

SCHOOL ADMINISTRATIVE GUIDE

[Statutes & Regulations](#)

Felonies

Applicants only have to report felony convictions. They must report all felony convictions even if they did not occur in Kansas or they do not appear on a background check. Applicants DO NOT have to report pending felony charges or convictions that have been expunged or pardoned. Please review the documents below to become familiar with the felony reporting process.

[Felony Process - School Guide Felony](#)

[Reporting Packet Application for](#)

[Licensure by Felon](#)

Individuals can request that their felony be reviewed for approval prior to application by using the following form:

[Felony Advisory Opinion Application](#)

Field Study Requests

The Board recognizes training may be enhanced by opportunities outside of the school environment. These opportunities may include but not be limited to demonstrations, trade show participation, participation in competitive activities (ex: Skills USA) and salon observations.

To allow students participation in an activity outside of the school environment the school shall forward a request for hours to the Board. The granting of instructional hours for the field study must be approved by the Board.

Please review the below related documents to learn about field study requests.

[Field Study Requests](#)

[Field Study Request Form Pre or Post](#)

The school will receive written notification of the approval or acceptance of a field study request

Infection Control Seminar Information

The Infection control seminar is a class that is presented by a State Board Inspector. The Inspector will review the infection control regulations and licensure law.

The school can request this seminar by completing and submitting form [Infection Control Seminar Request Form](#) to the Board office. This form can be found on the Board's website on the [Forms & Applications page](#), under **School Forms and Resources**.

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Instructors can receive one hour of continuing education credit, per renewal period, for this class in the category of infection control. To receive credit, they must indicate to the inspector that they are an instructor.

Upon submission of the request form, the request is forwarded to the State Inspector for your area and the inspector will contact the school to schedule the seminar.

Instructor Program Information

To train an instructor you must have an approved instructor program. To have an instructor program approved, you must submit the program to the Board. The required curriculum can be found on the Board's website under the SCHOOLS tab, under Board Approved Curriculum under [INSTRUCTOR](#).

If a practitioner has one year work experience and has either two clients (patrons) or an employer that will attest to her providing service for at least a year, using form [Instructor Work Certification](#) available on our website, then the practitioner would have to complete a minimum of 300 hours in an approved instructor program. If the practitioner does not have at least one-year work experience they would be required to complete a minimum of 450 hours.

Instructor-in-Training Notice and Permit Application

Before an instructor starts training, the Instructor-in-Training Permit Application and fee must be received by the Board at least one week (7 days) prior to the start of enrollment.

The instructor-in-training must also be enrolled on the [Ergometrics website](#) when they are enrolled and their hours must be submitted to the Board by the 10th day of each month.

Instructor-in-Training Verification and Permit Issuance Please

review the [Instructors-in-Training Policy 001-17](#)

At no time shall an instructor-in-training practice without the supervision of a licensed instructor.

At no time shall an instructor-in-training practice without the supervision of a licensed instructor.

Once the instructor-in-training completes 100 hours of the teaching skills and methodology training the instructor must submit the Instructor-In-Training Verification Form to receive the instructor-in-training permit.

The permit is **issued** from the **start date of the enrollment** and expires on the last day of the month, **six months following that issuance**.

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The instructor-in-training must **complete** their training and **pass the examination before the expiration date of the permit.**

An instructor-in-training may not supervise students and count towards the instructor-to-student ratio until the permit is posted in the school.

Only one instructor-in-training on the school staff, with a current posted instructor- in-training permit, can be used for the purposes of the required instructor-to- student ratio.

Instructor-in-Training Examination

The school should refer the instructor-in-training for testing and provide the examination information to the instructor-in-training.

Instructor License

The instructor-in-training, with the school, should complete form [New Instructor Application](#), found on the [Board's forms and applications page](#) and submit the application to the Board with the required fee.

Upon receipt of passing score on the Instructor exam and all required completed forms/applications, the applicant will be issued their instructor license which will expire two years from the last day of the month of issuance.

The Instructor must maintain their practitioner license. If their practitioner license becomes expired; their instructor license automatically becomes “null and void” and is no longer valid.

Instructor Renewal

A renewal post card will be sent in the mail to the last address given to the Board at least six (6) weeks before the expiration date. The instructor license can be renewed online, available on the Board's website or there is also form #66. [Instructor Renewal](#) , available on the Board's forms and application page.

The newly licensed instructor will not have to obtain continuing education for the first renewal period. After the first renewal, the instructor will be required to obtain 20 hours of continuing education. The continuing education must be in the following categories:

15 hours teaching skills and methodology and five (5) hours infection control. **OR**
10 hours teaching skills and methodology, five (5) hours practice, and five (5) hours infection control.

