



KANSAS BOARD OF COSMETOLOGY
714 SW Jackson, Suite 100 ▪ Topeka, KS 66603
Telephone: (785) 296-3155 ▪ Fax: (785) 296-3002
E-mail: Kboc@ks.gov ▪ Website: www.kansas.gov/kboc

Following is the application for a license to conduct a **School of Cosmetology**. Please complete the application and return it to the Board with **\$150** fee to this office at least 60 days before the proposed date of operation.

Please include with your application the following:

- 1) A descriptive floor plan to scale which demonstrates compliance With K.A.R. 69-3-3;
- 2) a copy of curriculum outline;
- 3) a daily class schedule for full time and part time students;
- 4) an inventory of all instructional equipment to be provided and used in the operation of the school; and
- 5) a copy of the written enrollment agreement between the school and the student, including the refund policy and the rules and regulations of the school.
- 6) Include a legible photocopy of your current government issued photo identification and one of the following:

Ownership Type 1-4:

Federal Employer Identification Number (FEIN): Submit a signed W-9 Form

Ownership Type 5:

Social Security (SS) Number: Submit a legible photocopy of your SS card **Each owner listed must include a legible photocopy of their current government issued photo identification and social security card.**

Answers to the competency questions in this application can be found in the by reviewing the School Administrative Guide available on the website Resources page and the applicable forms and applications available on the website forms and applications page.

[School Administrative Guide](#)

<http://www.kansas.gov/kboc/FormsandApps.htm>



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APPLICATION FOR LICENSE TO CONDUCT A SCHOOL OF COSMETOLOGY
(Please type all information, print form and submit to the Board)

- 1. School Name: _____
- 2. Address: _____
- 3. City: _____ Zip: _____
- 4. Email: _____
- 5. School Phone #: () _____ - _____
Cell Phone #: () _____ - _____ Other Phone #: () _____ - _____
(Applicant must provide at least two (2) working numbers)

Credit Card Payment \$150
1). Go to the Board website: www.kansas.gov/kboc
2). Select Payment Portal from the Top Menu Bar
3). Transaction Item = Facility Initial License Fee
4). Record your Order ID # from your emailed receipt below
Order ID # _____
Check or Money Order Payment \$150
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.

6. Ownership (Select One)

- 1) Limited Liability Company (LLC) 2) Partnership 3) Corporation 4) S Corporation 5) Sole Proprietorship

Ownership Type 1-4 Only

Ownership Type 5 Only

TAX ID#: _____ - _____

Owner SS#: _____ - _____ - _____

Business Entity Name: _____

Owner Legal Name: _____

- 7. Please provide the full name and license number of the instructor providing education in the school. Please note that the instructor must be present at the compliance inspection.

_____ Lic. #: _____

- 8. Has any owner been convicted of a felony within the last 5 years? Yes No Date of conviction(s): _____

***You only need to mark yes if you have received a felony conviction within the last five years KAR 69-1-10

If you have been convicted of a felony within the last 5 years, 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.

ATTESTATION

If I am granted a license to engage in the occupation of conducting a school of Nail Technology, I will not advertise by means of knowingly false or deceptive statements; that I will faithfully obey any and all requirements of law and all sanitary or other rules or regulations of the State Board of Cosmetology in conducting a School of Nail Technology in the state of Kansas.

In submitting this application, it is agreed by (me or us) that if any part of it is found to be false, or fraudulent, (I or we) forfeit the right to conduct a School of Nail Technology in the state of Kansas.

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

Signature of Owner or Officer (Type or Sign) Date



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SCHOOL INSPECTOR WORK ORDER
(PLEASE PRINT OR TYPE ALL INFORMATION.)

Name of School: _____

Address: _____ City: _____ Zip: _____

County: _____ Email Address: _____

Owner: _____

Licensed instructor (s) providing education:

(Full Name) (License #) (License Expiration Date)

School Phone #:(____) _____ - _____ Cell Phone #:(____) _____ - _____ Other Phone #(____) _____ - _____

(Applicant must provide at least two (2) working numbers)

Date school will ready for inspection: ____/____/____ ***Opening Date:** ____/____/____
(Must be 21 days from the date of submission of application).

***PROVIDING THE OPENING DATE DOES NOT GUARANTEE A COMPLIANCE INSPECTION ON THAT DAY. THE INSPECTOR WILL CALL YOU TO SCHEDULE A COMPLIANCE INSPECTION.**

Days and Hours of Operation: _____

If this application is due to a change of ownership or a change of location, please provide the information below and have the previous owner complete the affidavit included with this application. At the time of inspection, the inspector will request the current license. The license will be forwarded to the Kansas Board of Cosmetology office.

