



Kansas Board of Cosmetology

714 SW Jackson Suite 100 Topeka, KS 66603

Telephone: (785) 296-3155 Fax: (785) 296-3002

Email: Kboc@ks.gov Website: www.kansas.gov/kboc


Policy – Monthly Reporting for Student Hours

Policy Number: 001-18

Approved by the Board: December 11, 2018

Last Updated: November 1, 2018

- I. Purpose
 - a. The purpose of this policy is to provide binding and consistent internal instructions and guidelines for the Board and the Board’s staff to review monthly school submission of student hours into Ergometrics.
- II. Authority
 - a. Each school administrator shall submit to the board a record of the number of hours earned in the previous month and the total number of hours accumulated through the previous month by each student, on a form approved by the board. The record shall include each student’s name, address, and apprentice license number and shall be submitted no later than the 10th day of each month.
 - b. The Board 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. A data report is pulled monthly for all reported student hours by each school for the prior month’s submission.
 - b. Triggering Event: The reported monthly hours show student hours equal to or above 250 hours.
 - c. Documentation is reviewed, and appropriate action is taken:
 - i. For the first offense of 2 or more student hours not being submitted monthly, Board staff sends school a warning letter.
 - ii. For the second offense of 2 or more student hours not being submitted monthly, disciplinary action will be taken by the Board pursuant to the Fine Schedule Guidance Document.



Laura Gloeckner
Acting Executive Director
Kansas Board of Cosmetology