**Kansas Board of Cosmetology**
2420 NW Button Rd Topeka, KS 66618 Telephone: (785) 296-3155 Fax: (785) 296-3002 Email: Kboc@ks.gov Website: www.kansas.gov/kboc

**Body Art Practitioner Application Checklist**

**With your Practitioner Application Include the Following:**

- Completed Body Art Apprentice Client Record Logs to verify completion of the 50 required procedures.
- Verification of eight (8) hours Board approved infection control and bloodborne pathogens training, (Body Piercers must include copy of CPR certification.)

  A list of pre-approved Continuing Education for Body Art Practitioners can be found here: Continuing Education Courses
- Required Fee $100. ($50 application fee and $50 initial license fee).
- Legible photocopy of your *social security card and your current U.S. government issued photo identification. The name on the ID and social security card must match.

  * Disclosure is mandatory for licensure and authorized by K.S.A. 74-148 and K.S.A. 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.

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

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.

General Equivalency Diploma (GED) records may be held at the location where you took your GED or they may be held in a central office within the State Board of Education. You will need to contact the office where GED records are held and request a copy of your GED transcript.

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/
https://aice-eval.org/

The Board asks that you allow 7-10 business days to process information received.

Work is processed in the order it is received.
Application confirmation and updates will be sent to the email address provided on the application.

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# BODY ART PRACTITIONER APPLICATION

**APPLICANTS MUST ENCLOSE THE FOLLOWING:**

- Completed Body Art Apprentice Client Record Logs to verify completion of the 50 required procedures. (Body Piercers must have 5 services in each of the basic piercings).
- Verification of eight (8) hours Board approved infection control and bloodborne pathogens training. (Body Piercers must include copy of CPR certification).
- Required Fee $100. ($50 application fee and $50 initial license fee). Credit card, check, or money order will be accepted.
- Legible photocopy of your social security card and your current U.S. government issued photo identification. The name on the ID and social security card must match.

*Your application is not complete if you have not had verification of your High School diploma or GED sent to the Board office directly from the issuing party. Please DO NOT send copies of your diploma or transcripts with this application. Verification must be official coming directly from the issuing party.

☐ TATTOO ARTIST ☐ COSMETIC TATTOO ARTIST ☐ BODY PIERCING TECHNICIAN

(Last Name) (First Name) (Middle Initial)

Address (City) (State) (Zip)

(Phone) (Email):

(Date of Birth) (Age) (*Social Security #)

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Training Received from:

(Name of facility and trainer)

(Address) (City) (State) (Zip)

Training Start Date: (MM/DD/YY) Training End Date: (MM/DD/YY)

Hours Completed: Procedures Completed:

**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:

**Have you been convicted of a felony? Yes ☐ No ☐ If yes, you must provide your case number(s):**

If this is the first time you have notified the Board of this conviction, you must submit form #55 Felony Reporting Packet, which can be found on our website on the Forms and Applications page. Pursuant to K.S.A. 65-1947, failure to disclose all felony conviction(s) may result in disciplinary action.

**I declare under penalty of perjury under the laws of the State of Kansas that the information provided above is true and correct.**

Signature Required: Date:

**Credit Card Payment $100**

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 $100**

1). Complete this form
2). Make Check or Money Order Payable to the Kansas Board of Cosmetology
3). Mail form and payment ot the Board office at the address provided above.



If you have questions about this form please e-mail Kboc@ks.gov