(Previous School Name) (License #)

(Previous School Address)

Please provide detailed directions to your School:

03/14/2019

FOR OFFICIAL USE ONLY

Inspector: _____

Date Received: ____/____/____

Fee Amount: _____

Date Inspected: ____/____/____

License Number: _____



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I hereby certify and declare that the following equipment will be provided and available for inspection on the first day of school. (Please check)

- 1. A minimum of 50 square feet of floor space per student present on the school premises, but not less than a total of 2,500 square feet. K.A.R. 69-3-3 (a).
2. 10 work stations. K.A.R. 69-3-3(c) (1).
3. Six shampoo bowls and chairs. K.A.R. 69-3-3(c) (2).
4. Six hairdryers. K.A.R. 69-3-3 (c) (3).
5. One manicure table and chair. K.A. R. 69-3-3 (c) (3).
6. Lecture and demonstration room. K.A.R. 69-3-3(g) (1).
7. Clinic practice area. K.A.R. 69-3-3(g) (2).
8. Adequate library (K.A.R. 69-3-3(g) (3).
9. Adequate storage area for student's belongings. K.A.R. 69-3-3(g) (4).
10. Reception area. K.A.R. 69-3-3 (g) (5).
11. Two restrooms. K.A.R. 69-3-3- (g) (6) and K.A.R. 28-24-13 (2) (f).
12. Two (2) hand washing sinks with hot and cold running water in the work area. K.A.R. 28-24-5(c).
13. Dispensary or supply room which includes a sink with hot and cold running water. K.A.R. 69-3-3 (g) (7).

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

Signature of Owner or Officer Date

SCHOOL STAFF CONTACT INFORMATION

Please list below the contact information for your school.

List the name of all staff, the position they hold (ie. Admissions, Financial Aid,

List the school hours of operation and submit to the Board by email to kboc@ks.gov.

School Name:			
School Address:			
School Phone:		School Fax:	
School Hours of operation:			
School Administrator:			
Administrator's Phone:			
Position:		Held By:	
Phone:		Email:	
Position:		Held By:	
Phone:		Email:	
Position:		Held By:	
Phone:		Email:	
Position:		Held By:	
Phone:		Email:	
Position:		Held By:	
Phone:		Email:	

School testing of competency of the applicant and assurance of compliance by the applicant

SCHOOL- INFECTION CONTROL REGULATIONS

K.S.A 65-1903 (B) The license shall be granted by the board upon proper and sufficient showing of competency of the applicant and assurance of compliance by the applicant with the requirements of this act, all reasonable rules and regulations adopted by the board for the proper conduct of the school and all applicable sanitation standards adopted by the secretary of health and environment pursuant to K.S.A. 65-1,148, and amendments thereto.

Licensure

K.S.A. 65-1906, K.A.R. 28-24-15, K.A.R. 69-3-9, K.A.R. 69-4-2, K.A.R. 69-6-5

1. Does your facility license have to be current with the accurate location and owner's names listed at all times?
2. What must be posted in a conspicuous place whereby it may be readily viewed by the consuming public?
3. All instructors have to be currently licensed in Kansas and their license's posted within easy view of the consuming public?
4. You can just make a copy of your instructor license and post the copy in the school.
5. Do you need to have your active practitioner license posted with your instructor license?
6. You can make a copy of your practitioner license and post the copy with your instructor license.
7. Do you need to have a sign visible in the clinic practice area stating "All services performed by students"?

8. All apprentice licenses must be posted in a conspicuous place.

9. All of the apprentice licenses do not need to be current.

Disinfectant Procedures for Instruments & Equipment

K.A.R. 28-24-10, 28-24-11, 28-24-3, and 28-24-9

10. Do all non-disinfected/soiled instruments/equipment need to be appropriately stored in a properly labeled, covered container?

11. Instruments and equipment do not need to be cleansed with soap/detergent and water prior to disinfecting.

12. Disinfected instruments need to be stored in a clean, labeled, enclosed cabinet or covered container reserved for instruments only.

13. Do single-use supplies/instruments or those supplies/instruments that cannot be disinfected, need to be disposed of in a covered waste receptacle immediately after use on the client.