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A list of [Pre-Approved Continuing Education for Cosmetology Profession Instructors](#) is available on our website under the **COSMETOLOGY** tab under **Continuing Education for Instructors**. It is also available on the resources page under the **RESOURCES** tab. This list is available for convenience and is not all inclusive. Instructors are welcome to obtain continuing education outside of the list of pre-approved continuing education.

All continuing education (CE) to be approved must meet the submission requirements outlined in the [CE Submission Form](#) and fall within the guidelines of the [Cosmetology Instructor Continuing Education Policy](#) .

The [Instructor CE Sign In Sheet](#) and [Instructor CE Submission Form](#) are available to you on the website under **KBOC FORMS AND APPLICATIONS**, under **School Forms and Resources**, under **Instructor CE Sign in Sheet** and **Instructor CE submission form**.

CE submissions that are incomplete or are not relevant to one of the required categories will be denied and no credit will be given.

CE's can be submitted to the Board anytime throughout the two-year renewal period. Overages in CE will not be retained by the Board. Only CE pertinent to the renewal of the instructor license will be retained.

Notice of Completion

Is Not Required When:

- Program is completed with the required hours at the same school with no breaks in the student's program.
- Student hours are released to the Board.

Is Required When:

- Completing extra hours.
- Student drops or is terminated before completing the program.
- Student completes hours after transferring from another school.
- Student owes money to the school and/or the hours are not released to the Board.

Hours and the student's hours must be updated in Ergometrics prior to sending in paperwork to the Board.

Notice of Completions, when required, should be submitted with the returned apprentice licenses to the Board as required by Kansas Administrative Regulations (K.A.R.) 69-3-7.

If a notice of completion is required and is not submitted for a student, the school will be notified by phone call or email. If the school is notified that a Notice of Completion is needed it should be submitted to the Board within 10 business days.

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[Notice of Completion - Cosmetology](#)
[Notice of Completion - Esthetics Notice of Completion - Nail Tech](#)
[Notice of Completion - Instructor](#)

Apprentice Applications

Apprentice applications must be received by the Board office within 15 calendar days of the enrollment date. If received in the office after 15 days from the enrollment date, the application is considered late and will be reviewed for possible disciplinary action.

All forms need to be fully completed. The student and the school will be notified if an apprentice application is incomplete. Incomplete applications may cause them to be considered late once corrected. Schools may want to consider ensuring that a potential student has all of the necessary documents required for apprentice licensure, prior to completing enrollment and signing off on any financial aid funding for training.

The student's information must be entered correctly with their current legal name. Their name must match exactly to what is listed on their U.S government photo ID and social security card. The licenses are printed from information provided on the apprentice applications. If an incorrect license is printed due to an error on the application, the student will be required to submit a duplicate license application and fee.

The apprentice application can be accessed from the Board website (www.kansas.gov/kboc) using the **KBOCFORMSANDAPPLICATIONS** link under **School Forms and Resources**.
[Apprentice Application](#).

The school should read the application cover letter and provide a copy to the student.

The school must enroll apprentices in the Ergometrics website when training starts and must submit the hours monthly to the Board from the Ergometrics website.

If you are having problems navigating the Ergometrics website, please contact Ergometrics using their contact information listed on their website.

A Nail Technology student must have 70 hours of training before working on the public.

An Esthetics student must have 130 hours of training before working on the public.

A Cosmetology student must have 320 hours of training before working on the public.

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Filing Checklist

- Application is typed or legible
- Attach government issued photo identification and social security card
- Payment - \$15
- Felony Questions- Must be answered provide the case number
The Felony Conviction Disclosure Form, Felony Monitoring Form (if applicable)
and court documents must be submitted with the application
- Student reviews the application for any errors before signing.

School Checklist

- If the school requires the student to file the application directly with the Board, have the student provide a copy of the application to the school.
- Maintain a list of all students with a column for the date the application was sent to the Board and a column for the date the apprentice license was received by the school.
- Have each student check their apprentice license for accuracy and immediately contact the Board if any information is incorrect.

To expedite the processing of a late apprentice license application, include the student's daily attendance record and breakdown of all training hours completed with the application.

Please use the following link to access the Board policy on late apprentice applications.

[Late Application for Apprentice Licensure](#)

Law Books

The law book is available to you in many electronic formats: [Online](#)

[Printable PDF Searchable Format](#)

[HTML Format](#)

Mobile Apps: [Android](#) and [iphone](#)

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HighSchool Guidelines

Kansas law requires that each applicant for Kansas Board of Cosmetology licensure be a high school graduate or have attained the “equivalent thereof.”

