

NOTICE: Body Art Board Member Representative Needed 01/03/2018

This email is to notify you that the Body Art Board Member position is vacant.

If you are interested in serving as a Board member, please use the following link to find more information on how to apply.

[Governor Appointments to Boards and Commissions](#)

The Board membership consists of:

Two members who represent the general public;

Three members who are licensed in the cosmetology professions (cosmetologist, nail technician, esthetician, electrologist);

One member licensed as a cosmetic tattoo artist, tattoo artist or body piercer;

One member who is an owner and licensed operator of a tanning facility; and

One member who is associated with the "day-today operation" of a licensed cosmetology school.

Instructor-in-training Permit Policy Update Notice 01/24/2018

Dear School Administrators and Instructors

On January 8, 2018, the Board approved significant updates to the Instructor-in-Training policy and procedures. The changes made will go into effect February 1, 2018.

Summary of Changes:

1. Permit fee due at time of application instead of verification
2. Updated Permit Application and Verification Form (the new forms will be posted online February 1st).
3. Verification forms must be submitted within 100-150 hours.
4. Instructor hours obtained prior to the implementation of the instructor-in-training permit November 9, 2015 will be recognized.
5. Additional guidance from the Board for staff in managing the permit application process.

The updated policy and related documents are being mailed to the schools today, the documents are also attached to this email.

Please sign, date and return the attached form and contact sheet to provide the Board updated contact information and to confirm that you have received and read the policy updates, only one form per school is needed.

Reminder- Instructors-in-Training Changes 01/31/2018

Dear School Administrators and Instructors

On January 8, 2018, the Board approved significant updates to the Instructor-in-Training policy and procedures. The changes made will go into effect February 1, 2018.

Summary of Changes:

1. Permit fee due at time of application instead of verification
2. Updated Permit Application and Verification Form (the new forms will be posted online February 1st).
3. Verification forms must be submitted within 100-150 hours.
4. Instructor hours obtained prior to the implementation of the instructor-in-training permit November 9, 2015 will be recognized.
5. Additional guidance from the Board for staff in managing the permit application process.

The updated policy and forms have been updated and are now available on the KBOC website.

[62. Instructor-in-Training Permit Application](#)

[63. Instructor-in-Training Verification Form](#)

[Instructors-in-Training Policy 001-17](#)

If you have not already, please sign, date and return the attached form to the Board to confirm that you have received and read the policy updates, **only one form per school is needed.**

KBOC-Notice RE: Marinello Students 02/08/2018

Dear School Administrators and Instructors,

Please use the following link to access an article published in the Capital Journal online today.

[Lawsuit regarding beauty school with Topeka ties targets education department](#)

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.

UPDATE- KBOC-Monthly Hour Reporting 03/12/2018

Dear School Administrators and Instructors,

You can now update the license numbers and hours for your students. A notice will be posted in the school portal soon. The requirement that student hours be submitted to the Board by the 10th of the month is no longer suspended. Please resume normal reporting for your student hours by the 10th of the month, beginning April 10th. Thank you for your patience through this process.

▼ Student Information

Personal Information

First name: TEST	Last name: DEMO306	Middle name: <input type="text"/>	Date of birth: 1990-01-01
Resident address: <input type="text" value="123 Main St"/>			
City: <input type="text" value="Anytown"/>	State: <input type="text" value="VA"/>	Zip: <input type="text" value="55555"/>	Home telephone (with area code): <input type="text" value="(555)666-999"/>
Email: <input type="text"/>	Gender: Male		

I declare under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct.

Apprentice License Number:
 (45 character max)

A new inspector has been assigned to your area 05/03/2018

It is very important to our licensees and the Board that inspections are conducted in a consistent manner and in compliance with the law.

Please take time to view the self-inspection checklist below, applicable to your facility, for each profession the Board regulates. The items on the checklist are what the inspector will be verifying at your inspection. Although the health and sanitation regulations have not changed since October 5, 2007, please carefully review the checklist to make sure your salon is in compliance.

