



Kansas Board of Cosmetology

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Policy – Verification of Body Art Completed Procedures

Policy Number: 003-12

Approved by the Board: February 13, 2012

Last Updated: January 13, 2020

- I. Purpose
 - a. The purpose of this policy is to explain the verification process for completed procedures for body art licensure applicants and body art trainer applicants.
- II. Authority
 - a. An applicant for licensure shall pay a non-refundable fee established by rules and regulations adopted by the Board and shall show to the satisfaction of the Board that the applicant has submitted evidence of completion of education or training prescribed and approved by the Board as follows: has performed at least 50 completed procedures. K.S.A. 65-1943(a)(4)(A).
- III. Policy and Procedures
 - a. Licensure as a body art practitioner requires completion of 50 procedures. Pursuant to K.S.A. 65-1943 and K.A.R. 69-15-2, the applicant must show to the satisfaction of the Board that this has been accomplished.
 - b. The Board will confirm satisfaction of this requirement as follows:
 - i. Verification of the completed procedures is confirmed by review of apprentice client record log submitted by the applicant.
 - ii. The Board has approved an apprentice client record log which shall be used for all apprentice procedures completed in Kansas after 03/15/2017.
 - iii. Apprentice client record logs shall be considered complete or incomplete only to the extent required by the Board, pursuant to K.A.R. 69-15-15.
 - iv. Out-of-state equivalent course of study:
 1. If apprentice client record logs are not required in the state where the applicant was trained, or they are otherwise unavailable, the applicant and trainer must submit to the Board an affidavit indicating completion of the required 50 procedures in accordance with K.S.A. 65-1943 and K.A.R. 69-15-2.

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