

## **CHECKLIST FOR STUDENTS APPLYING FOR LICENSURE**

### **What can I expect?**

There are a few steps to complete to apply for your practitioner license and to schedule your Board exams as soon as possible. Below, a check list is provided to help guide you through the process. Use this to help avoid delays in getting approved for testing and receiving your temporary permit.

### **Where do I start?**

Once you have completed your training you will have an exit interview with school staff. At that time, the school will help you complete the "Practitioner Licensure Application" on the computer. Print the application when directed on the form. Sign the application. Submit to the Board office the application, \$60 application fee and the appropriate documents as outlined on the application and on the checklist.

**\*\*NOTE:** Please be aware that when you sign the application you are signing that you have read and understand the application, and the information you are providing is true and correct.\*\*

### **How can I get a temporary permit?**

If you would like a temporary permit, you will also need to complete a temporary permit application. Read and complete this application in its entirety. It is not necessary to complete the section of the temporary permit application which asks for the name of the establishment where you will be providing services if you are not yet employed. The temporary permit application does not need to be notarized.

### **How do I submit my licensure and temporary permit applications?**

You may submit your application by fax, email or mail to the information provided at the top of the application. Once your application is received, Board staff will make every effort to process it within ten (10) business days. You will be provided written notification of the status of your application.

### **How do I pay my fee and schedule for testing?**

Your school should be able to print off your User ID and Password from their school portal to enable you to log in to the testing company website, Ergometrics. Once you have logged in you will be able to pay for and schedule your testing. Please visit the testing company website at the following web address for more information. [www.cosmetologykansas.com](http://www.cosmetologykansas.com) or call 866-563-3882 - Weekdays 6am - 5pm Pacific Time.

### **Once I've tested when will I learn if I passed and when will I get my license?**

Ergometrics will provide you with your exam results. The Board cannot provide you with your scores.

The Board will be notified of your scores within 7 business days and will provide you with an update of your current application status and/or if your license has been issued.

## **CHECKLIST**

\_\_\_\_\_ Access the practitioner application on the Board website

<http://www.kansas.gov/kboc/FormsandApps.htm>

\_\_\_\_\_ Type your information onto the application while it is still on the computer. When all of your information has been entered on the application, print the application.

\_\_\_\_\_ **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 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.

\_\_\_\_\_ **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.

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

\_\_\_\_\_ **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/>

\_\_\_\_\_ **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:

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