



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

TRANSFER OF BARBER TRAINING TO COSMETOLOGY TRAINING

INSTRUCTIONS

1. This form is to be completed for any student who would like training they obtained in another school to be credited toward training they will be receiving in your school to meet Kansas curriculum requirements.
2. This form is to be submitted to the Board within 30 days after enrollment of a transfer student per: K.A.R. 69-3-26.
3. If the hours being transferred are from another state the training document provided by that state is to be included with the transfer form. A copy of the training document is to be kept by the receiving school. **KBOC will only recognize training hours verified by the state regulatory Board of the state in which they were obtained. KBOC must be able to verify training hours directly with the regulatory Board. Unverified training will not be accepted.**
4. Once the hours have been reviewed a written determination of approved hours to be credited toward the Kansas curriculum requirements will be returned to the school.
5. This form is to submitted to the Board upon request per: K.A.R. 69-3-7 (a)(1).
6. This form is to supplied to another school should the student discontinue your program for any reason per: K.A.R. 69-3-7 (a)(2).
7. This form is to be supplied to the student upon the student's request per:K.A.R. 69-3-7 (a)(3).

SCHOOL DATA All information must be typed

NAME OF SCHOOL RECEIVING HOURS

SCHOOL ADDRESS (STREET, CITY, STATE, ZIP)

SCHOOL ADMINISTRATOR	START DATE
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APPRENTICE PERSONAL DATA All information must be typed

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

SCHOOL FROM WHICH APPRENTICE IS TRANSFERRING (NAME) (CITY) (STATE)

TRAINING INFORMATION All information must be typed

LIST HOURS THIS SCHOOL IS ACCEPTING. CREDIT SPECIFICALLY IN ALL SUBJECT AREAS.

SUBJECT	HOURS TO CREDIT	SUBJECT	HOURS TO CREDIT
PHYSICAL SERVICES (150)		BUSINESS PRACTICES (75)	
CHEMICAL SERVICES (450)		STATE LAW (50)	
HAIR DESIGNING (285)			

	REQUIRED-	TOTAL HOURS TO CREDIT	
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TO BE COMPLETED BY A KANSAS SCHOOL

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED AGENT	OFFICE USE ONLY
DATE	

If you have questions about this form please e-mail Kboc@ks.gov

Barbering Hour Comparison with Cosmetology

**Cosmetology
HOURS**

<u>Scientific Concepts</u>	-
Sanitation	40
Hair & Scalp	35
Skin	20
Nails	20
<u>Physical Services</u>	
Shampoos & Rinses	35
Scalp & Hair Care	35
Facials & Make-up	150
Manicuring	180
<u>Chemical Services</u>	
Hair Coloring/Lightening	175
Chemical Waving	150
Chemical Relaxing	125
<u>Hair Designing</u>	
Hair Shaping	150
Hair Styling	125
Thermal Techniques	75
Hair Pieces	10
<u>Business Practices</u>	75
<u>State Law</u>	50
<u>Student Specific Needs</u>	50
<u>Totals</u>	1500

350 Hours

History of Barbering and Scientific Fundamentals
Professional Ethics, Hygiene, Grooming and First Aid

Study of the hair, skin, scalp and structure of the head
Elementary chemistry relating to sanitation, sterilization and bacteriology

Economics on Shop Management
Electricity as Applied to Barbering

1010 Hours

Shaving, facials, massage and packs

Honing and stropping

Men's and Women's Haircutting

Permanent Waving

Hair Pieces

150 Hours

Business training and laws relating to the Kansas State Board of Barber Examiners

**350
Hours**
165

**1000
Hours**
885

**150
Hours**
125

**Missing
Hours**
325

Total
1500