



Practitioner Renewal Form

Cosmetologist, Esthetician, Manicurist, and Electrologist

Name: License #: License Type:
Address: *Exp. Date:
Cosmetologist
Esthetician
Manicurist
Electrologist

*Renewals can be submitted no sooner than six weeks before the expiration date of the license. Renewals submitted prior to six weeks before the expiration date will be returned to the licensee and will not be retained by the Board office.

RENEW BY MAIL

To complete the renewal by mail, you will need to do the following:

- 1. Complete the renewal exam
2. Answer the felony question. Note: If you have not been convicted of a felony, check "NO"
3. Sign and date the attestation
4. Submit the completed application and non-refundable renewal fee according to the fee schedule below
\$50 - renewals postmarked or submitted online before midnight on the expiration date
\$75 - renewals postmarked or submitted online after the expiration date
\$125 - renewals postmarked or submitted more than six months after expiration of the license

CHANGE OF NAME OR ADDRESS - RENEW BY MAIL

NAME - Please renew by submitting this form along with a copy of your updated ID/DL and social security card reflecting your legal name change.

ADDRESS - Please renew by providing your correct address on this form above along with a legible copy of a valid, government-issue photo ID

FEE PAYMENT \$50/\$75/\$125 (See Above)

Credit Card Payment \$50/\$75/\$125 (See Above)

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

Check or Money Order Payment \$50/\$75/\$125 (See Above)

- 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.

FELONY CONVICTION

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

If this is the first time you have notified the Board of this conviction, 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, you must demonstrate that you have been sufficiently rehabilitated to warrant the public trust. Failure to notify the Board of any additional or subsequent conviction(s) may result in disciplinary action.

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

EMAIL: PHONE: ()

Please type or Sign your name above DATE:

Please note that under K.S.A. 65-1902(a)(1), it is unlawful to provide services for consumers with an expired or invalid practitioner license. Please allow 10 business days to receive your new license following submission of your renewal.

Incomplete applications are not accepted and will be returned for completion. An application is incomplete if you fail to answer the felony question, sign and date the attestation, submit the appropriate fee (includes insufficient funds or declined credit card) and/or complete the renewal exam. If your corrected renewal application is submitted after the expiration date of the license, the appropriate delinquent fee must be enclosed (see above).

NOTICE

You must notify the Board office if you have not received your license within 30 days of the date of your renewal or application submission. Failure to do so may result in a \$25 duplicate license fee

RENEWAL EXAM

State law requires each practitioner successfully complete (75% or better) the below exam which is based on Kansas law and regulation. Reference the laws and regulations at www.kansas.gov/kboc. Only one correct answer per question is listed; choose the appropriate correct answer. You will be notified if you failed the renewal exam.