[Cosmetology Self-Inspection Checklist](#)

[Body Art Self-Inspection Checklist](#)

[Tanning Self-Inspection Checklist](#)

For more detailed information regarding inspections, please review the January 2016 newsletters for [Cosmetology](#), [Body Art](#) and [Tanning](#) as well as any additional resources you may find helpful on our website at www.kansas.gov/kboc.

School Notice-Apprentice Applications 06/06/2018

Due to ongoing issues with identity fraud and clerical errors pertaining to the reporting of applicant social security numbers we must start verifying that the social security number being reported on applications for licensure are correct and belong to the applicant. Use the following link to access the updated apprentice application: [9. Apprentice Application](#)

Please ensure that when submitting apprentice applications to the Board the application has been completed by the student and includes the following:

1. Non-refundable \$15 application fee (if paying by check or money order);
2. Legible photocopy of your current government issued photo identification (i.e. driver's license, state identification card, or military identification).
3. Legible photocopy of your social security (SS) card (The name on your application, ID and SS card must match exactly).

NOTE: The name on the application and the identification documents must match exactly.

Disclosure of the applicants social security number is mandatory for licensure and authorized by [KSA 74-148](#) and [KSA 74-139](#). It is used to verify identity and license individuals lawfully residing in the U.S. Upon request of the director of taxation, each such authority shall provide to the director of taxation a listing of all such applicants, along with such applicant's social security number and address.

[KSA 74-139](#). Licensure, certification or registration by state authority; applicants requested to provide social security number. (a) In addition to any information required to be submitted to a state authority by an applicant for original licensure, certification or registration, or a renewal thereof, the applicant shall be requested to provide the social security number of such applicant. Upon request of the director of taxation, each such authority shall provide to the director of taxation a listing of all such applicants, along with such applicant's social security number and address.

(b) The provisions of this section shall apply to all such applications for licensure, certification or registration, or renewal thereof, submitted after December 31, 1988.

History: L. 1988, ch. 307, § 1; July 1.

[KSA 74-148](#). Social security number; requested on certain applications. (a) Except as otherwise provided in this section, the social security number of any individual applicant for a professional license, occupational license or marriage license shall be requested, if available, on the application for such license. As used in this section, "on the application" includes but is not limited to any document attached or supplemental to an application or any optically, electronically or magnetically recorded data related to an individual application.

(b) An agency or other body that accepts applications for professional, occupational or marriage licenses may permit the use of a Kansas driver's license number or a nondriver's identification card number on an application, provided that the agency or body so advises the applicant.

History: L. 1997, ch. 182, § 87; July 3.

Notice: Cosmetology Profession Examinations 06/21/2018

School Administrators and Instructors,

Below are things the evaluators are frequently marking as incorrect on the Cosmetology practical examinations in both Wichita and Topeka.

- Candidates not sanitizing hands before they start a service.
- Incorrect cleaner (for stations) used during the exam.
- Garbage on the floor at their station.
- Dirty tools being used (brushes with hair in them, files that have been used previously).
- Incorrect/Unsanitary removal of bulk product for use during the exam.
- Touching waste and not cleaning hands before resuming the service.
- Leaving wipes open on their station through the exam.
- Kits being left open through the exam.

If you feel that an Infection Control Seminar would be helpful for your school, you can request one by using this link:

<http://www.kansas.gov/kboc/Forms/Infection-Control-Seminar-Request-Form-FILL.pdf>

BEFORE EXAMINATION STUDENTS NEED TO:

Students should access the Exam Company

Website: <https://www.cosmetologykansas.com/>

Watch the Video on the CIB (Candidate Information Bulletin) Page

Read the CIB

Use the Checklist provided for What to Bring to Your Practical Exam

Study the resources provided on our resources page below prior to the examination.

<http://www.kansas.gov/kboc/Resources.htm>

[Blood Spill Kit](#)

[Blood Spill Procedure](#)

[Blood Spill Procedure Clarification](#)

[Blood Spill Procedure Video](#)

[Blood Spill Tips](#)

[Helpful Hints and Sanitation Reminders for Examination](#)

[Infection Control Regulations for Cosmetology Profession Practitioners and Facilities](#)

[Self-Inspection Checklist-Cosmetology Professions](#)

[2017 Newsletter](#)

I Failed the Practical Exam! What do I do?

