



KANSAS BOARD OF COSMETOLOGY

School Seminar Presentation
July 15, 2013

APPRENTICE APPLICATIONS

Basic Requirements

- Must be typed (not handwritten)
- Include a copy of government issued photo ID
- Must be complete
 - i.e. Answer the felony question!
 - Be sure to ask the student if he/she has been convicted of a felony



APPRENTICE APPLICATIONS

Basic Requirements Cont.

- Must be signed and notarized
- Include \$15 payment
- Must be received by the Board within 15 days of the student's start date



APPRENTICE APPLICATIONS

Fee payments:

- Do not include payments for other license types on the same check
- Double check to make sure the number of applications matches the amount of the check
 - Do not send a note stating more applications will be sent tomorrow – if the number of applications doesn't match the amount on the check, the applications are incomplete and may be late



APPRENTICE APPLICATIONS

Fee payments Cont.

- Limit the total number of applications paid for with one check to 15
- Applications sent with one check should all be from the same school
- If the student is paying with a credit card, double check the credit card number for accuracy



APPRENTICE APPLICATIONS

Changes from previous policy

○ Apprentice address

- The address listed on the student's application does not need to match the address on their ID
- Make sure that the address put on the application is the student's correct, current mailing address



APPRENTICE APPLICATIONS

- Include the student's email address if available
- Double check the answer to the felony question after the application is printed
 - Mistakes in answering the felony question may cause delays in issuance of licenses
- Have students read the entire application to ensure there are no errors before they sign the application



APPRENTICE APPLICATIONS

Additional apprentice licenses

- When submitting a second application for a student who has an active license, the start date will be the day after the expiration of the previous license



LATE APPRENTICE APPLICATIONS

- Apprentice applications must be received by the Board within 15 days of the student's start date
- An application is not “received” until it is complete (including payment)



LATE APPRENTICE APPLICATIONS

- The Board will not recognize any training hours earned prior to the approved start date
- Hours not recognized by the Board may be re-completed in any area of study/practice within the approved curriculum



RETURNED APPRENTICE LICENSES

- Apprentice licenses that are returned to the Board office are no longer valid
- The reason the license is being returned should be written on the license
 - i.e., graduated or dropped
- If an apprentice license is accidentally returned to the Board office, the student must request a duplicate license and pay the duplicate license fee of \$15



RETURNED APPRENTICE LICENSES

- If an apprentice license is issued with an error due to an error on the application, the student must request a duplicate license and pay the fee of \$15
- If an apprentice license is issued with an error due to the Board's mistake, a new license will be issued for free



ERRORS ON APPLICATIONS

○ Notarized document

- “I declare under penalty of perjury that the information provided is true and correct.”

○ Corrections

- Notify the Board immediately by phone or email if a correction must be made
- Send a signed, written statement to the Board identifying the error or omission

○ In some cases, a corrected application may be required



FELONY REVIEW PROCESS

- Part 1 – Must be completed by all applicants who have been convicted of a felony
 - Submit apprentice application – remember to check “yes” to the felony question
 - Submit felony paperwork and documentation
 - Wait to receive either
 - Apprentice license, or
 - Summary Proceeding Order Refusing to Issue License



FELONY REVIEW PROCESS

- Part 2 – For those students who receive a Summary Proceeding Order Refusing to Issue License
 - Request a hearing
 - Wait for a Notice of Hearing stating the date and time of the hearing
 - Appear before the Board at the scheduled time



FELONY REVIEW PROCESS

○ Part 2 Cont.

- The Board will make a decision at the hearing
 - Deny license
 - Grant license
 - Grant license with conditions
- A Final Order will be issued and mailed to the applicant



FELONY REVIEW PROCESS

- When to apply
 - Recommended that students apply before starting school
 - License could be denied, so students benefit if they haven't started school yet
 - Must apply within 15 days of starting school



FELONY REVIEW PROCESS

- Time period
 - The process takes from 15 to 60 days
 - Longer if the applicant is non-compliant
- Students may not perform any services for the consuming public until their license is posted on the wall



FELONY REVIEW PROCESS

○ Required Documentation

- Copies of certified court documents
 - Charges
 - Pleas
 - Conviction
 - Sentencing
 - Discharge
- Felony Conviction Form
- Monitoring Information Form
 - For applicants who are still under supervision



