



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

NOTICE OF COMPLETION ESTHETICS

INSTRUCTIONS

This form is to be completed in its entirety for any apprentice who has discontinued training, received additional training, or received transfer hours.

APPRENTICE PERSONAL DATA (PLEASE TYPE)

APPRENTICE NAME (LAST, FIRST, MIDDLE)	APPRENTICE SOCIAL SECURITY NUMBER
	LAST FOUR NUMBERS
APPRENTICE ADDRESS (STREET, CITY, STATE, ZIP)	

SUBMITTING SCHOOL NAME AND ADDRESS

TRANSFER HOURS INFORMATION (LEAVE BLANK IF NO HOURS HAVE BEEN TRANSFERRED)

TRANSFERRED FROM	TOTAL HOURS	TRANSFER OF HOURS FORM SUBMITTED	
		YES ____	NO ____
		YES ____	NO ____
		YES ____	NO ____

SUBMITTING SCHOOL TRAINING INFORMATION

LIST TOTAL HOURS OBTAINED AT THE SUBMITTING SCHOOL FOR ABOVE-NAMED APPRENTICE IN EACH SUBJECT AREA DO NOT INCLUDE TRANSFER HOURS

TRAINING START DATE		GRAD/TERM DATE	
SUBJECT	TOTAL HOURS	SUBJECT	TOTAL HOURS
INFECTION CONTROL		TEMPORARY HAIR REMOVAL	
SKIN ANATOMY AND PHYSIOLOGY		MAKE UP	
SKIN ANALYSIS AND CONSULTATION		BUSINESS PRACTICES	
SKIN TREATMENTS		STATE LAW	
BODY TREATMENTS		STUDENT SPECIFIC NEEDS	
ADVANCED SKIN TREATMENTS		*SUBJECT:	
*SUBJECT:		TOTAL SUBJECT HOURS	

CONTRACTUAL INFORMATION **Check one**

<input type="checkbox"/>	This document certifies that the above-named apprentice entered into a contract with this school. All contractual fees have been paid and all assignments have been completed. Therefore, all hours are being released for inclusion toward the 1000 hours required for licensure pursuant to K.S.A. 65-1903.
<input type="checkbox"/>	This document certifies that the above-named apprentice entered into a contract with this school. The apprentice has not paid all contractual fees to this school and/or completed all assignments. Upon payment of all said contractual fees and/or completion of all assignments, a Notice of Training Completion shall be submitted to the Kansas Board of Cosmetology within 10 days of said completion. It is understood that the above-named apprentice will not be eligible for examination in the state of Kansas until all contractual requirements have been met and required certification has been submitted.

CERTIFICATION

I DECLARE UNDER PENALTY OF PERJURY IN THE STATE OF KANSAS THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED AGENT	OFFICIAL TITLE	DATE
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*This field is to report hours of additional programs approved by the Board such as Makeup Artistry. All programs must be reviewed and approved by the Board.