Login to the exam portal and view your examination report, also referred to as the Strength and Weakness report.

Make note of the areas you did not do well.

Refer to the practical scripts provided in the CIB and review the applicable subject areas.

Remember that Candidates are evaluated on the safety and sanitary performance in demonstrating the services.

Review the applicable subjects in the Helpful Hints and Sanitation Reminders for Examination document available on our resources page. <http://www.kansas.gov/kboc/Resources.htm>

I failed the Written Exam, Why Can't I know What I Missed?

Candidates are not provided with the actual test questions they missed because they are active exam questions and releasing that information would undermine the validity of the test as an assessment tool.

Sample questions are provided in the CIB as well as the references used to create the final exam questions. These sample questions are intended to help candidates understand the scope and type of knowledge that will be tested to qualify as a passing score on the final exam.

Practice Tests are also available for minimal cost. These tests contain questions similar to what you would see on the final exam but are not and should not be represented to be the final exam questions.

The State Board Examination is the final assessment test. The goal is for the Board to assess whether throughout their training students have mastered the minimum competency necessary to provide safe services to the public and meet the practice standards required to be licensed rather than the ability to memorize specific questions and answers.

If a candidate cannot pass Board examination, more education may be needed for that candidate to meet the practice standards required for licensure in the State of Kansas.

NOTICE: KBOC Health & Sanitation Regulations 06/22/2018

Attention Licensees:

The Health & Sanitation Regulations (also known as the [Infection Control Regulations for Cosmetology Profession Practitioners and Facilities](#)) for the Kansas Board of Cosmetology (KBOC) are currently under review for revision by the Kansas Department of Health & Environment (KDHE). KDHE has welcomed KBOC's assistance in reviewing and providing input for the proposed regulation changes; however, KBOC would love to hear from you!

Survey Instructions:

Please use the following link to review the proposed regulations and provide feedback

<https://www.surveymonkey.com/r/3FCT7P2>

Upon selecting the applicable profession, you will be able to review the proposed regulations. If you have feedback, please provide your feedback in the comment fields below each regulation you wish to comment on.

Alternatively, you can access the survey and proposed changes separately on the KBOC website.

Website Instructions:

Please visit www.kansas.gov/kboc

To review the proposed changes, please select the link of your appropriate profession ([Cosmetology](#) or [Tanning](#)).

To provide input after reviewing the proposed changes, please return to the homepage and click on the "[Feedback Form: KDHE Proposed Regulations](#) ." link.

The mission of the Kansas Board of Cosmetology is to protect the health and safety of the consuming public by licensing qualified individuals and enforcing high standards of practice. Only through compliance with state law and rules and regulations can this mission be met.

It is through the collaboration of the Board and licensees that we can continue to have a thriving and safe industry!

Questions? Contact the Board kboc@ks.gov

CLARIFICATION: NOTICE: KBOC Health & Sanitation Regulations 06/25/2018

KAR 28-24-1 Clarification

The Board has been receiving inquiries concerning the proposed update to the KDHE regulations for infection control for KAR 28-24-1. Please be informed that the use of the word “licensee” or “apprentice” in the infection control regulations eliminates the requirement that an unlicensed individual must follow the regulations. Proposed language for “practitioner” includes licensees, apprentices and unlicensed persons that provide any cosmetology services. The updated language provides the Board the ability to discipline an unlicensed person for any infection control violations in addition to the requirement that the person be licensed for the services provided as required by KSA 65-1902.

Questions? Contact the Board kboc@ks.gov

Electrology Feedback Needed! Electrolysis Infection Control Regulation (K.A.R. 28-24-12) 07/27/2018

The Board is requesting input specifically from those licensed by the Board in Electrology regarding the **proposed** Electrology KDHE regulation updates.

Please use the following link to provide your feedback and expertise on the proposed KDHE regulation updates.

[Electrologist Feedback Proposed KDHE Regulations Feedback Form](#)

Thank you in advance for your time.

Notice: New Topeka Testing Location 08/27/2018

Beginning **Monday October 8th, 2018** exams in Topeka will be at the new testing location below:

515 S. Kansas Avenue, Suite A

Topeka, KS 66603.

