



CONGRATULATIONS ON COMPLETING YOUR TRAINING!

The following is a check list of the steps that you need to complete for you to obtain your Kansas practitioner license. Once all steps of the application have been completed and you have passed all portions of the Board exams your license will be automatically mailed to you at the address provided on your licensure application.

USE THIS CHECKLIST TO SPEED THE PROCESSING OF YOUR APPLICATION

All applicants are required to provide the following:

- 1) A fully completed, typed Practitioner License Application;
- 2) \$45 non-refundable application fee;
- 3) A clear/legible copy of a current government issued photo ID
- 4) Name change documents if applicable;
- 5) Verification of completion of instructional/training hours; and,
- 6) *Verification of graduation from an accredited high school or equivalent provided by your high school or GED office that maintains your high school records

Step One: The fully completed, typed Practitioner Licensure Application:

Access the practitioner application on the Board website <http://www.kansas.gov/kboc/FormsandApps.htm>.

- A. Type your information onto the application while it is still on the computer.
- B. When all of your information has been entered on the application, print the application, (the application indicates when you should print). All the information you entered on the computer should appear printed on the application. ***Hand written applications will not be accepted.***
- C. Mail the original application to the Board with the \$45 fee and identification documents listed below. The Board address is listed in the upper right hand corner of the application.

PLEASE REMEMBER YOUR APPLICATION MUST BE TYPED. APPLICATIONS THAT HAVE NOT BEEN TYPED WILL NOT BE PROCESSED.

Step Two: The \$45 non-refundable licensure application fee:

Payment of your application fee should be made payable to the Kansas Board of Cosmetology by check, or money order. To pay by credit card, complete the payment section on the application.

Step Three: A clear/legible copy of a current government issued photo ID:

When you submit your licensure application, include a copy of your current photo ID. The photo must clearly show your face and all information on the ID must be easily readable. Faxed copies will not be accepted as the photos on faxed identification documents do not print legibly.

- ❖ Examples of acceptable current government issued photo IDs:
 - A driver's license;
 - State ID card with photo;
 - Military identification card; or,
 - Valid alien resident card with photo.

Step Four: Name Change documents:

Should any of the checklist items that are being submitted as part of your application list a name that is different than the name you are entering on your licensure application, you must include a copy of the court document(s) verifying the name change. Include this additional name in the space provided on the licensure application.

- ❖ Examples of documents that may have a different name on them:
 - Your high school transcript or GED;
 - Your apprentice license application; or,
 - Your instructional/training hours.
- ❖ Examples of acceptable court documents verifying name change:
 - Marriage license;
 - Divorce papers; or,
 - Naturalization-Petition for Name Change.

***The Board will accept verification of HS or GED completion from services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc.**

Step Five: Verification of completion of instructional/training hours.

The instructional/training hours required for each profession are as follows:

Cosmetology – 1,500;
 Esthetics - 1,000; and,
 Manicure – 350.

Your school must submit your training hours to the testing company on the Ergometrics website, www.cosmetologykansas.com. Additionally you must include your training information on the Practitioner Licensure Application. It must include the name and location of the school(s) where you obtained training. It must list the complete dates of attendance at that school (example mm/dd/yyyy to mm/dd/yyyy), and list the total number of hours you completed at that school.

Submission of professional instructional/training attained outside the United States:

If you completed any professional instructional/training outside of the U.S., your training must be verified and evaluated for instructional/training equivalency. Contact Educational Credential Evaluators, Inc., (ECE) at their website www.ece.org to download the correct forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE. Documents must include information regarding the duration of training, subject matter, and number of instructional hours attained.

Step Six: *Verification of graduation from an accredited high school or equivalent:***HIGH SCHOOL EDUCATION DOCUMENTS CANNOT BE ACCEPTED FROM YOU, THE APPLICANT, OR FROM THE SCHOOL WHERE YOU RECEIVED PROFESSIONAL TRAINING.***

It is your responsibility to contact the high school from which you graduated and have the school forward to this office a copy of your high school transcript which lists your date of graduation. If you did not graduate from an accredited high school, you may meet this requirement by having a copy of your graduate equivalent diploma (GED) transcript submitted. You will need to contact the testing facility or the State Board of Education from which you attained the GED and request a copy of the GED transcript be forwarded to the Kansas Board of Cosmetology. **Education documents may be faxed to 785-296-3002, emailed to kboc@ks.gov or mailed to Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603.**

High school education attained outside the United States:

If you completed high school outside of the U.S., your high school transcript must be verified and evaluated for education equivalency. Contact Educational Credential Evaluators, Inc. (ECE) at their website www.ece.org to download the correct forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE.

ADDITIONAL IMPORTANT INFORMATION**Exams:**

You are responsible for reading and understanding all of the testing information in the Exam Preparation Guide provided by the testing company Ergometrics. Access the Exam Preparation Guide on the Ergometrics website, www.cosmetologykansas.com. Should you have questions about the exam contact Ergometrics by phone at 866-563-3882 or by clicking on "Contact Support" on the Ergometrics website, www.cosmetologykansas.com.

Temporary permits:

A temporary permit is available for you if you have completed your instructional/training and are waiting to take the Board exams. You are not required to get a temporary permit. The fee for a temporary permit is an additional \$15. The temporary permit will not be issued until the Board has determined that the licensure application is complete and complies with the law. When the temporary permit is issued it will be issued with an expiration date that is six (6) weeks in to the future which allows you adequate time to complete the exams. However, should you fail any part of the exam the temporary permit immediately becomes null and void regardless of the expiration date. Only one temporary permit may be issued per applicant. For additional information regarding the temporary permit, you may review the temporary permit on the Board's website. The temporary permit application can be found at, <http://www.kansas.gov/kboc/FormsandApps.htm>.

Address Change:

It is your responsibility to keep the Board notified whenever you change your address. To insure you receive your license quickly once you have passed your exams, notify the Board of any address change as soon as possible by calling the Board office at 785-296-3155. Alternately you may complete the "Change of Name/Address Form" found on the Board website, www.kansas.gov/kboc. Mail, or email the completed form to the Board at the address listed on the form.

Should you have any questions regarding your application or the application process, please do not hesitate to contact our office.

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