



**Policy – Cosmetology Professions – Instructor Continuing Education**

**Policy No.: 001-15**

Approved by the Board: February 09, 2015

Last Updated: February 09, 2015

- I. Purpose
  - a. The purpose of this policy is to provide binding and consistent internal instructions and guidelines for the Board and the Board’s Staff to review and approve continuing education for cosmetology profession instructor licensees.
- II. Authority
  - a. K.S.A. 65-1903(b)(4) A cosmetology instructor license shall be renewed every two years by furnishing satisfactory evidence that the applicant, except the first renewal period following licensure for applicants not holding a cosmetology instructor license on the effective date of this act, has completed 20 clock hours of continuing education approved by the board in the practice of cosmetology and teaching skills and methods, and by paying the nonrefundable license renewal fee established by K.S.A. 65-1904, and amendments thereto.
  - b. K.S.A. 65-1903(d)(4) A manicuring instructor license shall expire every two years and shall be renewed by furnishing satisfactory evidence that the applicant, except the first renewal period following licensure for applicants not holding a manicuring instructor license on the effective date of this act, has completed 20 clock hours of continuing education, approved by the board, in the practice of manicuring and teaching skills and methods and paying the nonrefundable license renewal fee established by K.S.A. 65-1904, and amendments thereto.
  - c. K.S.A. 65-1903(f)(4) An esthetics instructor license shall expire every two years and shall be renewed by furnishing satisfactory evidence that the applicant, except the first renewal period following licensure for applicants not holding an esthetics instructor license on the effective date of this act, has completed 20 clock hours of continuing education, approved by the board, in the practice of esthetics and teaching skills and methods and by paying the nonrefundable license renewal fee established by K.S.A. 65-1904, and amendments thereto.
  - d. K.S.A. 65-1903(h)(4) Electrology instructor licenses shall expire every two years and may be renewed by furnishing satisfactory evidence that the applicant, except the first renewal period following licensure for applicants not holding an electrology instructor license on the effective date of this act, has completed 20 clock hours of continuing education, approved by the board, in the practice and teaching of electrology and paying the nonrefundable license renewal fee established under K.S.A. 65-1904, and amendments thereto.

- III. Delegation of Authority
  - a. The Board authorizes the Executive Director or the Director of Licensing to approve continuing education courses as a ministerial act when the course meets the requirements of this policy.
  - b. The Board authorizes the Executive Director or the Director of Licensing to deny continuing education courses when the course fails to meet the requirements of this policy.
  - c. The Executive Director or the Director of Licensing shall refer to the Board, or designee, any continuing education courses that require the exercise of individual judgment or discretion.
- IV. Review by Board, or designee
  - a. If the continuing education course requires review by the Board, and a Board meeting is not scheduled to occur within a reasonable time, the Board delegates to the member appointed as the holder of a valid school license issued by the Board or who is engaged in the day-to-day operation of a school licensed by the Board to conduct the review on behalf of the Board.
- V. Definitions
  - a. “Practice of Cosmetology” means courses or training in:
    - i. Arranging, dressing, permanently curling, curling, waving, cleansing, temporarily or permanently coloring, bleaching, relaxing, conditioning or cutting the hair;
    - ii. cleansing, stimulating or performing any other noninvasive beautifying process on any skin surface by means of hands or mechanical or electrical appliances, other than electric needles, provided for esthetic rather than medical purposes;
    - iii. temporary hair removal from the face or any part of the body by use of the hands or mechanical or electrical appliances other than electric needles;
    - iv. using cosmetic preparations, antiseptics, lotions, creams or other preparations in performing any of the practices described above.
  - b. “Practice of manicuring” means courses or training in:
    - i. cleansing, stimulating or performing similar work on the arms, hands or ankles and feet by means of hands or mechanical or electrical appliances, other than electric needles; or
    - ii. using cosmetic preparations, antiseptics, lotions, creams or other preparations in performing any practice described above.
  - c. “Practice of esthetics” means courses or training in:
    - i. Eyebrow and eyelash services, cleansing, stimulating or performing any other noninvasive beautifying process on any skin surface by means of hands or mechanical or electrical appliances, other than electric needles, provided for esthetic rather than medical purposes;
    - ii. temporary hair removal from the face or any part of the body by use of the hands or mechanical or electrical appliances other than electric needles; or
    - iii. using cosmetic preparations, antiseptics, lotions, creams or other preparations in performing any of the practices described above.