1. **If a blood spill occurs while providing a consumer service the licensee or apprentice must disinfect all non-electrical equipment, tools and implements with:**
 - A. An EPA registered hospital-grade disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity.
 - B. Bleach.
 - C. An EPA registered hospital-grade disinfectant that has demonstrated bactericidal, fungicidal, virucidal, and tuberculocidal activity.
 - D. Hot soapy water.
2. **What is most likely to occur if a patron files a complaint with the Board against a salon?**
 - A. The Board may impose a fine against the owner of not more than \$50.
 - B. The Board will withhold renewal of the license until the owner(s) appear before the Board in a public hearing.
 - C. The Board will call for a hearing to decide if a penalty fee should be imposed.
 - D. The Board may re-inspect the salon to determine compliance with rules and regulations.
3. **Within how many days after a salon is permanently closed is the owner required to notify the Board?**
 - A. 30
 - B. 14
 - C. 10
 - D. 5
4. **Carrying implements or combs in a tool belt or uniform pocket is:**
 - A. Prohibited unless the person is an apprentice.
 - B. Acceptable.
 - C. Prohibited.
 - D. Acceptable if sanitized before use.
5. **Any razor device used to remove calluses or skin blemishes is:**
 - A. An accepted practice in the State of Kansas.
 - B. Allowed if the practitioner is certified to use such equipment.
 - C. Prohibited.
 - D. Permitted if done by a licensed esthetician.
6. **After an application is submitted for a new salon, what will happen next in the licensing process?**
 - A. The applicant pays the necessary fees and the license is issued.
 - B. The Board inspects the equipment and premises to determine compliance with law and regulation.
 - C. A background check on the future owner is initiated.
 - D. The Board issues a notice of intent and establishes a 30-day waiting period to check the business plan.
7. **The use of a facility/salon license in more than one location is:**
 - A. Prohibited unless a photocopy of the license is made and displayed.
 - B. Permissible as long as the Board is notified beforehand.
 - C. Permissible as long as the current owner gives written approval.
 - D. Prohibited.
8. **Who is responsible for compliance with infection control regulations in a facility/salon or school?**
 - A. Owner(s), holder(s) of the establishment.
 - B. All licensees and students.
 - C. Manager or person in charge.
 - D. All of the above.
9. **Implements used during a consumer service which cannot be disinfected:**
 - A. Must be immediately discarded and placed in a covered waste receptacle.
 - B. Have to be made of soft plastic.
 - C. Have to be made of non-porous material.
 - D. Should never be used in the first place.
10. **Before beginning a client service, the practitioner MUST:**
 - A. Discuss fees with the client.
 - B. Ask the client to sign a waiver.
 - C. Wash their hands with liquid soap and water or an equally effective cleansing solution.
 - D. Fill out a client information card to include an emergency phone number.
11. **A bleach solution when used as a disinfectant shall include the following portions:**
 - A. One part water and two parts bleach.
 - B. Two parts water and two parts bleach.
 - C. Three parts bleach and one part water.
 - D. One part bleach and nine parts water.
12. **Should a blood spill occur during a consumer service, the licensee MUST:**
 - A. Stop the service and take the necessary steps to prevent any transfer of blood borne pathogens.
 - B. Ask for another licensee's assistance.
 - C. Continue the service.
 - D. Call an emergency medical technician.
13. **Any single use item which came in contact with blood or bodily fluids:**
 - A. Must be double-bagged, sealed and disposed.
 - B. Wrapped in tissue and disposed.
 - C. Placed directly in the trash.
 - D. Washed with hot soapy water.
14. **If there is a possibility a licensee will be exposed to blood or bodily fluids during a consumer service, the licensee MUST:**
 - A. Refuse to offer service to the patron.
 - B. Wear unused disposable gloves and follow the universal precautions.
 - C. Have the patron sign a health release form.
 - D. Make sure that hands are washed frequently during the service.
15. **Which documents MUST be displayed in a licensed facility within easy view of the consumer?**
 - A. The facility license, the manager's license and the Material Safety Data Sheets (MSDS).
 - B. The complaint sign provided by the Board, the most recent inspection report, the facility/salon license, the infection control regulations and each practitioner's license.
 - C. The facility license, the Workers Compensation law and the most recent inspection report.
 - D. The past three inspection reports.
16. **Which is PROHIBITED in a licensed facility/salon?**
 - A. Smoking, eating, food preparation, consuming or possessing alcoholic beverages.
 - B. Animals, other than an assistance dog.
 - C. Product banned or restricted by the FDA.
 - D. All of the above.
17. **For each disinfectant used in the establishment or school, the following must be provided to the Board's designee:**
 - A. The receipt confirming purchase for each disinfectant.
 - B. The MSDS or manufacturer labeled container.
 - C. The covered disinfectant container in which instruments are immersed.
 - D. An itemized order form for purchase of each disinfectant.
18. **Prior to providing a pedicure service, the "pedicure equipment" MUST:**
 - A. Be drained of water and debris removed.
 - B. Be cleaned with soap and water and rinsed with clean warm water.
 - C. Be disinfected with bleach or an EPA-registered disinfectant that has circulated through after which the equipment is drained and flushed with clean water.
 - D. All of the above.
19. **At the end of each day the removable parts of the pedicure equipment must be removed and:**
 - A. Washed with soap or detergent and disinfected with a bleach solution or EPA-registered disinfectant.
 - B. Washed with a chamois.
 - C. Sprayed with warm soapy water.
 - D. Let dry.
20. **A newly licensed establishment, located in a residence, MUST:**
 - A. Have a separate outside entrance directly into the establishment.
 - B. Have at least one restroom.
 - C. Have a safe water supply.
 - D. All of the above.

Save your completed form and email it to vickie.rodriquez@ks.gov