



Board of Cosmetology

Sam Brownback, Governor

Dear Applicant:

Welcome to Kansas! The following outlines the requirements for Kansas licensure in cosmetology professions.

Nail technology licensure applicants in Kansas must have at least 350 instructional/training hours. Kansas law also requires that applicants successfully pass the Kansas written and practical examinations. The Kansas written exam includes questions on Kansas laws and regulations.

Cosmetologists, estheticians, and electrologists must be licensed in another state.

- A. If the applicant has the number of instructional/training hours required for Kansas licensure, the applicant must successfully pass an open book exam based on Kansas laws and regulations..
- B. If the applicant does not have the number of instructional/training hours required for Kansas licensure, the applicant must successfully pass the Kansas written and practical examinations. The Kansas written exam includes questions on Kansas laws and regulations.

The training/instructional hours required for each profession are as follows:

Cosmetology – 1,500
Esthetics - 1,000
Electrology – 500
Nail Technology - 350

All applicants are required to provide the following:

1. **State board licensure verification:** Contact each state board in which you are currently licensed, have previously been licensed, and/or have received instructional training and request that verification be sent to this office. These verifications must be sent directly to the Kansas Board of Cosmetology from the state regulatory board providing license verification. (Some states may take up to eight (8) weeks to forward verifications.)

Professional instructional/training attained outside the United States:

If you completed your professional instructional/training outside of the U.S., your training must be verified and evaluated for instructional/training equivalency. Contact Educational Credential Evaluators, Inc., (ECE) at their website www.ece.org to download the correct forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE. Documents must include information regarding the duration of training, subject matter, and number of instructional hours attained.

2. **Verification of date of birth:** Submit a copy of your current, government-issued photo identification reflecting your current address. (Examples: current driver's license, military identification card, valid alien resident card with photo, or a current Kansas identification card with photo.) Faxed copies will not be accepted. If you have had a legal name change, please include a copy of the court documents verifying the name change.
3. **Verification of graduation from an accredited high school:** It is your responsibility to contact the high school from which you graduated and have the school fax this office a copy of your high school transcript which denotes your date of graduation. Applicants who did not graduate from an accredited high school may meet this requirement by submitting a copy of their graduate equivalent diploma (GED). It is your responsibility to contact the testing facility or the State Board of Education from which you attained a GED and request verification of your completed GED be faxed to the Kansas Board of Cosmetology at the above listed number.

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) at their website www.ece.org to download the correct forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE.

Licensure application fee:

Submit the completed application and **\$50** non-refundable application fee made payable to the Kansas Board of Cosmetology by cashier's check or money order. To pay by credit card, complete the payment section of the application.

Kansas licensure status:

A determination for licensure will be made once all the necessary documentation and the application fee are received.

If the applicant meets the first criteria (item A on the previous page), the applicant is required to successfully pass an open book exam based on Kansas laws and regulations. The exam will be forwarded to the applicant at the appropriate time. You may download the Kansas laws and regulations at www.kansas.gov/kboc.

Applicants required to take the written and practical exams (item B and nail technology applicants) will receive correspondence from this agency regarding exam registration and preparation. A temporary permit may be issued to these applicants. However, the temporary permit is not issued until the Board has determined that the licensure application complies with the law and the applicant has registered for the next regularly scheduled exam. For additional information regarding the temporary permit, visit the Board's website. *The temporary permit application and \$15 non-refundable fee must be submitted with this licensure application.* Only one temporary permit may be issued per applicant.

Address Change:

Please notify the Board of any address change by accessing the Board website, completing the online Name/Address Change Form, and mailing it to the Board office along with a photocopy of your current, government-issued photo identification reflecting your new address. Failure to promptly inform this office of an address change may result in delays in processing and/or licensure.

Kansas rules and regulations pertaining to the cosmetology professions may be found at www.kansas.gov/kboc.

