



Policy – Verification of Body Art Trainer Application

Policy Number: 010-12

Approved by the Board: March 12, 2012

Last Updated: March 28, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidance for Board office staff in verifying and approving body art trainer applications.
- II. Authority
 - a. An applicant seeking a license as a trainer shall: pay any fees set by the Board; concurrently maintain a practitioner's license; have no more than one apprentice at any time; and maintain direct supervision of the apprentice. K.S.A. 65-1943(e).
- III. Policy and Procedures – K.A.R. 69-15-3
 - a. Each applicant shall apply on forms provided by the Board.
 - b. Each application shall include:
 - i. The applicant's current, valid Kansas permanent color technician, body piercing technician, or tattoo artist license number
 1. Licensure will be verified
 2. Board records will be reviewed for disciplinary action taken against applicant for previous five-year period
 - ii. The applicant's proposed training syllabus
 1. Documentation will be reviewed to ensure that it meets all requirements of K.A.R. 69-15-2(b) or (c)
 - iii. The name and address of the licensed facility where training will be provided
 1. Licensure will be verified
 - iv. Verification of sufficient training and practice (must have 1 and 2):
 1. Full-time, active practice will be verified by submission of a notarized *Work Certification* form in accordance with the following requirements:
 - a. Permanent color technician trainer or tattoo artist trainer applicant – five years of full-time, active practice
 - b. Basic body piercing trainer applicant – two years of full-time, active practice
 - c. Advanced body piercing trainer applicant – four years of full-time, active practice
 2. Proficiency in procedures will be verified by submission of sufficient completed procedures (Guidance Document 003-12):
 - a. Basic body piercing trainer applicant shall submit verification of proficiency in all seven basic procedures

- b. Advanced body piercing trainer applicant shall submit verification of proficiency in all basic and advanced piercings

Chiquita C. Coggs
Executive Director
Kansas Board of Cosmetology