

When your provider is using a product for you they should remove the product from a bulk supply container in a way that does not contaminate the unused portion. If there is any remaining portion it should be discarded.

All products should be maintained in a manner that keeps the products free of contaminants.

The practitioner should not use any product on you that is banned or restricted by the FDA for use in cosmetology, nail technology, esthetics, or electrology.

Your provider should use a sanitary neck strip or towel to keep the full-length protective covering from coming in direct contact with your neck.

If any supplies or instruments come into direct contact with you and cannot be disinfected or sterilized they must be disposed of.

Your provider should immediately dispose of any single-use material coming into contact with blood or other bodily fluids. The contaminated material should be double-bagged, sealed, and disposed of.

All needles and any other sharp items should be disposed of in a sharps container.

If your provider is using an electric file, the sanding band should be single use and disposed of after it is used.

The metal bit for an electric file should be properly disinfected after each use and then stored in a clean, closed, and labeled container until its next use.

The provider should not be using an Instrument belt and/or instrument organizer. They should not be carrying instruments in or on their garments or uniforms.

Pedicure equipment, electrical and nonelectrical instruments and equipment should be disinfected with either an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, virucidal, and tuberculocidal activity or a bleach solution. They should be able to show you what they are using to disinfect their equipment if asked.

Licensees are prohibited from using neck dusters or nail dusters.

Providers are also prohibited from using a razor-type device to remove calluses or skin blemishes and using invasive skin-removal techniques, products, and practices that remove viable cells that are deeper than the stratum corneum.

Your provider should be aware of and follow manufacturer's directions for use of all products.



**Protect Yourself! Be Informed!**

## **KANSAS BOARD OF COSMETOLOGY**

The Board of Cosmetology licenses individuals and facilities for the following professions:

Cosmetologist

Cosmetologist Technician

Electrologist

Esthetician

Manicurist

Facilities for the Cosmetology Professions

Instructors for the Cosmetology Professions

Schools for the Cosmetology Professions

Tanning Facilities

Tattoo Artists and Facilities

Body Piercers and Facilities

Permanent Cosmetic Technicians and Facilities

### **COMPLAINT/REPORTING**

To file a complaint please complete the complaint form available on our website:

[www.kansas.gov/kboc](http://www.kansas.gov/kboc)

You may E-mail the form to: [kboc@ks.gov](mailto:kboc@ks.gov) or you may fax or mail the form per the information below.

Kansas Board of Cosmetology

714 SW Jackson, Suite 100

Topeka, Kansas 66603

Phone: 785-296-3155

Fax: 785-296-3002

Please visit our website where you can view and print this brochure, the quarterly newsletters, the rules and regulations pertaining to cosmetology and receive the most up to date information concerning cosmetology and other professions regulated by the Board of Cosmetology.

[www.kansas.gov/kboc](http://www.kansas.gov/kboc)

### **K.B.O.C**

Kansas Board of Cosmetology

714 SW Jackson St. Ste. 100, Topeka, KS 66603

Phone: 785-296-3155 | Fax: 785-296-3002

Email: [kboc@ks.gov](mailto:kboc@ks.gov) | Website: [www.kansas.gov/kboc](http://www.kansas.gov/kboc)

Approved by the Board: September 14, 2015

References: K.S.A. 65-1901, 65-1902, 65-1904a, 65-1906. K.A.R. 28-24-2, 28-24-3, 28-24-4, 28-24-5, 28-24-6, 28-24-7, 28-24-8, 28-24-9, 28-24-10, 28-24-11, 28-24-13, 28-24-14, 69-3-4, 69-4-9, 69-6-3, 69-6-5.



The mission of the Kansas Board of Cosmetology is to protect the health and safety of the consuming public by licensing qualified individuals and enforcing standards of practice.

### **COSMETOLOGY, NAIL TECHNOLOGY, AND ESTHETICS INFORMATION**

**Cosmetology** services include arranging, dressing, permanently curling, curling, waving, cleansing, temporarily or permanently coloring, bleaching, relaxing, conditioning or cutting the hair; cleansing, stimulating or performing any other noninvasive beautifying process on any skin surface; temporary hair removal from the face or any part of the body and manicuring, pedicuring or sculpturing nails.

**Esthetic** services include eyebrow and eyelash services; cleansing, stimulating or performing any other noninvasive beautifying process on any skin surface and temporary hair removal from the face or any part of the body.

**Nail Technology** services include manicuring, pedicuring and sculpturing nails, and cleansing, stimulating or performing similar work on the arms, hands or ankles and feet .

All of the above licensees are permitted to use cosmetic preparations, antiseptics, lotions, creams or other preparations in performing any of the practices within their license scope.

