



**Policy – Verification of Body Art Completed Procedures**

**Policy Number: 003-12**

Approved by the Board: February 13, 2012

Last Updated: February 14, 2012

- I. Purpose
  - a. The purpose of this policy is to explain the verification process for completed procedures for body art licensure applicants and body art trainer applicants.
- II. Authority
  - a. An applicant for licensure shall pay a non-refundable fee established by rules and regulations adopted by the Board and shall show to the satisfaction of the Board that the applicant has submitted evidence of completion of education or training prescribed and approved by the Board as follows: has performed at least 50 completed procedures. K.S.A. 65-1943(a)(4)(A).
- III. Policy and Procedures
  - a. Licensure as a body art practitioner requires completion of 50 procedures. Pursuant to K.S.A. 65-1943 and K.A.R. 65-15-2, the applicant must show to the satisfaction of the Board that this has been accomplished.
  - b. The Board will confirm satisfaction of this requirement as follows:
    - i. Verification of the completed procedures is confirmed by review of release forms submitted by the applicant for each procedure.
    - ii. The Board has approved a Universal Release Form which shall be used for all procedures completed in Kansas after March 31, 2012.
    - iii. Release forms shall be considered complete or incomplete only to the extent required by the Board, pursuant to K.A.R. 65-15-15.
    - iv. Out-of-state equivalent course of study:
      1. If release forms are not required in the state where the applicant was trained or they are otherwise unavailable, the applicant must submit to the Board an affidavit indicating completion of the required 50 procedures in accordance with K.S.A. 65-1943 and K.A.R. 65-15-2.
      2. The applicant's trainer must submit to the Board an affidavit indicating the apprentice completed the required 50 procedures in accordance with K.S.A. 65-1943 and K.A.R. 65-15-2.
      3. Additionally, the applicant may submit release forms for procedures completed after the apprenticeship or training period.
      4. This documentation will be reviewed on a case-by-case basis.

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