

**KANSAS BOARD OF COSMETOLOGY**

714 S.W. Jackson, Suite 100
 Topeka, Kansas 66603
www.kansas.gov/kboc (785) 296-3155

**INSTRUCTOR-IN-TRAINING
VERIFICATION FORM****Instructions**

1. Submit this Form to the Board upon completion of the 100 Hours - Teaching Skills and Methodology. This Form must also be submitted if you are requesting an additional permit because you have not completed the training program and passed the exam within six months.
2. You will receive the Permit upon receipt by the Board of this Form. The permit is issued from the start date of enrollment (or additional training) and expires on the last day of the month, six months following issuance.
3. You may not supervise students and count towards the instructor to student ratio until your Permit is posted in the school.
4. The Permit is valid for six months; a new Application and Verification Form must be filed if you do not complete the training and pass the exam before the expiration of the permit.

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

Applicant Verification

I verify that I am currently licensed to practice the profession in which I am seeking instruction.

Applicant's Signature	Date Signed
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School Verification

I verify that the Applicant has completed the 100 Hours of Teaching Skills and Methodology.

Start Date of 100 Hours – Teaching Skills and Methodology	Completion Date of 100 Hours – Teaching Skills and Methodology
School Owner or Instructor's Signature	Printed Name
	Date Signed

Request for Additional Training

Only complete this section if you are requesting another Instructor-in-Training permit because you have not completed the training and passed the instructor exam within six months. **You will also need to complete the Instructor-in-Training Permit Application.**

Additional Training Start Date: _____

Applicant's Signature	Date Signed
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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.