



Instructor Renewal
Cosmetology Professions

Name: \_\_\_\_\_ License Number: \_\_\_\_\_
Address: \_\_\_\_\_ \*Exp. Date: \_\_\_\_\_
Address: \_\_\_\_\_ Instructor License Type: \_\_\_\_\_ Cosmetology
\_\_\_\_\_ Esthetics
\_\_\_\_\_ Manicurist

\*Renewals can be submitted no sooner than six weeks before the expiration date of the license. Renewals submitted prior to six weeks before the expiration date will be returned to the licensee and will not be retained by the Board office.

To renew your license, complete and return this form along with documentation of completion of the required continuing education hours and the \$50 nonrefundable renewal fee PRIOR TO THE EXPIRATION DATE of your license. In order for your instructor license to be renewed by the Board, your practitioner license must also be active.

Renewals postmarked after the expiration date will require an additional \$25 delinquent fee. No renewals will be accepted more than 30 days after the expiration of the license; the licensee will have to reapply and re-test

CONTINUING EDUCATION REQUIREMENT

No CE is required for the 1st renewal period following initial licensure, this includes reinstatement of licensure. Kansas law requires instructors to have 20 hours of Board approved continuing education (CE) in "the practice of cosmetology and teaching skills and methods" for instructor license renewal, as indicated below:

- Teaching Skills and Methodology 10 hours
Practice of the Profession \*5 hours
Infection Control: 5 hours

\*Any overages in the category of Teaching Skills and Methodology will be automatically applied to the category of Practice.

Online CE:

All required CE can be obtained online by using the list below of online approved continuing education. To receive credit for one of the approved courses you must submit the certificate provided by the course.

You may also submit CE information to the Board for review and approval that is not on the list. The submission must include your name, location of course, date of course, start time and end time, detailed course subject content (must be relevant to one of the required categories), presenter biography (short), and sign-in sheet or certificate of attendance. \*Note: Sign-in sheet should have date, course title, location, and signature of presenter.

If the CE requirements are not met, the Board will be unable to renew your instructor license.

If you have CE's that you have not already submitted, please attach them with this renewal.

If you are unsure how many CE hours you have submitted to the Board, please email kbc@ks.gov to inquire.

FEE PAYMENT \$50 /\$75(late)

Credit Card Payment \$50 (\$75 if late)

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

Check or Money Order Payment \$50 (\$75 if late)

- 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.

Order ID # \_\_\_\_\_

ATTESTATION

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

Signature (Type or Sign) \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**PRE-APPROVED CONTINUING EDUCATION  
FOR COSMETOLOGY PROFESSION INSTRUCTORS**  
Class length (hours) is subject to change without notice from vendor

**The following teaching skills and methodology courses are approved by the Board.**

**Milady:**

<http://www.prolibraries.com/milady/> Each Webinar Series consists of three-1 hour webinars (Part I-III), Milady will release a new series to the public on a quarterly basis. Instructors will receive 3 hours teaching skills and methodology credit for completion of a series.

**Cengage Learning: Team UP**

<http://www.prolibraries.com/teamup/?select=course>

Each Pod has 5 modules and each of the modules is worth two (2) hours. One pod is worth ten (10 hours). The following are the Pods approved for teaching skills and methodology credit:

[Pod 2 Teaching Developmental Education](#)

[Pod 6 Working with Adult Learners](#)

[Pod 7 Active Learning](#)

[Pod 8 Classroom Relationships](#)

**Pivot Point: Mindful Teaching**

The Pivot Point Mindful Teaching instructor program is approved for continuing education credit. You can access the information about the program using the following link: <http://www.pivotpointshop.com/Education/Mindful-Teaching>. Completion of the course in a licensed school would fulfill an instructor's teaching skills and methodology and practice continuing education requirements for renewal.

**The following infection control classes are approved by the Board:**

	#hours
<a href="#">MiladyPro Infection Control: Online class</a>	4 hours
<a href="#">Infection Control Seminar with State Inspector</a>	Vary
<a href="http://www.redcross.org">www.redcross.org</a>	
• Blood-borne Pathogens Training Online course	1
• Classroom setting	2
<a href="http://www.westernschools.com">www.westernschools.com</a>	
• HIV/AIDS: A 1-hour overview	1
• HIV/AIDS: A 2-hour overview	2
• Infection Prevention for Healthcare Professionals	4
• MRSA: A Healthcare & Community Disease	1
<a href="http://www.nursingceu.com">www.nursingceu.com</a> (Wild Iris)	
• Infection Control	6
• Blood-borne Pathogens: Protecting against transmission: OSHA's BBP Standard	2

**DO NOT DUPLICATE COURSE TYPES IN THE SAME RENEWAL PERIOD**

Please submit the certificate which generates at the end of the training after having taken a test in order to receive credit for the class. Five hours of infection control are required.