



## CONGRATULATIONS ON COMPLETING YOUR TRAINING!

The following is a check list of the steps that you need to complete for you to obtain your Kansas practitioner license. Once all steps of the application have been completed and you have passed all portions of the Board exams your license will be automatically mailed to you at the address provided on your licensure application.

### USE THIS CHECKLIST TO SPEED THE PROCESSING OF YOUR APPLICATION

#### All applicants are required to provide the following:

- 1) A fully completed, typed Practitioner License Application;
- 2) \$60 non-refundable application fee;
- 3) A clear/legible copy of your social security card and a current U.S. government issued photo ID
- 4) Name change documents if applicable;
- 5) Verification of completion of instructional/training hours; and,
- 6) Verification of graduation from an accredited high school or equivalent provided the issuing party (issuing party includes services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc. ).

#### Step One: The fully completed, typed Practitioner Licensure Application:

Access the practitioner application on the Board website <https://www.kansas.gov/kboc/FormsandApps.htm>.

- A. Type your information onto the application while it is still on the computer.
- B. When all of your information has been entered on the application, print the application. All the information you entered on the computer should appear printed on the application.
- C. Mail the original application to the Board with the \$60 fee and identification documents listed below. The Board address is listed in the upper right hand corner of the application.

#### Step Two: The \$60 non-refundable licensure application fee:

Payment of your application fee should be made payable to the Kansas Board of Cosmetology by check or money order. To pay by credit card, complete the payment section on the application below.

#### Step Three: A clear/legible copy of your social security card and your current U.S.government issued

**photo ID:** When you submit your licensure application, include a copy of your social security card and current US government issued photo ID. The name on the ID and social security card must match. The photo must clearly show your face and all information on the ID and social security card must be easily readable. Faxed copies will not be accepted as the photos on faxed identification documents do not print legibly.

❖ Examples of acceptable current US government issued photo IDs:

- A driver's license;
- State ID card with photo;
- Military identification card; or,
- Valid alien resident card with photo.

#### PLEASE NOTE

The name on the application and the identification documents must match exactly.

#### Step Four: Name Change documents:

Should any of the checklist items that are being submitted as part of your application list a name that is different than the name you are entering on your licensure application, you must include a copy of the court document(s) verifying the name change. Include this additional name in the space provided on the licensure application.

❖ Examples of documents that may have a different name on them:

- Your high school transcript or GED;
- Your apprentice license application; or,
- Your instructional/training hours.

❖ Examples of acceptable court documents verifying name change:

- Marriage license;
- Divorce papers; or,
- Naturalization-Petition for Name Change.

### **Step Five: Verification of completion of instructional/training hours.**

The instructional/training hours required for each profession are as follows:

Cosmetology – 1,500;  
Esthetics - 1,000; and,  
Manicure – 350.

Your school must submit your training hours to the testing company on the Ergometrics website, [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Additionally you must include your training information on the Practitioner Licensure Application. It must include the name and location of the school(s) where you obtained training. It must list the complete dates of attendance at that school (example mm/dd/yyyy to mm/dd/yyyy), and list the total number of hours you completed at that school.

### **Submission of professional instructional/training attained outside the United States:**

If you completed any professional training outside of the United States it must be verified and evaluated for training equivalence. The verification must include information regarding the duration of training, the number of instructional hours, and the subject matter of the training. Contact an educational credential evaluation company and request verification be sent directly to our office. We cannot accept this documentation from applicants. The Board will consider approval of credential evaluations on a case by case basis and does not guarantee acceptance. You can find lists of accredited educational credential service providers here: <https://www.naces.org/> <https://aice-eval.org/>

### **\*Step Six: Verification of graduation from an accredited high school or equivalent:**

**You must submit a high school transcript along with your application in order for it to be processed.** 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.

### **High school education attained outside the United States:**

If you completed high school outside of the U.S., your high school transcript must be verified and evaluated for educational equivalency. Contact an educational credential evaluation company and request verification be sent directly to our office. We cannot accept this documentation from applicants. The Board will consider approval of credential evaluations on a case by case basis and does not guarantee acceptance.

You can find lists of accredited education credential service providers here: <https://www.naces.org/> or <https://aice-eval.org/>

### **ADDITIONAL IMPORTANT INFORMATION**

#### **Exams:**

You are responsible for reading and understanding all of the testing information in the Exam Preparation Guide provided by the testing company Ergometrics. Access the Exam Preparation Guide on the Ergometrics website, [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Should you have questions about the exam contact Ergometrics by phone at 855-821-3761 or by clicking on “Contact Support” on the Ergometrics website, [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

#### **Temporary permits:**

A temporary permit is available for you if you have completed your instructional/training and are waiting to take the Board exams. You are not required to obtain a temporary permit. The fee for a temporary permit is an additional \$15. The temporary permit will not be issued until the Board has determined that the licensure application is complete and complies with the law. When the temporary permit is issued it will be issued with an expiration date that is six (6) weeks from exam date which allows you adequate time to complete the exams. However, should you fail any part of the exam the temporary permit immediately becomes null and void regardless of the expiration date. Only one temporary permit may be issued per applicant. For additional information regarding the temporary permit, you may review the temporary permit on the Board's website. The temporary permit application can be found at, <https://www.kansas.gov/kboc/FormsandApps.htm>.

#### **Address Change:**

**It is your responsibility to keep the Board notified whenever you change your address.** To ensure you receive your license quickly once you have passed your exams, notify the Board of any address change as soon as possible by submitting the form: [1. Change of Name/Address Form](#) found on the Board website, [www.kansas.gov/kboc](http://www.kansas.gov/kboc). Submit the completed form to the Board at the address listed on the form.

Should you have any questions regarding your application or the application process, please do not hesitate to contact our office.

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