14. Implements and equipment don't need to be fully submerged in disinfectant.

15. Disinfectant containers need to be covered and labeled.

16. Do you need to have disinfectant that has been prepared within the last 24 hours available?

17. The disinfectant needs to be EPA-registered and hospital grade.

18. You cannot use bleach instead of an EPA-registered and hospital grade with demonstrated bactericidal, fungicidal, virucidal, and tuberculocidal activity.

19. For instruments/equipment that may come in contact with blood or other body fluids, you should not have a separate EPA registered, hospital grade disinfectant with demonstrated bactericidal, fungicidal, virucidal, and tuberculocidal activity or a bleach mixture already prepared within the last 24 hours, you should prepare this mixture at the time of the instance of exposure.

20. The disinfectant solutions should have debris and dirt from disinfecting the implements and equipment.

21. Do you need to follow the manufacturer's instructions in the use of the disinfectant(s)?

22. Can you have to have the containers in the original manufacturer-labeled container(s) **OR** the MSDS for the disinfectant(s) available in the school?

23. You need to have unused vinyl or latex gloves available in the school for use by the student should there be exposure to blood or body fluids.

24. Do electrical instruments need to be cleansed by removing all foreign matter prior to disinfecting with an EPA-registered disinfectant?

25. Disinfected electrical instruments do not need to be stored in clean, labeled covered containers.

General Sanitation K.A.R. 28-24-2, 28-24-3, 28-24-4, 28-24-5, 28-24-6, 28-24-8 and 28-24-13

26. Each student needs wash their hands with soap and water or use any equally effective cleaning solution before serving each client.

27. Soiled towels, robes and/or linens only need to be deposited in a closed labeled (dirty/soiled) receptacle if they are visibly soiled.

28. Do soiled towels, robes and/or linens need to be commercially laundered or non-commercially laundered by immersion in water of at least 140 degree Fahrenheit water for at least 15 minutes during the washing or rinsing operation.

29. Clean towels, robes and/or linens do not need to be stored in closed labeled (clean) cabinets or containers, they are obviously clean so they can be folded and kept in the open.

30. Do the students need to use neck strips or a freshly laundered towels used to keep the protective covering from coming in contact with the client's neck?

31. The hand washing sink or shampoo bowl needs to be kept in a sanitary condition.

32. Do you need to have sufficient hot and cold running water with a soap dispenser and disposable towels/air dryer?

33. Do the client service tables need to be sanitized first then properly prepared or covered with the appropriate paper sheet or cloth for each client?

34. You don't need to worry about the students not dispensing the products correctly, it doesn't matter if the product gets contaminated.

35. The products need to be properly labeled and in clean closed containers.

36. There only needs to be at least one restroom, of the two required, that is in working order and maintained in a sanitary condition.

37. Do the hand washing sinks need to have soap dispensers, disposable towels/air dryer and sufficient hot and cold Running water?

38. All bottles need to be labeled to disclose contents.

39. All containers of poison or caustic substances only need to be stored in an area not open to the public if there are kids in the school.

General Requirements

K.A.R. 28-24-13, K.A.R. 28-24-14, K.A.R. 69-3-3, K.A.R. 69-3-4

40. Can you have instruments, tools or devices that remove living layers of skin, calluses or skin blemishes in the school?

41. You don't need to make sure the floor stays free of excessive hair and debris.

42. Some trash containers in the work area do not need to be covered.

43. You need to make sure that excessive accumulation is removed.

44. Do the walls, ceilings, floor coverings, equipment, workstations, including the back bar, and furniture need to be kept clean and in good repair?

45. You need to have sufficient ventilation to remove or exhaust fumes, vapor or dust to prevent hazardous Conditions.

46. Can you have neck/nail dusters, smoking, eating, and food preparation in the school?

47. You can have animals that are not assistance animals in the school.

The following are short answer questions. Please write N/A if the question is not applicable to your school license type.

48. How many work stations do you need to have?

49. How many shampoo bowls do you need to have?

50. How many hair dryers do you need to have?

51. How many facial chairs do you need to have?

52. How many manicure tables (with chair) do you need to have?

53. Do you need to keep a daily student record which verifies attendance and practice services completed?

54. What is the minimum square foot requirement of floor space per student?

55. What is the ratio of instructors to students?

School testing of competency of the applicant and assurance of compliance by the applicant

COSMETOLOGY SCHOOL

K.S.A 65-1903 (B) The license shall be granted by the board upon proper and sufficient showing of competency of the applicant and assurance of compliance by the applicant with the requirements of this act, all reasonable rules and regulations adopted by the board for the proper conduct of the school and all applicable sanitation standards adopted by the secretary of health and environment pursuant to K.S.A. 65-1,148, and amendments thereto.