FELONY REVIEW PROCESS

- Forms are on the KBOC website
 - www.kansas.gov/kboc/FelonyReview.htm
- Failure to submit the required documentation within the allotted time will result in refusal to issue license



FELONY REVIEW PROCESS

- In Kansas, juvenile adjudications are not felony convictions
- If the felony conviction has been expunged, it is like it never happened, and the applicant should check “no” to the felony question



FELONY REVIEW POLICY

- Policy 001-12 – Application for Licensure by Felon
- The following applicants will be issued a Summary Proceeding Order Refusing to Issue License:
 - Convicted of a person felony or of a sexual felony
 - Currently under supervision
 - Released from supervision for less than 1 year
 - Failed to submit the required documentation



FELONY REVIEW PROCESS

- Summary Proceeding Orders Refusing to Issue License
 - Standard procedure
 - Legal documents that are intimidating to students
 - It is very important to read the Order



FELONY REVIEW PROCESS

- Look at page 3 – “Right to Request Relief”

“If you desire a hearing, you must direct a written request to:
Chiquita Coggs, Executive Director ...

This written request must be filed within fifteen (15) days from the date indicated in the below Certificate of Service. If a hearing is not requested in the time and manner stated, this Summary Order becomes final and effective upon the expiration of the time for requesting a hearing.”



FELONY REVIEW PROCESS

○ Requesting a Hearing

- Must be written (handwritten or typed)
 - “I, NAME, am writing to request a hearing on case number ____.”
- Must be signed (typed signature is okay)
- Must be postmarked within **15 days** of the date on the Summary Order
- May also be emailed or faxed to the Board office

- If the applicant fails to request a hearing, the Summary Order becomes Final and the license is denied



FELONY REVIEW HEARINGS

- Held on the 2nd Monday of every month
- Held in the KBOC conference room
- Hearings are scheduled at a set time
- Applicants will receive a “Notice of Hearing” at least 10 days before the date of the hearing



FELONY REVIEW HEARINGS

- Applicants should arrive 10-15 minutes before their scheduled time
- Applicants should bring coins to pay for meter parking
- Applicants may bring witnesses or letters of reference



FELONY REVIEW HEARINGS

- Video Conference – Appear by SKYPE
 - Policy 001-13
 - approved by the Board on May 13, 2013
 - Presumption that applicants who have been convicted of a person or sexual felony will appear in person



FELONY REVIEW HEARINGS

- Video Conference – Appear by SKYPE
 - Request to appear by Skype must be received at least 5 days prior to the scheduled hearing
 - The Board will consider travel distance, cost of travel, predicted weather conditions, and any personal circumstances that make travel difficult or impossible for the applicant



FELONY REVIEW HEARINGS

- Board Disciplinary Panel
 - 2-3 members
- Applicant must demonstrate he/she has been sufficiently rehabilitated to warrant the public trust
- Explain the felony conviction and why the applicant wants a license
- Applicant must ask witnesses to testify on his/her behalf



FELONY REVIEW HEARINGS

- The Board will consider:
 - Present moral fitness
 - Consciousness of wrongful conduct
 - Extent of rehabilitation
 - Nature and seriousness of original misconduct
 - Conduct after discipline
 - Time elapsed since the offense
 - Character, maturity, and experience at the time of the offense
 - Present competence

(*Vakas*, 248 Kan. 589 Syl. ¶ 2)



REVOKED AND DENIED LICENSES

- The Board office will send a letter to the school in the following circumstances:
 - Apprentice license is revoked
 - Summary Proceeding Order Refusing to Issue License has become final and effective (no hearing was requested in the 15 day time limit)
 - Final Order denying apprentice license



CONDITIONED LICENSES

- If the applicant is still under court supervision, the apprentice license is usually conditioned
- Non-compliance may result in additional disciplinary action, including license revocation or fines



CONDITIONED LICENSES

- Conditioned licenses can require:
 - Monthly reporting of grades/attendance
 - Monthly reporting of drug/alcohol screening
 - Reappearance before the Disciplinary Panel prior to testing or permanent licensure
 - Reporting of any change in status with the Dept. of Corrections or additional felony convictions
 - Updates from court-appointed supervisor



