

KBOC-Monthly Hour Reporting 03/07/2018

Dear School Administrators and Instructors,

Ergometrics is currently working with the Board in implementing a new feature which requires a license number be entered prior to updating any hours. Due to an unfortunate miscommunication, schools are not able to enter those hours, therefore, due to the extenuating circumstances, the requirement that your student's hours be submitted to the Board by the 10th of the month is temporarily suspended until further notice. You will be notified when you can update the licensed numbers and hours for your students.

If you have students that need hours entered to be able to exam, please email the students full legal name and apprentice license number, including prefix, to one of the following persons at the Board office to assist you.

Laura Gloeckner: laura.gloeckner@ks.gov

Darla Ray: darla.ray@ks.gov

Michaela Ewing: michaela.ewing@ks.gov

In addition, Ergometrics has offered to assist as well. To open a ticket for assistance with entering a student's license numbers please use the following link:

<https://cosmetologykansas.com/process.cfm?id=contact>

Thank you for your understanding and patience and please accept our apologies for any inconvenience this update has caused you and your staff.