



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

TRANSFER OF BGHF I 7 HCF TRAINING HOURS FROM ANOTHER SCHOOL

INSTRUCTIONS			
1. This form is to be completed in its entirety for any instructor who desires training obtained in another state or school be credited toward Kansas curriculum requirements. 2. Submit the completed form to the Board office at the address below with a copy of the training document submitted from the appropriate agency/school from which the student is transferring. Kansas Board of Cosmetology, 714 SW Jackson Suite 100, Topeka Ks 66603-3751. 3. Once the hours have been reviewed a written determination of approved hours to be credited toward the Kansas curriculum requirements will be returned to the school.			
APPRENTICE PERSONAL DATA		All information must be typed	
INSTRUCTOR NAME (LAST, FIRST, MIDDLE)		INSTRUCTOR SOCIAL SECURITY NUMBER *** - ** -	
INSTRUCTOR ADDRESS (STREET, CITY, STATE, ZIP)		INSTRUCTOR EMAIL	
AGENCY/SCHOOL FROM WHICH INSTRUCTOR IS TRANSFERRING			
TRAINING INFORMATION		All information must be typed	
LIST HOURS YOU WOULD LIKE SPECIFICALLY CREDITED IN EACH SUBJECT AREA			
PLEASE NOTE THE BOARD IS UNABLE TO RECOGNIZE ANY TRAINING HOURS COVERING ANOTHER STATE'S LAW.			
SUBJECT	HOURS TO CREDIT	SUBJECT	HOURS TO CREDIT
THE PROFESSIONAL TEACHER		TESTING AND EVALUATION	
STUDENT MOTIVATION AND LEARNING		EVALUATION	
METHODS, MANAGEMENT AND MATERIALS			
		TOTAL HOURS TO CREDIT	
TO BE COMPLETED BY KANSAS SCHOOL:			
SIGNATURE OF SCHOOL OWNER OR AUTHORIZED AGENT		DATE	
NAME, EMAIL, AND ADDRESS OF SCHOOL		For office use	

Save your completed form and email it to kathy.moore@ks.gov