Please note: Exams will not begin at the new location until **Monday, October 8, 2018.**

Kansas Licensing Examinations Annual Overview Wednesday, November 14th, 2018 10/02/2018

Kansas Licensing Examinations Annual Overview Wednesday, November 14th, 2018

>>>What is the Annual Overview? <<<

Ergometrics/National Testing Network invites you to attend the annual overview of the Kansas Licensing examinations.

The purpose is to review licensing examination information, including how best to prepare your students for our testing process and frequently seen issues during testing.

The National Testing Network Program Manager will present the information and be available to answer questions you may have about the process.

>>>When is the Annual Overview meeting? <<<

Wednesday, November 14th, 2018 from 10:00 am – 12:30 pm

Estimated review schedule:

10:00 Body Art / **10:30** Blood Spill / **10:45** Cosmetology / **11:15** Esthetics / **11:45** Manicure

>>>Where is the meeting? <<<

We are hosting the meeting virtually this year!! Our hope is this will make the overview easier for everyone to attend.

Send your RSVP to support@nationaltestingnetwork.com. Please include "Kansas Annual Overview RSVP" in the subject line. In the body of the email, list the email address you would like the direct link/invitation to be sent to.

You can join the meeting through one of two convenient options:

1. Join online: Webex meeting number: 809 884 680 / Password: Kansas_Cos

<https://ergometrics-meetings.webex.com/ergometrics-meetings/j.php?MTID=m6b00391a46c648d59ea32a16b79baa4f>

2. Join by phone: 240-454-0887 / Access code: 809 884 680

>>>Questions for NTN? <<<

Please submit any questions to support@nationaltestingnetwork.com with the subject line "Kansas Annual Overview Question". This will help us compile answers to the questions you may have beforehand. Questions will be taken at the end of the review as well.

Practical Exam Update Notice Effective January 1, 2019 10/29/2018

Please use the following link to view an important practical exam notice posted to the KBOC website.

[Practical Exam Update Notice Effective January 1, 2019](#)

NOTICE: Portable Sink Survey 11/14/2018

Please complete this survey if you have or are currently using a portable sink in your establishment. The feedback will be considered by the Kansas Department of Health and Environment (KDHE) and the Board of Cosmetology in updating the KDHE Infection Control Regulations. Thank you for your time.

[Portable Sinks in Salons- Survey](#)

Notice to Nail Technology Profession Licensees 12/21/2018

Effective January 1, 2019

Pursuant to K.S.A 65-1901 all new and renewed licenses for persons in the Nail Technology profession will be printed to reflect the license type of Manicurist not Nail Technician. Nail Technology establishments and schools will not change.

Current	Effective January 1, 2019
Nail Technician	Manicurist
Nail Tech Add'l Training - FT	Manicurist Add'l Training - FT
Nail Tech Add'l Training - PT	Manicurist Add'l Training - PT
Nail Tech Apprentice - FT	Manicurist Apprentice - FT
Nail Tech Apprentice - PT	Manicurist Apprentice - PT
Nail Tech Instructor Training Permit	Manicurist Instructor Training Permit
Nail Tech Temporary Permit	Manicurist Temporary Permit
Nail Technology Instructor	Manicurist Instructor

Testing Notice- Blood Spill Exam: Topeka 12/26/2018

Thank you to those that notified the Board office and the Board Chair, David Yocum expressing concern regarding the recent blood spill exam testing scores at the Topeka testing site. The Board requested an investigation of the scores and found that the changes set to go into effect January 1st for the exam were prematurely being implemented by the Topeka testing site.

The following notice has been provided to the Board by the testing company:

“There has been a miscalculation in the scoring of blood spill examinations taken at the Topeka testing site from November 1 - December 21, 2018. For quality assurance, all failed blood spill examinations taken in Topeka during that period are being reviewed and rescored. All candidates affected by the review will receive an email notification once the updated score is in their account. Please keep in mind, all scores did not change from failing to passing as a result of this review. If a score was updated from failing to passing, any further funds paid for testing will be refunded to that candidate. We apologize for any inconvenience this may cause.”