



KANSAS BOARD OF COSMETOLOGY

714 S.W. Jackson, Suite 100
Topeka, Kansas 66603

www.kansas.gov/kboc (785) 296-3155

**INSTRUCTOR-IN-TRAINING
PERMIT APPLICATION**

Instructions

1. Complete and submit this Application and pay the \$15.00 non-refundable at least 7 days **BEFORE** starting the Instructor-In-Training program.
2. Submit the "Instructor-in-Training Verification Form" to the Board upon completion of the 100 Hours - Teaching Skills and Methodology
3. You will receive the Permit upon receipt by the Board of the Verification Form. The permit is issued from the start date of enrollment and expires on the last day of the month, six months following issuance.
4. You may not supervise students and count towards the instructor to student ratio until your Permit is posted in the school.
5. The Permit is valid for six months; a new Application must be filed if you do not complete the training before the expiration of the permit.

Program	Enrollment	Notice of Intent
<input type="checkbox"/> Cosmetology	<input type="checkbox"/> 300 Hours	I am enrolling in an instructor training course and I hereby submit my notice of intent to become an Instructor-in-Training. I am submitting my Notice of Intent at least seven (7) days prior to the start of the training program.
<input type="checkbox"/> Nail Technology	<input type="checkbox"/> 450 Hours	
<input type="checkbox"/> Esthetics	<input type="checkbox"/> 600 Hours	
		Start Date of 100 Hours – Teaching Skills and Methodology: _____

Request for Additional Training

Only complete this section if you are requesting another Instructor-in-Training permit because you have not completed the training within six months. Complete this form and submit the non-refundable \$15.00 fee.

Additional Training Start Date: _____

Reason training could not be completed within six months: _____

Applicant

Name		Email	
Address		City	State
			Zip
Phone	Date of Birth	Social Security Number	License No.
		-**-*	

School

Name		License No.	Phone
Address		City	State
			Zip

Payment \$15.00

Credit Card Payment \$15

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

Order ID # _____

Check or Money Order Payment \$15

- 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.

Attestation I declare under penalty of perjury that I have read and understand this form and that the information provided on this form is true and correct.

Signature	Date Signed
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Save your completed application and email it to kathy.moore@ks.gov

Please read the attached policy and all form directions. Hours will be denied if policy is not followed.

Policy - Instructors-in-Training

Policy Number: 001-17

Approved by the Board: February 13, 2017

Last Updated: January 08, 2018

I Purpose

- a. The purpose of this policy is to provide guidelines for the Board staff in implementing the instructor-in-training permit process approved by the Board 11/09/2015.

II Authority

- a. Application for an instructor-in-training permit allows a licensee to instruct on the floor in a licensed school after completing 100 clock hours. K.S.A. 65-1 903(k) (1).
- b. The Board, in accordance with the provisions of the Kansas Administrative Procedure Act, may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for failure to comply with any provision of this act, with the rules and regulations of the Board of Cosmetology or with any order issued by the Board. K.S.A. 65-1908(a)(2).

III Policy and Procedures

- a. Seven days prior to the start date of training the instructor in training must submit the Instructor in Training Permit Application and Fee.
 1. Instructors-in-Training that have not submitted the Notice of Intent included in the Instructor in Training Permit Application seven days prior to the start date of training
 - a. May 14, 2012 Board Directive – Until the implementation of the instructor permit (11/09/2015) instructors in training that failed to submit a Notice of Intent seven days prior to the start of training will be docked 100 hours. Alternatively, the instructor may choose to have an adjusted start date to seven days after to the submission date of the notice of intent, hours received prior to the adjusted start date are not recognized.
 - b. After 11/09/2015- Start date is adjusted to seven days after to the submission date of the notice of intent, hours received prior to the adjusted start date are not recognized.
- b. Upon completion of 100 hours of training the applicant shall submit the verification of 100 hours using the Instructor in Training Verification form. Instructors must have the verification submitted within 50 hours of meeting the 100 hour requirement but not before 100 hour requirement has been met.
 1. Instructors-in-Training that have not submitted verification of completion of 100 hours
 - a. Hours obtained after 100 and prior to receiving the verification form, will not be recognized.

- c. Instructors in Training must complete training and examination within six months of the permit application submission date.
 1. Instructors-in-Training that have not completed their training program within six months of the permit application submission date.
 - a. Prior to the expiration date of the permit, the applicant may ask for an extension of their initial permit and show good cause for the request for an extension. The request for extension will be reviewed by the Board's Disciplinary Panel.
 - If approved, the Panel will grant extension of the permit for up to an additional six months.
 - If denied, the instructor-in-training must reapply for an instructor-in-training permit and retake the entire training program.
 2. Instructors-in-Training that have completed their training program but not taken their exam within six months of the permit application submission date.
 - a. The instructor-in-training must reapply for an instructor-in-training permit and retake the entire training program
 3. Hours obtained by Instructors-in-Training that completed their training program prior to the implementation of the instructor permit 11/09/2015 but have not taken exam will be recognized.


Chiquita C. Coggs, Executive Director

1/17/2018
Date