KANSAS BOARD OF COSMETOLOGY
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TRANSFER OF NAIL TECHNOLOGY TRAINING HOURS BETWEEN SCHOOLS

INSTRUCTIONS

1. This form is to be completed for any student who would like training they obtained in another school to be credited toward training they will be receiving in your school to meet Kansas curriculum requirements.
2. This form is to be submitted to the Board within 30 days after enrollment of a transfer student per: K.A.R. 69-3-26.
3. If the hours being transferred are from another state the training document provided by that state is to be included with the transfer form. A copy of the traning document is to be kept by the receiving school.
4. 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.
5. This form is to submitted to the Board upon request per: K.A.R. 69-5-16 (a)(1).
6. This form is to supplied to another school should the student discontinue your program for any reason per: K.A.R. 69-5-16 (a)(2).
7. This form is to be supplied to the student upon the student's request per:K.A.R. 69-5-16 (a)(3).

SCHOOL DATA

All information must be typed

NAME OF SCHOOL RECEIVING HOURS	
SCHOOL ADDRESS (STREET, CITY, STATE, ZIP)	
SCHOOL ADMINISTRATOR	START DATE

APPRENTICE PERSONAL DATA

All information must be typed

APPRENTICE NAME (LAST, FIRST, MIDDLE)	APPRENTICE SOCIAL SECURITY NUMBER ***-** -
APPRENTICE ADDRESS (STREET, CITY, STATE, ZIP)	
SCHOOL FROM WHICH APPRENTICE IS TRANSFERRING (NAME)	(City)

TRAINING INFORMATION

All information must be typed

LIST HOURS THIS SCHOOL IS ACCEPTING. CREDIT SPECIFICALLY IN ALL SUBJECT AREAS.

SUBJECT	HOURS TO CREDIT	SUBJECT	HOURS TO CREDIT
SCIENTIFIC CONCEPTS (60)		ARTIFICIAL NAILS (160)	
MANICURING SKILLS (75)		BUSINESS PRACTICES (35)	
FOR TRANSFER BETWEEN KANSAS SCHOOLS ONLY-		STATE LAW (20)	
	REQUIRED-	**TOTAL HOURS TO CREDIT**	0.00

TO BE COMPLETED BY A KANSAS SCHOOL

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED AGENT DATE	OFFICE USE ONLY