Please type the answers to the following questions on a separate piece of paper. Handwritten answers will be considered incorrect.

1. What types of convictions must be disclosed?
2. Why does the student have to report their felony conviction?
3. What does the student have to submit if they have a felony?
4. What is the felony conviction disclosure form?
5. What is the felony conviction monitoring form and in what case would your student submit it?
6. How does the student obtain their court documents?
7. What if the student's conviction is in another state?
8. What does the Board consider when determining whether to grant a license to a convicted felon?
9. What happens after your student submits all of the required information regarding their felony?
10. What is a field study request?
11. How do you submit a field study request?
12. How many days after an event has taken place can you submit a field study request?
13. Can you submit a field study request before the event takes place?
14. Does there have to be a supervising instructor for a field study request ?

15. How many students can there be per instructor for a field study request?
16. What do you need to submit with the field study request form?
17. How many hours can a student get in one day for a field study request?
18. What is an infection control seminar?
19. How do you request an infection control seminar from the Board?
20. Do instructors get continuing education credit for infection control seminars? If so, what category?
21. Who will contact you to schedule the infection control seminar?
22. How do you obtain an instructor program for your school?
23. How many required hours must an instructor have to qualify for a license?
24. Do you have to enroll instructors-in-training in Ergometrics as a student?
25. When do you have to submit the Instructor-in-Training Permit Application?
26. When do you have to submit the Instructor-in-Training Verification form?
27. How many instructors in training can count towards the instructor/student ratio?
28. What happens if an instructor lets their practitioner license expire?
29. How many CE hours does an instructor have to have?
30. Do you need to submit a notice of completion for every student?
31. List 3 ways to access the law book online:
 - 1).
 - 2).
 - 3).

32. Can you submit your documents by email to the Board?
33. How many days after the start date of training must the Board receive the apprentice application?
34. What happens if you submit the apprentice applications for your students late?
35. What happens if you or the student enters the incorrect information on the application for the student?
36. Do your students have to have an apprentice license?
37. What is the Board's website address?
38. Can your student provide consumer services outside the school?
39. How much is the apprentice application?
40. What does the student need to send with the application?
41. What do you do if the student has obtained some of their training outside of the United States?
42. What do you do if the student has obtained their high school education outside of the United States?
43. What company does the Board use to evaluate education from outside of the United States?
44. Does your student have to have a Social Security number?
45. How many hours does a Nail Technology student have to have to provide services to the public?
46. How many hours does an Esthetics student have to have to provide services to the public?
47. How many hours does a Cosmetology student have to have to provide services to the public?
48. How often do you have to report your student hours to the Board?
49. How do you access the Board's guidance documents?
50. What are the guidelines the Board uses in recognizing high school education from USD/Public Schools?

51. What are the guidelines the Board uses in recognizing high school education from Online High Schools?
52. What are the guidelines the Board uses in recognizing high school education from Home Schools?
53. What are the guidelines the Board uses in recognizing high school education from outside the US?
54. Is there an alternate form of education accepted? If so, what is it?
55. How do you get a Practitioner Application for your student?
56. How much is the Practitioner Application fee?
57. What is the most frequent complaint that the person doing initial licensure receives from students?
58. What happens if the application is incomplete?
59. How many business days does the Board office ask that you and the student allow for processing?
60. What company does the Board use for Board exams?
61. How does your student get scheduled and pay for examination?
62. If you have questions about examination who do you contact?
63. If you have complications with your User ID or password who do you contact?
64. If you made a mistake enrolling the student in the testing company website, who do you contact?
65. How does your student get a temporary permit?
66. How long is the temporary permit good for?
67. What happens if your student fails the exam while using a temporary permit?
68. How many temporary permits can your student have?
69. Where do you find the Candidate Information Bulletin?

70. How does your student change their address with the Board?
71. How much is a temporary permit?
72. What is the 1,000 hour exam?
73. Is the 1,000 hour exam mandatory?
74. If a student fails the 1,000 exam, can they still get a temporary permit.
75. What do you do if you have a student that wishes to be credited hours obtained in another state?
76. How do you know if the Board will recognize the hours from out of state?

Save your completed application and email it to darla.ray@ks.gov