## THINGS TO LOOK FOR AND EXPECT

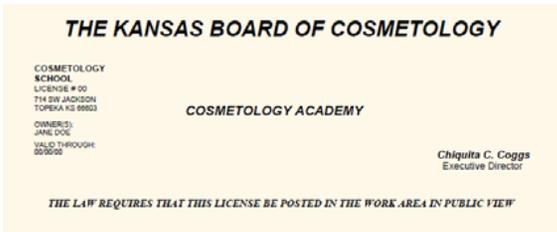
### The Establishment:

The establishment should have an active valid license posted where you can easily see it. It is green (manila for a school license) and should have a license number and expiration date. The address on the license should also match the location of the establishment. The establishment's most recent inspection report should be posted as well.

### Establishment License:



### School License:



The establishment should be well lighted and well ventilated by natural or mechanical methods that remove or exhaust fumes, vapor, or dust to prevent hazardous conditions from occurring and to allow the free flow of air in a room.

The floors, walls, ceilings, furniture and other fixtures and apparatus, and all other exposed surfaces should be clean, free of dust, hair and other debris, and in good repair at all times.

Each establishment should have at least one restroom in the building. That restroom should include at least one working toilet and one hand-washing sink, with a liquid soap dispenser and either disposable towels or an air dryer. It should be kept in sanitary condition.

There should be no smoking, eating, possessing or consuming alcoholic beverages, or preparing food in the establishment where services are provided.

There should be no animals in the establishment except for assistance dogs (animals).

There should be no open waste receptacles in the establishment.

### The Practitioner, Permit, Apprentice, and Instructor:

The Licensee should have an active valid license posted where you can easily see it; it would be blue if a practitioner, yellow if an apprentice, and pink if a temporary permit. The license should have a license number and expiration date.

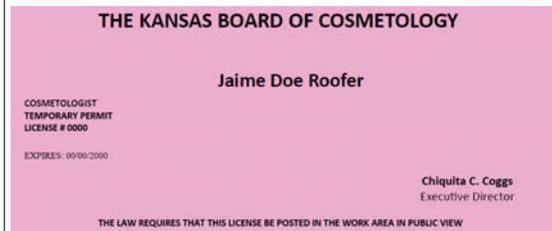
If it is blue it means they have completed training and passed a written and practical exam.

### Practitioner License:



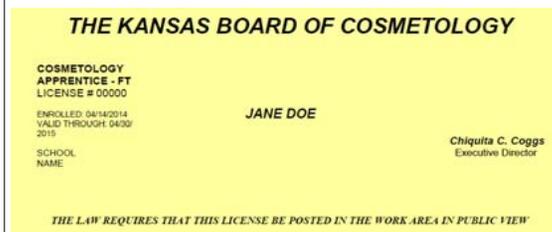
If the license is pink, it means that they have completed their training but have not passed the Board exams yet. This is a six (6) week license and becomes null and void if they do not pass, or fail to appear for, examination.

### Temporary Permit:



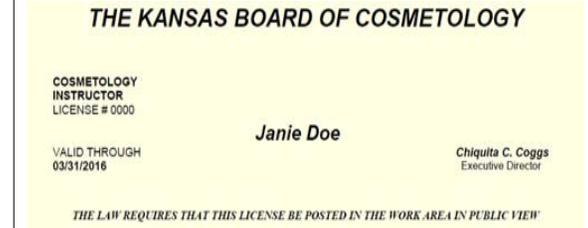
A yellow license means that they are in training and can only provide services to the public in a licensed school under the supervision of a licensed instructor. The instructor should be on the salon floor supervising the services being provided in a ratio of no more than 1:25. A cosmetology apprentice is not permitted to work on the public until they have completed 320 hours of training; Esthetics, 130 hours; and 70 hours for Nail Technicians.

### Apprentice License:



The Instructor should also have an instructor's license in addition to the blue practitioner license posted in the school. It is manila colored. To receive an instructor license the practitioner must have completed an approved instructor program and passed a written examination.

### Instructor License:



A practitioner can always provide services to you or anyone else in a licensed hospital, nursing home, rest home, or at an invalid's home.

A practitioner can provide services for you at your residence or office so long as they work in a licensed facility at least 51% of the time and have attested to that fact using the Affidavit to Provide Services in Client Home/Office .

The licensee should wash his/her hands thoroughly with soap and water or with an equally effective cleansing solution before providing services to you.

The licensee should display personal cleanliness including their uniform or attire.

Licensees are not permitted to knowingly provide services to you if you have a communicable disease, condition, or parasites that could be transmitted in the delivery of service.

The licensee must use clean towels, robes, or linens on you and those items should be stored in clean, closed, and labeled cabinet. After the service the licensee should deposit the item(s) into a closed labeled receptacle to be properly laundered and sanitized.

The licensee is required to sanitize the shampoo bowl, back bar, service chair, manicure and treatment table, sink, non-porous surfaces, and their workstation before each consumer service.

If you are receiving a service that requires the use of a treatment table, the table should be covered with a clean sheet of examination paper, towel or linen.

All items that come into contact with your skin, except for single-use items, should be disinfected before being used to provide services to another consumer.

All bottles and containers should be distinctly and correctly labeled to disclose the contents.