



Dear Applicant:

The following outlines the requirements for Kansas licensure in cosmetology professions.

Cosmetology – *Required Hours 1,500

1,500 + Active license in another state = 20 question open book exam.

1,500 + no license or expired license = must take Board exams (written and practical).

Less than required hours + active license = must take Board exams (written and practical).

Less than required hours + no license or expired license = must get additional hours and must take Board exams (written and practical).

Nail Technology- *Required Hours 350

Must have 350 hours and must take Board exams (written and practical).

Esthetics – *Required Hours 1,000

1,000 + Active license in another state = 20 question open book exam

1,000 + no license or expired license = must take Board exams (written and practical).

Less than required hours + active license = must take Board exams (written and practical).

Less than required hours + no license or expired license = must get additional hours and must take Board exams (written and practical).

Electrology – *Required Hours 500 (school) or 1,000 (apprenticeship)

500 (school) or 1000 Hour apprenticeship + Active license in another state = 20 question open book exam

500 (school) or 1000 Hour apprenticeship + no license or expired license = must take Board exams (written and practical).

Less than required hours + active license = must take Board exams (written and practical).

Less than required hours + no license or expired license = must get additional hours and must take Board exams (written and practical).

*There is no provision in KS law to accept years of licensure or work experience towards the hour requirements

All applicants are required to provide the following:

1. **State board licensure and/or training verification:**

Contact each state board in which you are currently licensed, have previously been licensed in the last five years, and any state in which you received instructional training, if other than a state you have been licensed in the last five years, and request the verification(s) be sent to this office. The verification(s) must be sent directly to the Kansas Board of Cosmetology from the state regulatory board providing verification of licensure or training. (Some states may take up to eight (8) weeks to forward verifications.) We cannot accept this documentation from applicants or from schools outside of Kansas. If you are in a state that provides online verification and is also willing to verify additional information needed by KBOC Board staff directly, please copy or print your verification from their license verification website and submit it with your application. Some online verification websites do not provide all the information necessary to determine Kansas licensure requirements. Board staff must be able to verify your licensure online separately; in some cases official documents may be required by KBOC for licensure.

Professional instructional/training attained outside the United States:

If you completed any professional instructional/training outside of the United States it is necessary the training be verified and evaluated for instructional/training equivalency. The verification must include information regarding the duration of training, the number of instructional hours, and the subject matter of the training. Contact Educational Credential Evaluators, Inc., (ECE) or AEQUO International (AEQUO) by using their websites. The Board only accepts verifications completed by ECE or AEQUO. The ECE or AEQUO verification must be sent to this office directly from ECE or AEQUO. **We cannot accept this documentation from applicants.**

ECE: <https://www.ece.org/> AEQUO: <https://aequointernational.com/evaluations/>

2. **Verification of date of birth and Social Security No. (please do not fax):**

Submit a copy of your social security card and your current, government-issued photo identification reflecting your legal name. (ID Examples: current driver's license, military identification card, valid alien resident card with photo, or a current Kansas identification card with photo.) If you have had a legal name change and your ID/DL is not updated properly or your HS documents or other state documents will have a different name on them, please include a copy of the court documents verifying the name change.

PLEASE NOTE

The name on the application and the identification documents must match exactly.

3. Verification of graduation from an accredited high school:

Please contact the high school from which you graduated and have the school fax, email, or mail your high school transcript which denotes your date of graduation. This must come from the issuing party (issuing party includes services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc.). We cannot accept this documentation from applicants. If your High School provides an online verification website, please copy or print your verification from their transcript verification website and submit it with your application. Some online verification websites do not provide all the information necessary to determine Kansas licensure requirements. Board staff must be able to verify your licensure online separately; in some cases official documents may be required by KBOC for licensure. (If the applicant has held a current license in another jurisdiction, in the area of practice in which an applicant seeks a license, for 10 years or more a high school diploma or GED will not be required for licensure).

GED Verification:

Applicants who did not graduate from an accredited high school may meet this requirement by requesting to have their graduate equivalent diploma (GED) transcripts sent from the issuing party (issuing party includes services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc.). This verification of your completed GED can be faxed, emailed, or mailed to the Kansas Board of Cosmetology. If your GED is from a state that provides an on-line verification website, please copy or print your GED verification from their transcript verification website and submit it with your application. Some on line verification websites do not provide all the information necessary to determine Kansas licensure requirements. Board staff must be able to verify your licensure on-line separately; in some cases official documents may be required by KBOC for licensure. (If the applicant has held a current license in another state or jurisdiction, in the area of practice in which the applicant seeks a license, for 10 years or more a high school diploma or GED verification will not be required for licensure).