- d. "Practice of electrology" means courses or training in:
  - i. the removal hair or destruction of hair on the human body for beautification by use of an electric needle only.
- e. "Teaching Skills and Methods" means courses or training in subject matters contained in the Board approved Instructor Curriculum and business classes specific to owning, managing a salon.
- f. "Health and Sanitation" means courses or training in infection control which pertain to the cosmetology professions and are designed to safeguard the public health, safety and welfare, including blood-borne pathogens, client safety, proper techniques for cleaning, disinfection and sterilization of equipment in accordance with K.S.A. 28-24-1 *et seq.*

VI. Required Hours

- a. Every two years, except for the renewal period after initial licensure or reinstatement, each instructor shall present satisfactory proof to the Board that the instructor has attended board-approved continuing education for a minimum of 20 hours.
- b. The hours shall consist of:
  - i. 10 hours - Teaching Skills and Methods
  - ii. 5 hours - Practice of cosmetology, nail technology, esthetics or electrology or 5 additional hours - Teaching Skills and Methods
  - iii. 5 hours - Health and Sanitation
- c. Hours earned in the Practice of cosmetology, nail technology, esthetics or electrology may not be carried over into Teaching Skills and Methods or Health and Sanitation.
- d. Hours must be completed within the two year period immediately preceding the expiration date of the license.
- e. No more than ten hours of continuing education may be acquired in any one day.
- f. Practice hours must be in the profession in which the instructor is licensed. Cosmetologist instructors may take courses in cosmetology, nail technology and esthetics.
- g. Credit hours for each course, instructor presentation or Board infection control seminar shall be granted once in the two year renewal period.
- h. Credit hours for attendance at a Board school seminar shall be granted once per calendar year. The licensee shall receive the number of continuing education hours granted by the board for the seminar.
- i. Hours earned in excess of 20 hours per renewal period may not be carried over to the next renewal period.

VII. General Criteria

- a. A continuing education course or activity which meets all of the following criteria is appropriate for continuing education credit if the activity:
  - i. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee.
  - ii. Pertains to the subject matters of Teaching Skills and Methods, Practice or Health and Sanitation.
  - iii. Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered qualified concerning the subject matter of the program.
  - iv. Fulfills the stated program goals, objectives or both.
  - v. Provides proof of attendance to licensees in attendance including:
    - 1. Date, location, course title and presenter(s)
    - 2. Number of program contact hours; and
    - 3. Certificate of completion, sign-in sheet or other evidence of successful completion of the course provided by the course sponsor.

VIII. Courses

- a. The Board automatically recognizes the following courses and activities:
  - i. Any course offered by a provider listed on the Board's Pre-Approved Continuing Education Providers if the coursework meets the requirements of this policy.
  - ii. A licensee who is a presenter of a continuing education course or activity may receive credit, once per renewal period, for the initial presentation of the program if the presentation meets the requirements of this policy. The licensee shall receive the same number of hours granted the attendees.
  - iii. Attendance at a Board sponsored school seminar. The licensee shall receive the number of continuing education hours granted by the board for the seminar.
  - iv. Attendance at a Board infection control seminar, once per renewal period, shall constitute one hour of continuing education in health and sanitation.
- b. The Board will not recognize the following courses:
  - i. Any teaching skills and methods course or training that is outside the subject matter contained in the Board approved Instructor Curriculum.
  - ii. Any practice course or training that is outside the scope of practice of the Cosmetology Act 65-1901 *et seq.* or that does not enhance the professional competency relating to the practice.
  - iii. Any health and sanitation course or training that is outside the subject matter of the rules and regulations regarding infection control found in K.S.A. 28-24-1 *et seq*
  - iv. Cardiopulmonary resuscitation (CPR) classes
  - v. First Aid

IX. Submitting Courses for Approval

- a. Licensees may submit a request for approval of a course or training that is not addressed by this policy. The request may be made prior to or after completion of the course or training.
- b. An individual seeking approval for a course shall submit the following to the Board for review:
  - i. Name of participant
  - ii. Title or name of the program
  - iii. Overview of the program
  - iv. Course outline
  - v. Goals and objectives of the program
  - vi. The numbers of hours requested and the category requested
  - vii. Biography or resume for each instructor
  - viii. If the course or training has already been completed, a certificate of completion, sign-in sheet or other evidence of successful completion of the course provided by the course sponsor.

X. Record Retention

- a. The Board shall retain an instructor's continuing education records for two renewal periods.

/s/ Chiquita C. Coggs

Executive Director

Kansas Board of Cosmetology