YOUR APPLICATION MUST BE TYPED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Chiquita C. Coggs

Executive Director



**Kansas Board of
Cosmetology**
714 SW Jackson Ave Suite 100 • Topeka, KS
66603-3751 (785) 296-3155 • Fax: (785) 296-3002
E-mail: kboc@kboc.ks.gov • www.kansas.gov/kboc

APPLICATION FOR OUT-OF-STATE LICENSURE

Complete this application online (must be typed). Print and forward this application to the Board along with the following documentation:

- Non-refundable \$50 application fee;
- This fully completed form; and
- Legible photocopy of your current government issued photo identification (*i.e. drivers license, state identification card, or military identification*). *If the name and/or address on the application and the identification document are not the same or if the identification photocopy is not legible, the application will not be processed and will be returned to you.*

*The Kansas Board of Cosmetology will not process an incomplete or illegible application. **The Board will NOT accept hand-written applications.** Type the application and mail it to the Board office. The Board will return the application to you, thus delaying the processing of the application.*

Applicant Information

License type for which you are applying: Cosmetology: _____ Nail Technology: _____ Esthetics: _____ Electrology: _____

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: _____

Previously used name(s) that might appear on supporting documentation: _____

If you have had a legal name change, please include a copy of the court documents verifying the change of name (marriage license, divorce decree, 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.

Citizenship Status

Pursuant to federal law, a person who is not a U.S. citizen is not eligible for licensure unless the person is a qualified alien or a nonimmigrant. I am:

a U.S. Citizen. a permanent resident/resident alien. a nonimmigrant with a visa: _____. (Type of Visa e.g. F-1; F-2; H-1B)

a nonimmigrant whose visa for entry is related to employment in the United States.

Licensure Verification

Please list each state in which you are currently licensed or have previously been licensed, or received training: _____

Have you requested licensure verification be sent to the Kansas Board of Cosmetology from each state in which you are currently licensed or have ever been licensed?

Yes _____ No _____ Date of Request(s): _____

If any disciplinary action was taken against you in another state for professional misconduct, the Kansas Board of Cosmetology will review the reasons for the disciplinary action and will determine your eligibility for licensure in Kansas.

If you received instruction/training in a country outside the US, it is your responsibility to have the instruction/training verified by the Education Credential Evaluators. This verification must include the number of training hours received, duration of training, and subject matter of training.

High School Education

Name of Accredited High School: _____ Date of Graduation: _____

(It is your responsibility to contact the high school from which you graduated and have the school fax a copy of your transcript to the Kansas Board of Cosmetology at 785-296-3002.)

General Education Diploma (GED): State: _____ Date of Completion: _____

(It is your responsibility to contact the testing facility or the State Board of Education from which you attained a GED and request verification of your completed GED be faxed to the Kansas Board of Cosmetology at 785-296-3002.)

Foreign Diploma: Country: _____ Date of Graduation: _____

(If you received a high school education from a country other than the United States, it is your responsibility to have education document verified by Education Credential Evaluators. Educational verification will only be accepted from ECE. ECE forms may be located at www.ece.org.)

Professional instructional/training attained outside the United States:

For individuals who completed their 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) at their website www.ece.org to download their forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE.

Felony Conviction

Have you ever been convicted of a felony? Yes No List dates of all convictions: _____

If you have been convicted of a felony, attach a certified copy of all court documents outlining charges, convictions, sentencing and discharge. Also, attach the completed Felony Conviction Form and Felony Monitoring Form (where applicable) to this application, which can be found on our website under Forms and Applications. Pursuant to K.S.A. 65-1908(a)(4), you must demonstrate that you have been sufficiently rehabilitated to warrant the public trust which may include requesting a hearing to appear before the Board Disciplinary Panel. Failure to notify the Board of any additional or subsequent conviction(s) may result in disciplinary action.

Fee Payment

To pay the non-refundable \$50 fee by check or money order, attach the fee to the front of this completed application. Check or money order shall be made payable to the Kansas Board of Cosmetology. For credit card payment, complete the section below:

Payment Type: American Express Discover Mastercard Visa

_____ Credit Card #

_____ Expiration Date: MM/YY

_____ Fee Amount

_____ Card Holder's Printed Name

(_____) _____ Daytime Phone

_____ Card Holder's Signature

Attestation and Notarization – At this point, print the completed application

You must complete this attestation before the individual who will notarize the document. Once the form is signed and notarized, forward the completed application and all attachments to the Kansas Board of Cosmetology.

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand the application, and that the information provided is true and correct to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

Sworn to and subscribed before me this _____ **day of** _____, **20** ____ **County:** _____

Signature of Notary: _____

SEAL:

Office Use Only:

Fee _____

Number _____

Expires _____

Rev: 10/12