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) or AEQUO International (AEQUO) by using their websites. The Board only accepts verifications completed by ECE or AEQUO. The ECE or AEQUO verification must be sent to this office directly from ECE or AEQUO. **(If the applicant has held a current license in another state or jurisdiction, in the area of practice in which the applicant seeks a license, for 10 years or more a high school diploma or GED verification be required for licensure).** ECE: <https://www.ece.org/> AEQUO: <https://aequointernational.com/>

Licensure application fee:

Submit the completed application and **\$75** non-refundable application fee made payable to the Kansas Board of Cosmetology by cashier's check or money order. To pay by credit card, complete the payment section of the application.

Address Change:

Please notify the Board of any address change during this process. Failure to promptly inform this office of an address change may result in delays in processing and/or licensure. Requests for address change received on paper, by email, or over the phone may be updated if the licensee can verify the following personal identification criteria: social security number, date of birth, and previous address on record. You can also download Name/Address change form by using the following link, [Change of Name/Address Form](#). Complete, sign, and forward it to the KBOC office

Your application should be typed:

This is to prevent entry errors in information that can be costly and cause licensing delays to applicants.

Requests for exceptions outlining the circumstances should be emailed to kboc@ks.gov or included in the mailed application. If an applicant submits an illegible application, the applicant will be asked to complete a new legible application.

Kansas licensure status:

Email updates will be provided confirming receipt of the application, what is needed to complete the application, and anytime anything changes concerning your application. **Please make sure you provide a good email address and you are checking your email!**

A determination for licensure will be made once all the necessary documentation and the application fee are received.

If the applicant qualifies to take the open book exam for licensure, the exam will be emailed to the applicant upon completion of the application. This is a 20 question exam based on the Kansas laws and regulations. You may download the Kansas laws and regulations at www.kansas.gov/kboc.

Applicants required to take the written and practical exams for licensure will receive their exam information via email upon completion of the application. A temporary permit application will be offered to applicants at this time. Only one temporary permit may be issued per applicant. Please use the following link to access information about examinations: [Exam Info](#)

The best way to contact me is by email: Michaela.Ewing@ks.gov

Michaela Ewing
Senior Administrative Assistant

The Board asks that you allow 7-10 business days to process information received. Work is processed in the order it is received. Application confirmation, updates, and testing information will be sent to the email address provided on the application.



APPLICATION FOR OUT-OF-STATE LICENSURE

Complete this application by typing into the fields below. Forward the completed application to the Board by fax, email, or mail with the following documentation:

- Non-refundable \$75 application fee (check, money order, or credit card accepted)
• Legible photocopy of your social security card and your current government issued photo identification (i.e. driver's license, state identification card, or military identification). The name on the application and the identification documents must match exactly.

Your application should be typed. This is to prevent entry errors in information that can be costly and cause licensing delays to applicants. Requests for exceptions outlining the circumstances should be emailed to kboc@ks.gov or included in the mailed application. If an applicant submits an illegible application, the applicant will be asked to complete a new legible application.

Applicant Information

License type for which you are applying:

Cosmetologist: _____ Manicurist: _____ Esthetician: _____ Electrologist: _____

Full Legal Name: _____ Male [] Female []
Last First Middle

Address: _____
(Street) (City/State) (Zip)

Phone Number: (_____) _____ Date of Birth: _____ *Social Security Number: _____
(mm/dd/yyyy)

E-mail Address: _____ Application confirmation, updates, and testing information will be sent to the email address provided.

List ALL other last names or legal names you have had: _____
If you have had a legal name change, please include a copy of the legal documents verifying the change of name (marriage license, divorce decree, government issued ID, etc.).

* Disclosure is mandatory for licensure and authorized by KSA 74-148 and 74-139. It is used to verify identity and license individuals lawfully residing in the U.S. Upon request of the director of taxation, each such authority shall provide to the director of taxation a listing of all such applicants, along with such applicant's social security number and address.

