



**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](mailto:Kboc@ks.gov) ▪ Website: [www.kansas.gov/kboc](http://www.kansas.gov/kboc)

### **Body Art Practitioner Application Checklist**

#### **With your Practitioner Application Include the Following:**

- Copies of 50 completed Board approved release forms from your apprenticeship. (Body Piercers must have at least five (5) in each basic piercing category). Triple check and make sure the client records are COMPLETE!
- 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.

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](http://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:

- Copies of 50 completed Board approved release forms
Verification of eight (8) hours Board approved infection control and bloodborne pathogens training
Required Fee \$100. (\$50 application fee and \$50 initial license fee).

\*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.

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) (Social Security #)

Training Received from

(Name of facility and trainer)

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

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

Hours Completed: Procedures Completed:

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

(If you have been convicted of a felony attach a certified copy of the court order outlining the charge(s), sentencing order(s) and discharge certificate if applicable. A license will not be issued until the Board has fully reviewed the required documentation. K.S.A. 65-1947(a)(2).

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)

Payment information section including checkboxes for American Express, Discover, Visa, and Master Card, and fields for amount, credit card number, expiration date, card holder's name, zip code, phone number, and signature.