



Kansas Board of Cosmetology
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 Telephone: (785) 296-3155 Fax: (785) 296-3002
 Email: Kboc@ks.gov Website: www.kansas.gov/kboc

NOTICE OF COMPLETION NAIL TECHNOLOGY

INSTRUCTIONS

This form is to be completed in its entirety for any apprentice who has discontinued training, received additional training, or received transfer hours.

APPRENTICE PERSONAL DATA (PLEASE TYPE)

APPRENTICE NAME (LAST, FIRST, MIDDLE)	APPRENTICE SOCIAL SECURITY NUMBER
	LAST FOUR NUMBERS
APPRENTICE ADDRESS (STREET, CITY, STATE, ZIP)	
SUBMITTING SCHOOL NAME AND ADDRESS	

TRANSFER HOURS INFORMATION (LEAVE BLANK IF NO HOURS HAVE BEEN TRANSFERRED)

TRANSFERRED FROM	TOTAL HOURS	TRANSFER OF HOURS FORM SUBMITTED
		YES ____ NO ____
		YES ____ NO ____
		YES ____ NO ____

SUBMITTING SCHOOL TRAINING INFORMATION

LIST TOTAL HOURS OBTAINED AT THE SUBMITTING SCHOOL FOR ABOVE-NAMED APPRENTICE IN EACH SUBJECT AREA DO NOT INCLUDE TRANSFER HOURS

TRAINING START DATE	TOTAL HOURS	GRAD/TERM DATE	TOTAL HOURS
SUBJECT		SUBJECT	
SCIENTIFIC CONCEPTS		BUSINESS PRACTICES	
MANICURING SKILLS		STATE LAW	
ARTIFICIAL NAILS		*SUBJECT:	
*SUBJECT:		TOTAL SUBJECT HOURS	

CONTRACTUAL INFORMATION Check one

	This document certifies that the above-named apprentice entered into a contract with this school. All contractual fees have been paid and all assignments have been completed. Therefore, all hours are being released for inclusion toward the 350 hours required for licensure pursuant to K.S.A. 65-1903.
	This document certifies that the above-named apprentice entered into a contract with this school. The apprentice has not paid all contractual fees to this school. It is understood that the above-named apprentice may not be eligible for licensure in the State of Kansas until all contractual requirements have been met. The undersigned school owner/agent agrees and understands that upon payment of all said contractual fees, an updated Notice of Completion showing the release of said training hours shall be submitted to the Board within 10 days.

CERTIFICATION

I DECLARE UNDER PENALTY OF PERJURY IN THE STATE OF KANSAS THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED AGENT	OFFICIAL TITLE	DATE
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*This field is to report hours of additional programs approved by the Board such as Makeup Artistry. All programs must be reviewed and approved by the Board.