



KANSAS BOARD OF COSMETOLOGY
714 SW Jackson, Suite 100 ▪ Topeka, KS 66603
Telephone: (785) 296-3155 ▪ Fax: (785) 296-3002
E-mail: Kboc@ks.gov ▪ Website: www.kansas.gov/kboc

Body Art Practitioner Application Checklist

With your Practitioner Application Include the Following:

- Completed [Body Art Apprentice Client Record Logs](#) to verify completion of the 50 required procedures.
- Verification of eight (8) hours Board approved infection control and bloodborne pathogens training, (Body Piercers must include copy of CPR certification.)
- Required Fee \$100. (\$50 application fee and \$50 initial license fee).

Have you requested your High School or GED transcripts to be sent directly from the issuing party to the Board office?

If not, you need to for your application to be complete. Verification can be faxed, emailed, or mailed but it must come directly from the issuing party to the Board office (issuing party includes services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc.).

High school transcripts may be held by the high school or they may be held by the school district office. To request your high school transcript, contact the high school office that maintains your graduation records and request a copy of your transcript which denotes your date of graduation be faxed or mailed to this office.

General Equivalency Diploma (GED) records may be held at the location where you took your GED or they may be held in a central office within the State Board of Education. You will need to contact the office where GED records are held and request a copy of your GED transcript be faxed or mailed to this office.

If you obtained your high school education outside of the 50 United States you will need to submit your high school documents to Educational Credential Evaluators, Inc. (ECE) to have the diploma certified as equivalent to the United States high school education standards. At your expense, you will need to forward the original high school diploma to the credentialing organization ECE. Their website is www.ece.org. After verification of the document is complete, the ECE will return the document to you. The verification report will be sent to the Kansas Board.

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 and updates will be sent to the email address provided on the application.



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BODY ART PRACTITIONER APPLICATION

APPLICANTS MUST ENCLOSE THE FOLLOWING:

- Completed Body Art Apprentice Client Record Logs to verify completion of the 50 required procedures. (Body Piercers must have 5 services in each of the basic piercings).
Verification of eight (8) hours Board approved infection control and bloodborne pathogens training.(Body Piercers must include copy of CPR certification).
Required Fee \$100. (\$50 application fee and \$50 initial license fee). Credit card, check, or money order will be accepted.

*Your application is not complete if you have not had verification of your High School diploma or GED sent to the Board office directly from the issuing party. Please DO NOT send copies of your diploma or transcripts with this application. Verification must be official coming directly from the issuing party.

TATTOO ARTIST COSMETIC TATTOO ARTIST BODY PIERCING TECHNICIAN

(Last Name) (First Name) (Middle Initial)

Address (City) (State) (Zip)

(Phone) (Email):

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(Date of Birth) (Age)

Training Received from

(Name of facility and trainer) (Social Security #)

(Address) (City) (State) (Zip)

Training Start Date: (MM/DD/YY) Training End Date: (MM/DD/YY)

Hours Completed: Procedures Completed:

Military Service (Complete if Applicable):

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

Have you ever been convicted of a felony? Yes No Conviction Date:

I declare under penalty of perjury under the laws of the State of Kansas that the information provided above is true and correct.

(Signature of Applicant) (Date)

Credit Card Payment \$100
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 \$100
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.

Don't forget to attach your ID!