



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 <http://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. 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 instructional/training outside of the United States it is necessary the training be verified and evaluated for instructional/training equivalency. The verification must include information regarding the duration of training, the number of instructional hours, and the subject matter of the training. Contact Educational Credential Evaluators, Inc., (ECE) or AEQUO International (AEQUO) by using their websites. The Board only accepts verifications completed by ECE or AEQUO. The ECE or AEQUO verification must be sent to this office directly from ECE or AEQUO.

ECE:<https://www.ece.org/ECE> AEQUO:<https://aequointernational.com/>

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

HIGH SCHOOL EDUCATION DOCUMENTS CANNOT BE ACCEPTED FROM YOU, THE APPLICANT.

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

***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.**

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 education equivalency. Contact Educational Credential Evaluators, Inc., (ECE) or AEQUO International (AEQUO) by using their websites. The Board only accepts verifications completed by ECE or AEQUO. The ECE or AEQUO verification must be sent to this office directly from ECE or AEQUO.

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. 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.

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, <http://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. 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 e-mail kathy.moore@ks.gov.



APPLICATION FOR PRACTITIONER LICENSURE

Once you have completed your instructional training, complete this application (*applications should be typed*). Typing your application prevents errors in information that can be costly and cause licensing delays to applicants. **If an applicant submits an illegible application, the applicant will be asked to complete a new legible application.**

The Board asks that you allow 7-10 business days to process information received. All work is processed in the order it is received.

Submit this application with the documentation outlined below and the non-refundable fee to the Kansas Board of Cosmetology at the above address.

- Non-refundable \$60 application fee (check, money order, or credit card accepted);
- Legible photocopy of your **social security card and current U.S. government issued photo identification** (i.e. driver's license, state identification card, or military identification). The name on the application and the identification document must match; The name on the ID and social security card must match; and
- Applicable name change documents.

Applicant Information

License type for which you are applying:

Cosmetologist:

Manicurist:

Esthetician:

Electrologist:

Full Legal Name: _____ Male Female
Last First Middle

Address: _____
(Street) (City/State) (Zip)

Phone Number: (____) _____ Date of Birth: _____ *Social Security Number: _____
(mm/dd/yyyy)

E-mail Address: _____ **Application updates will be sent to the email address provided.**

List all other last names or legal names you have had: _____

If you have had a legal name change, please include a copy of the legal documents verifying the change of name (marriage license, divorce decree, U.S. government issued ID, etc.).

* Disclosure is mandatory for licensure and authorized by KSA 74-148 and 74-139. It is used to verify identity and license individuals lawfully residing in the U.S. Upon request of the director of taxation, each such authority shall provide to the director of taxation a listing of all such applicants, along with such applicant's social security number and address.

Fee Payment \$60

Credit Card Payment \$60

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

Check or Money Order Payment \$60

- 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.

Military Service (Complete if Applicable)

Military Service (Provide a copy of your CAC card or your Military ID)
 Military Spouse (Provide a copy of your CAC card or your Military ID)
 Military Service Member (Provide your DD-214 and separation date below)
 Separation Date: _____

Verification of Date of Birth and Social Security Number

Attach to this application a legible photocopy of your social security card and your current U.S. government issued photo identification (ie. Driver's license, state identification card, or military identification).

PLEASE NOTE

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