Please review the Board’s High school guidelines found on the Board website. [High School Guidelines](#)

*High school transcripts:

High school education documents are required for applicants to receive a license. These documents cannot be accepted from the applicant or from the school where the applicant received professional training.

The student needs to contact the high school from which they graduated and have the school forward to the Board office a copy of their high school transcript which lists their date of graduation. If they did not graduate from an accredited high school, they may meet this requirement by having a copy of their graduate equivalent diploma (GED) transcript submitted. They will need to contact the testing facility or the State Board of Education from which they attained the GED and request a copy of the GED transcript be forwarded to the Kansas Board of Cosmetology.

***The Board will accept verification of HS or GED completion from services obtained by the issuing party for sending education documents digitally such as Parchment, GED Diploma Sender, etc.**

**Education documents may be faxed to 785-296-3002, emailed to kboc@ks.gov or mailed to Kansas Board of Cosmetology
714 SW Jackson, Suite 100, Topeka KS 66603.**

Practitioner License Applications:

Initial [practitioner applications](#) must be typed or legible. The application can be downloaded and completed from the Board website www.kansas.gov/kboc

The application fee for a practitioner license is \$60. The temporary permit fee is \$15.

It is important that in the area titled Instruction/Training the full dates of training be recorded. (Ex. mm/dd/yyyy or month date, year.)

The attestation states that the applicant has read the application and the information provided is true and correct.

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The school should review the entire application including the cover letter and the student should also be encouraged to read the entire application and be aware of all items that need to be sent to the Board office and where those items need to be sent from to complete their application. The student should be provided with a copy of the cover letter to the application.

Students who have incomplete applications often call and report “No one told me I needed.....” The most frequent complaint is no one told them they had to have their high school documents sent to the Board by the high school.

The student should receive notice from the Board within 7-10 business days, from the receipt of their application, of the status of their application. Notices will be sent via email if provided or mail if not.

When the application is complete The Ergometrics website will be checked to see if the student has scheduled exams and or begun testing. The student’s status will also need to be updated in Ergometrics to show either Terminated or Terminated with Suspended hours.

***Terminated status- those that have completed their program, been referred for testing and their hours are released to the Board.**

***Terminated with Suspended Hours status- those that may or may not have completed their program and hours are not released to the Board.**

If the student has begun the testing process, it will be understood that the school has provided the student with their Username and Password as well as the Candidate Information Bulletin or told them how to access the Candidate Information Bulletin on the Ergometrics website, www.cosmetologykansas.com . The student’s licensure application will be held on file until their exams scores are posted by Ergometrics.

If the student has not begun the testing process, the Board will send the student notification, via email if provided or mail if not, that the application complies with Kansas Law. This notification will also direct them to contact the school to obtain a Username and Password and for directions for registering/scheduling their exams.

Temporary Permits:

The temporary permits are issued to expire 6 weeks out from the date of the scheduled examination to allow adequate time for students to take the exams before the temporary permit expires.

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Although the scores for written are posted in the portals within 24 hours of the written exam the practical scores can take 5-6 business days to be posted.

If the temporary permit expires before a practitioner license is received, the applicant cannot continue to practice on the expired temporary permit. The applicant must wait until they have the active practitioner license posted to begin providing services to the public.

The temporary permit becomes null and void immediately if the applicant fails any part of the exams regardless of the expiration date. Students must check the Ergometrics portal regularly. If an inspector goes into a shop and an individual is working on a temporary permit, the inspector will call the Board office to determine if the temporary permit is still valid. Board staff will check the Ergometrics website to see if scores have been posted. If scores have been posted and that person failed any portion of the test, the temporary permit will be taken, and the individual will be in violation of the law. The facility in which the applicant is working in will also be in violation. The scores are made available to both the applicant and the Board at the same time. Consequently, if the Board staff can see the scores then the applicants can see them also.

Only one temporary permit may be issued per applicant.

For additional information regarding the temporary permit, please review the temporary permit application found on the web site.

Temporary Permit Application

Exam Preparation Resources:

The testing company provides resources to help your students do well when taking their exams. The Candidate Information Bulletin provides a checklist and the practical scripts for testing as well as other important testing information. The Written Practice Exam provides students with the opportunity to take a practice test. These resources can be found on the testing company website. www.cosmetologykansas.com.

If the student has questions about the exam or exam scheduling, they need to contact Ergometrics by phone at 1-855-821-3761 or by clicking on “Contact Support” in the bottom right corner of the screen.

Address changes:

If your students need to update their addresses with the Board, please direct them to the Board's Address Update page on the website for detailed instructions on how to update their address with the Board.

