

Policy – Field Study Requests

Policy Number: 008-12

Approved by the Board: February 13, 2012

Last Updated: February 17, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for the Board to approve or deny field study requests from schools prior to and following attendance at outside events.
- II. Authority
 - a. Each school licensed under this section shall remain under the constant supervision of the Board. K.S.A. 65-1903.
 - b. Each licensed school shall provide a course of instruction and practice in preparation for the profession of cosmetology, nail technology, esthetics, or electrology, which shall include those core areas of education as determined and defined by the Board. K.S.A. 65-1903.
- III. Policy and Procedures
 - a. Approved Form
 - i. Schools seeking approval for field studies must complete the Board approved Field Study Request Form which can be found on the KBOC website.
 - ii. Requests will be reviewed for completion of the form
 - iii. Prior approval must be submitted to the Board at least ten (10) days in advance of the event.
 - iv. Approval after an event must be submitted to the Board no later than ten (10) days following the event.
 - b. Criteria for Review and Approval
 - i. Content must be applicable to the curriculum approved by the Board
 - ii. Number of hours requested
 1. Must be within the number of hours offered at event
 2. No more than seven (7) hours per day will be awarded to account for breaks and meals
 - iii. Organization or person conducting the event must be qualified
 - iv. Verification that event exists
 1. Attached media
 2. Website links
 3. Flyers or other documentation
 - v. Listing of all students attending the field study
 - vi. Supervising instructor(s) signed form and have valid instructor and practitioner licenses
 - vii. Meet the 1:25 instructor to student ratio
 1. No more than one instructor in training is included in the 1:25 ratio

2. Each instructor in training is accompanied by an instructor
 3. Instructors in training and supervisors must be notated as such on form
- viii. Director signed form acknowledging and approving field study request
1. If the director/manager is including him/herself as an instructor counting toward the 1:25 ratio, must be notated as such on form

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