Felony Conviction

Have you ever been convicted of a felony? Yes [] No [] List dates of all convictions: _____

If you have been convicted of a felony, attach a certified copy of all court documents outlining charges, convictions, sentencing and discharge. Also, attach the completed Felony Conviction Form and Felony Monitoring Form (where applicable) to this application, which can be found on our website under Forms and Applications. Pursuant to K.S.A. 65-1908(a)(4), you must demonstrate that you have been sufficiently rehabilitated to warrant the public trust which may include requesting a hearing to appear before the Board Disciplinary Panel. Failure to notify the Board of any additional or subsequent conviction(s) may result in disciplinary action.

Fee Payment \$75

Credit Card Payment \$75

- 1). Go to the Board website: www.kansas.gov/kboc
2). Select Payment Portal from the Top Menu Bar
3). Transaction Item = Practitioner Initial License Fee
4). Record your Order ID # from your emailed receipt below

Order ID # _____

Check or Money Order Payment \$75

- 1). Complete this form
2). Make Check or Money Order Payable to the Kansas Board of Cosmetology
3). Mail form and payment to the Board office at the address provided above.

Military Service (Complete if Applicable)

Military Service (Provide a copy of your CAC card or your Military ID)
Military Spouse (Provide a copy of your CAC card or your Military ID)
Military Service Member (Provide your DD-214 and separation date below)
Separation Date: _____

Citizenship Status

Pursuant to federal law, a person who is not a U.S. citizen is not eligible for licensure unless the person is a qualified alien or a nonimmigrant. I am:

- [] a U.S. Citizen. [] a permanent resident/resident alien (include a front and back copy of your card with this application).
[] a nonimmigrant with a visa: _____ (Type of Visa e.g. F-1; F-2; H-1B)
[] a nonimmigrant whose visa for entry is related to employment in the United States.



Licensure and Training Verification

List all states have you been licensed in in the last five years:

You must request licensure verification from any state you have been licensed in in the last five years be sent directly to the KBOC. Write "none" if not licensed.

Date of Request(s):

Do you currently have or have you ever had disciplinary action taken against your license in KS or in any other state? YES NO

If any disciplinary action was taken against you in another state for professional misconduct, the Kansas Board of Cosmetology will review the reasons for the disciplinary action and will determine your eligibility for licensure in Kansas.

List all states and/or countries in which you have received training for your licensure:

You must request training verification from any state in which you have been trained for your profession if it is a state other than a state in which you have been licensed in in the last five years(listed above) or if you are not licensed. KBOC will only recognize training hours verified by the state regulatory Board of the state in which they were obtained. KBOC must be able to verify training hours directly with the regulatory Board. Unverified training will not be accepted.

Date of Request(s):

Cos/NT/Esth School Graduated From: City:

Dates of attendance From : To: Hours Attained: Record only the hours completed at this school.

Additional Cos/NT/Esth School Attended: City:

Dates of attendance From : To: Hours Attained: Record only the hours completed at this school.

If you received instruction/training in a country outside the US, it is your responsibility to have the instruction/training verified by ECE or AEQUO. This verification must include the number of training hours received, duration of training, and subject matter of training.

*High School Education

I have been licensed in another state or jurisdiction in the area of practice in which I am applying for licensure for 10 years or more.

If the applicant has held a current license in another state or jurisdiction in the area of practice in which the applicant seeks a license for 10 years or more high school diploma or GED verification will not be required.

US Diploma: Name of Accredited High School: Date of Request:

(Please contact the high school from which you graduated and have the school fax, email, or mail a copy of your transcript to the Kansas Board of Cosmetology).

General Education Diploma (GED): State: Date of Request:

(Please contact the testing facility or the State Board of Education from which you attained a GED and request verification of your completed GED be faxed, emailed, or mailed to the Kansas Board of Cosmetology).

Foreign Diploma: Country: Date of Request:

(If you received a high school education from a country other than the United States, please have education document verified by ECE or AEQUO. Educational verification will only be accepted from ECE or AEQUO. The evaluation must be send directly to the Board office from ECE or AEQUO.)

Attestation

Once the form is signed, forward the completed application and all attachments to the Kansas Board of Cosmetology.

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand the application, and that the information provided is true and correct.

Applicant's Signature(Type or Sign): Date:

The Board asks that you allow 7-10 business days to process information received. Work is processed in the order it is received. Application confirmation, updates, and testing information will be sent to the email address provided on the application.

Save your completed application and email it to michaela.ewing@ks.gov Don't forget to attach your ID!!

*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.