". To its right is a dropdown menu currently showing "Have Attached".

 Below these items, there is a URL: "Contractor Licensing Webpage: <http://kcmo.gov/planning/contractor-licensing-2/>". To the right of the "Attachment Submission Requirements" box, there is a "Note" icon and the text "Add".

## Address to Use

When you get to the “**Address to Use**” tab, you will need to reference the location where the Professional is located.

1. Select the “**New Search**” button to search for available addresses in the municipal database. If you don’t know all of the address, for example you only know the house number and street name but not the street type, the search will bring up all of the addresses that meet that criteria.
2. **Note:** Only use “**Manual Entry**” if you are unable to locate the address by using the “**New Search**” button.


3. Press



the

“**Search**” button.

4. Once the results appear, you will need to select the address by clicking “**Select**” next to the results.



5. It is very important that you select the address type “**Location Address.**” This will let the city know that this is the location of your Professional.
6. Press the “**Save**” button which replaced the “**Search**” button in the same box. **Note:** If “**Save**” is not available to select, make sure that you have the Address Type selected.

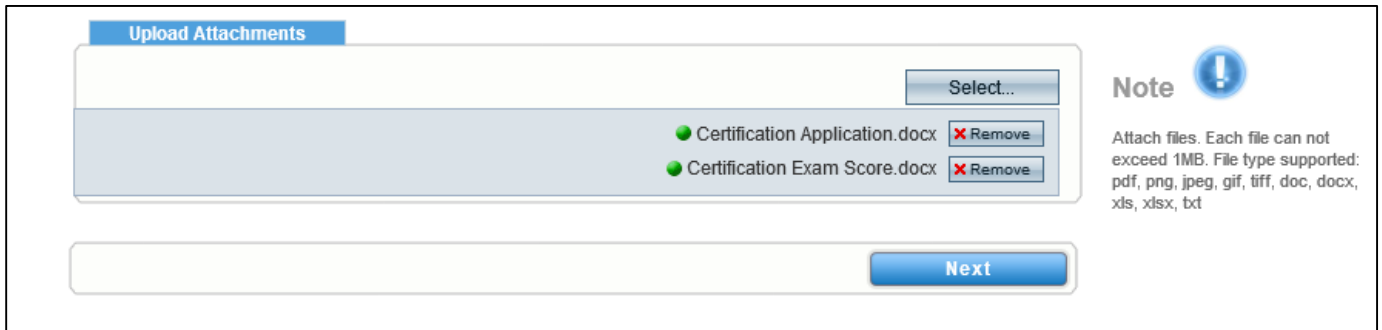
## Upload Attachments

1. Click the Select option to browse your files to upload the required documents to all Attached Submission Requirements. Note: All documents must be uploaded for your application to be reviewed.



The screenshot shows the 'Upload Attachments' section of a web form. It features a blue header with the text 'Upload Attachments'. Below the header is a large, empty rectangular area for file uploads. To the right of this area is a 'Select...' button. Further to the right is a 'Note' icon (a blue circle with a white exclamation mark). Below the 'Note' icon is a text box containing the following information: 'Attach files. Each file can not exceed 1MB. File type supported:'


2. After uploading all documents, click **Next**.



The screenshot shows the 'Upload Attachments' section after two files have been uploaded. The 'Upload Attachments' header is present. Below it, a list of files is displayed: 'Certification Application.docx' and 'Certification Exam Score.docx'. Each file name is preceded by a green dot and followed by a 'Remove' button with a red 'X' icon. To the right of the file list is a 'Select...' button. Below the file list is a large, empty rectangular area. At the bottom right of this area is a blue 'Next' button. To the right of the file list is a 'Note' icon (a blue circle with a white exclamation mark). Below the 'Note' icon is a text box containing the following information: 'Attach files. Each file can not exceed 1MB. File type supported: pdf, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt'

## Review Information


**License Number: CLCQ-000308-2018** [Subscribe](#) [Renew License](#)



**License Holder**

**First Name:** Christy      **Middle Name:** J      **Last Name:** Mann  
**Company Name:** City of Kansas City

**License Details**

**Business Name:** City of Kansas City      **District:** <NONE>      **Applied Date:** 7/13/2018  
**License Type:** CPD - Certification      **Issued By:** Christy Mann      **Issued Date:** None  
**Classification:** Residential Building Supervisor      **Account Number:**      **Expiration Date:** None  
**Status:** UNDER REVIEW      **License Year:** 2018      **Last Renewal Date:** None  
**Description:** 

**Additional Details**

**Attachment Submission Requirements**

**Have attached the indicated Application:** Have Attached

**Have attached Exam Score Information:** Have Attached

**Contractor Licensing Webpage:** <http://kcmo.gov/planning/contractor-licensing-2/>

**Primary Address Details**

**Parcel:**  
**Address:** 414 E 12 St  
 Kansas City, MO 64106  
 USA

**Contacts**

Type	Company	First Name	Last Name	Billing
Business Owner	City of Kansas City	Christy	Mann	Yes

Displaying items 1 - 1 of 1

Note that a License number is generated, and that the status is Under Review.

Notification of invoice due will be sent to your email address and will include instruction to follow to submit payment.

Once payment has been received your Professional License will be submitted for review. It can take up to 5 business days for your license to be approved. Once approved it will be sent to your email.