[Address Update](#)

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1,000 Hour Exam for Cosmetology Students Only:

Kansas Statutes Annotated 65-1905 (allows for a cosmetology student to take the written exam once they have completed 1,000 hours of training. Taking the written exam at 1,000 hours is not mandatory.

If a student wishes to schedule and take the written exam at 1,000 hours. The school will need to refer the student for testing on the Ergometrics website and provide the student with the student's Username and Password.

If the student does not pass the written exam prior to graduation, they will still be eligible for a temporary permit upon graduation and submission of fully completed licensure and temporary permit applications.

If after graduation and prior to obtaining a temporary permit, the student fails the written exam and they have not yet taken the practical exam, they may continue to retake the written exam. If they retake and pass the written exam prior to taking the practical exam, they will then be eligible for a temporary permit. A temporary permit application and the \$15 application fee will still be required prior to the issuance of a temporary permit.

Issuing of Licenses:

Scores are posted by Ergometrics on the Ergometrics website. As soon as they are posted they are available for the Board and the student on the student's portal. The school will also be able to see if they passed or failed on the school portal.

Once the scores are posted, licenses are issued to those individuals who have passed all three portions of the exam (written, practical and blood spill) and submitted a complete licensure application. If any portion of the application is incomplete a notification will be sent via letter or email to the student informing them the Kansas Board of Cosmetology has been notified by the testing company, Ergometrics, of their successful completion of the licensure exams. The notification will list the item still needed to complete their application with specific directions on how the items need to be submitted. Once the application is complete the license will be mailed to the applicant at the address on the application.

The Board makes every effort to get the license in the mail within three business days of the passing score being posted. If your student does not have their license within two weeks of their passing scores being posted, they need to call or email the Board office to investigate why.

[Practitioner License Application](#)

[Temporary Permit Application](#)

Transfer of Hours:

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From another state

You must receive approval from the Board to accept out of state training by completing a transfer request form and submitting it to the Board.

The training document provided by that state is to be included with the transfer form. A copy of the training document is to be kept by the receiving school. KBOC will only recognize training hours verified by the state regulatory Board of the state in which they were obtained. KBOC must be able to verify training hours directly with the regulatory Board. Unverified training will not be accepted.

The school must review the hours and determine which of those hours will be requested for acceptance towards the KS cosmetology curriculum requirements for licensure.

The school must complete and submit the Transfer of training form applicable to the license type to the Board office for approval with the training documents within 30 days after the enrollment date.

The Board will provide written notification of the approval or denial of this request.

From another Kansas school

The student's hours from another school are available for viewing upon enrollment of that student in the Ergometrics website.

The school must review the hours and determine which of those hours will be requested for acceptance towards the KS cosmetology curriculum requirements for licensure.

The school must complete and submit the Transfer of training form applicable to the license type to the Board office for approval within 30 days after the enrollment date.

The Board will provide written notification of the approval or denial of this request.

From another completed program:

Any cosmetology school may submit for approval of the board duplicate hours obtained by a student during the completion of manicuring training or esthetics training for credit toward completion of a course of cosmetology training

Suggested duplicate hour credit from one program to another is provided below:

Nail program to Cosmetology program: 180 hours in the category of manicuring of the cosmetology curriculum (2) Physical Services (d) Manicuring.

Esthetics program to Cosmetology program: 150 hours in the category of Facials and make-up of the cosmetology curriculum (2) Physical Services (c) Facials and make-up.

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If a school is seeking more credit than what is noted above, please provide a detailed breakdown of the additional duplicate credit requested for Board review.

Barber program to Cosmetology program:

Maximum of 1,010 hours total in the following categories of the cosmetology curriculum amounts listed are the maximum per category:

PHYSICAL SERVICES (150)	BUSINESS PRACTICES (75)
CHEMICAL SERVICES (450)	STUDENT SPECIFIC NEEDS (50)
HAIR DESIGNING (285)	

The school must review the hours and determine which of those hours will be requested for acceptance towards the KS cosmetology curriculum requirements for licensure.

The school must complete and submit the Transfer of training form applicable to the license type to the Board office for approval within 30 days after the enrollment date.

The Board will provide written notification of the approval or denial of this request.

[Transfer of Hours Form - Cosmetology](#)
[Transfer of Hours Form - Esthetics](#)
[Transfer of Hours Form - Nail Tech](#)
[Transfer of Hours Form - Barber Transfer](#)
[of Hours Form - Electrology Transfer of](#)
[Hours Form- Instructor 53\(a\).](#)
[Cosmetology Program Credit Form](#)

Board staff contact information is available on the Board website on the Contact Us page:
[Contact Us](#)