



**Policy – Late Application for Apprentice Licensure**

**Policy Number: 011-12**

Approved by the Board: May 14, 2012

Last Updated: June 6, 2012

- I. Purpose
  - a. The purpose of this policy is to provide guidelines for the Board to handle applications for apprentice licensure that are submitted more than 15 days after the applicant’s enrollment in school.
- II. Authority
  - a. Application for an apprentice license allowing a person to practice in a licensed school shall be submitted to the Board not more than 15 days after the person’s enrollment in the school. K.S.A. 65-1912(a).
  - b. The Board, in accordance with the provisions of the Kansas Administrative Procedure Act, may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for failure to comply with any provision of this act, with the rules and regulations of the Board of Cosmetology or with any order issued by the Board. K.S.A. 65-1908(a)(2).
- III. Policy and Procedures
  - a. Triggering Event: Application for Apprentice Licensure is received by the Board more than 15 days after an applicant’s reported start date
  - b. Documentation is reviewed and appropriate action is taken
    - i. The applicant’s start date will be re-dated to reflect the 15 day timeline  
Example:

Original Start Date:	January 1
Application Received:	January 21
New Start Date:	January 6
    - ii. The Board will send a letter to the school and the applicant reporting the new start date, citing the relevant law and violation, and requesting an accounting of all training hours completed by the applicant
    - iii. Upon receipt of the applicant’s training hours, the legal office (as directed by the Board) will review the training hours and decline acceptance of all hours completed during the unlicensed period (time between original start date and new start date)
    - iv. The Board will send a letter to the school and the applicant reporting the hours that will be accepted for the applicant’s training

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