

**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.
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 must be filed if you do not complete the training before the expiration of the permit.

* Hours must be entered in the testing company portal.

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

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.

Applicant's Signature	Date Signed
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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