FIELD STUDY REQUESTS

- Opportunity for schools to request hours for attendance at off-campus activities or events
- Policy 008-12
 - Complete the Field Study Request Form
 - Requests for pre-approval must be submitted to the Board at least 10 days before the event
 - Requests for post-approval must be submitted to the Board not later than 10 days after the event
- Form may be emailed to the Board



SEEKING PERMANENT LICENSURE

- High School Documents
- Transferring hours from out-of-state
- Certificate of Readiness
 - No longer required
- Notice of Completion
 - No longer required
- Application for Temporary Permit
- Application for Licensure
- Exam Registration – covered by Ergometrics



SEEKING PERMANENT LICENSURE

○ High School Documents

- USD schools are recognized
- Online high schools must be accredited by an accrediting agency recognized by the US Dept. of Education
- College degrees are recognized as equivalent to graduation from an accredited high school



SEEKING PERMANENT LICENSURE

- High School Documents Cont.
 - Kansas home schools must be registered with the Kansas Board of Education
 - Extenuating circumstances will be reviewed on a case by case basis



TRANSFERRING HOURS TO A KANSAS SCHOOL

- Transferring Hours from Out-of-State
 - Forward training document received from the other state to the Board office
 - Use the Transfer of Hours form to indicate how you want to apply the out-of-state hours
 - Cannot use hours obtained in “state law” for another state
 - Cannot use hours that are in excess of the hour requirement outlined in the Kansas curriculum



SEEKING PERMANENT LICENSURE

- Licensure and Temporary Permit Applications
 - Send Application for Practitioner License and Application for Temporary Permit to the Board office
 - Include fees for each license
 - Register for and schedule exams on the Ergometrics website



TEMPORARY PERMITS

- Applicant may not practice until the permit has been issued
- Expiration of Permit
- Permit becomes Null and Void if:
 - Student does not take the exam as scheduled
 - Student is denied admission to the exam
 - Student fails the written exam
 - Student fails the practical exam



EXAM APPROVAL AND SCHEDULING

- Schools will approve students for examination using the Ergometrics school portal
- Students will schedule exams using the Ergometrics student portal



EXAM APPROVAL AND SCHEDULING

- Students who take the written exam at 1000 hours and fail
 - May retake the exam at any time
 - Reschedule using the Ergometrics student portal
 - Once the written exam is passed and student has graduated, student is eligible for a temporary permit if they have not yet taken the practical exam



INSTRUCTORS-IN-TRAINING

- Must file Notice of Intent
 - Must be submitted before training start date
 - Send via email with delivery/read receipt
- 300 hours with 1 year work certification
- 450 hours



KBOC WEBSITE

- www.kansas.gov/kboc
 - www.kansas.gov/kboc/CosmoSchool.htm
- Forms are continually updated, always check for new forms
- Website tour



CONTINUING EDUCATION FOR INSTRUCTORS

- 20 hours total (for renewal every 2 years)
 - 10 hours teaching skills and methodology
 - Extra hours in this category are applied to the practice requirement
 - 5 hours infection control
 - Education to enable compliance with KDHE health and sanitation standards
 - CPR courses are no longer accepted for infection control continuing education
 - 5 hours practice
 - Practice in your profession: cosmetology, esthetics, nail technology, or electrology



CONTINUING EDUCATION FOR INSTRUCTORS

○ Submission Requirements

- Your name (legal name)
- Location of the course
- Date of the course
- Start time and end time
- Detailed course subject content
- Presenter biography (short)
- Sign-in sheet or Certificate of Attendance
 - Sign-in sheet should have date, course title, location, and signature of presenter



CONTINUING EDUCATION FOR INSTRUCTORS

- Online Education
 - Courses on the pre-approved list
 - Certificate of Completion required
 - Courses NOT on the pre-approved list
 - Web address
 - Detailed course subject content
 - Certificate of Completion
 - Must have a passing score of at least 70%
- See list of pre-approved continuing education on the KBOC website



CONTINUING EDUCATION FOR INSTRUCTORS

- Also Include:
 - License number
 - Current contact information (including email)
- Submit by email with delivery/read receipt
- Keep documentation of your CE hours
- Don't send excessive hours



CONTINUING EDUCATION FOR INSTRUCTORS

- Don't send CE hours for the first renewal period or for Instructors in Training
- We will not contact you unless there is a problem
- Don't call to request updates
 - If you need to know the status of your submission or your cumulative hours, send an email to kboc@ks.gov



QUESTIONS AND ANSWERS

