

## ESTABLISHMENT APPLICATION INFORMATION

Newly opened; complete change of ownership; change of location.

Dear Applicant:

This is the application, checklist, inspector work order, and affidavits needed to operate an establishment under the Board of Cosmetology regulatory authority within the state of Kansas.

Please complete the application, inspector work order, and checklist and return it to this office via email attachment, fax, or mail. The establishment application must be submitted at least three (3) weeks prior to the anticipated date of opening.

If there is an active establishment license at the location where you are making application and that establishment is closing, the Affidavit of Change of Establishment Ownership/New Applicant must be completed. The affidavit will need to be completed by the current/previous facility owner. If the previous establishment owner has already vacated the location, has not cancelled their establishment license, and is not available to complete the affidavit, the Affidavit of Change of Establishment Tenancy/New Applicant will need to be completed by the owner, landlord, or manager of the building.

Remit the **non-refundable fee** (see application for fee schedule). Only checks, money orders or credit card payments made payable to the Kansas Board of Cosmetology will be accepted. **No cash, please.**

When the completed application information and fee have been received by the office, a compliance inspection will be conducted as close to the anticipated date of opening as possible. You will be contacted by the state inspector in order to schedule your initial compliance inspection. A compliance inspection will only be rescheduled if the inspector is contacted before noon of the preceding business day.

Inspectors expect the facility to be set up and in working order when they come for the initial inspection to license your facility for opening. If, for any reason, the facility is not ready for inspection when the inspector arrives on the scheduled date of inspection or the inspection fails to demonstrate that all requirements set forth by the Board and the Kansas Department of Health and Environment have been met, the application will be denied.

Your establishment license will be issued after the inspector verifies that your establishment has passed the compliance inspection. **YOU MAY NOT OPERATE THE ESTABLISHMENT UNTIL IT HAS PASSED A COMPLIANCE INSPECTION.**

Please be informed that to practice any of the cosmetology professions in Kansas without a valid Kansas license is a violation of Kansas law and may subject you to legal action. Similarly, an establishment which employs an unlicensed individual is in violation of Kansas law and may also be subject to legal action.

Disclosure of your social security number or tax identification number is mandatory for licensure and authorized by K.S.A. 74-148. It is used by the Board to verify identity and license individuals lawfully residing in the United States.

You must notify the Board office if you have not received your license within 30 days of the date of your compliance inspection. Failure to do so may result in a \$25 duplicate license fee.

**ANY INCOMPLETE APPLICATIONS WILL BE RETURNED AND NOT PROCESSED FOR LICENSURE**



Board of Cosmetology

Sam Brownback, Governor

## MEMORANDUM

To Whom It May Concern:

Effective March 1, 2012, the Kansas Board of Cosmetology will no longer issue new establishment licenses to individual booths, stations, or carts. Facilities that require booth renters to obtain their own facility licenses will be required to apply for one facility license that will cover all practitioners within the salon.

Any active facility licenses issued to booths, stations, and carts, will be valid until their expiration on June 30, 2012. At that time, they will not be permitted to renew. Rental agreements within the salon will have to be worked out between the salon owner and the practitioner. Effective March 1, 2012, the Board will no longer be involved in that agreement through licensing, and salon owners will be required to obtain one facility license to continue operating.

Any active facility licenses issued for salon common areas will be valid until their expiration on June 30, 2012. At that time, they will not be permitted to renew. Facility owners may choose to license the entire establishment or require practitioners to become individually licensed. Note that all applicants must individually meet all requirements for facility licensure.

The Board adopted this policy at their meeting on January 9, 2012, which can be referenced in KBOC Guidance Document 004-12. This document and the meeting minutes can be found on our website.

Pursuant to K.S.A. 65-1902(a)(10)-(11), no person shall own or operate a salon where cosmetology, esthetics, nail technology or electrology is practiced unless the person holds a valid salon license issued by the Board, and no person shall practice cosmetology, esthetics, nail technology or electrology in a salon unless the owner or operator of the salon holds a valid salon license issued by the Board.

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.

Should you have any questions, please do not hesitate to contact this office or visit our website.

Sincerely,

Chiquita C. Coggs  
Executive Director  
Kansas Board of Cosmetology



Board of Cosmetology

Sam Brownback, Governor

**APPLICATION FOR ESTABLISHMENT LICENSE**  
**(Please type all information, print form and submit to the Board)**

**TYPE OF ESTABLISHMENT:**

- |                    |                          |                               |                          |
|--------------------|--------------------------|-------------------------------|--------------------------|
| Cosmetology (\$50) | <input type="checkbox"/> | Tattoo (\$50)                 | <input type="checkbox"/> |
| Manicuring (\$50)  | <input type="checkbox"/> | Cosmetic Tattoo (\$50)        | <input type="checkbox"/> |
| Electrology (\$50) | <input type="checkbox"/> | Tattoo/Cosmetic Tattoo (\$50) | <input type="checkbox"/> |
| Esthetician (\$50) | <input type="checkbox"/> | Body Piercing (\$50)          | <input type="checkbox"/> |

**Credit Card information:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |
| <input type="checkbox"/> Mastercard       | <input type="checkbox"/> Visa     |

-----  
Credit Card #

-----  
Card Holder's Signature

-----  
*Exp. Date of Credit Card (mo/yr)*

-----  
*Daytime Phone Number*

- Establishment Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ Zip: \_\_\_\_\_
- Email: \_\_\_\_\_
- Establishment Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Applicant must provide at least two (2) working numbers)
- TAX ID#: \_\_\_\_\_ - \_\_\_\_\_ (if applicable)
- Owner's Name(s). If you are licensed in a Cosmetology field, indicate your individual license number(s). If not applicable, indicate by marking N/A.
- \_\_\_\_\_ Lic. #: \_\_\_\_\_ SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ Lic. #: \_\_\_\_\_ SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- If applicant is not a licensed practitioner please provide the full name and license number of the practitioner providing services in the salon. Please note that the practitioner must be present at the compliance inspection.  
\_\_\_\_\_  
Lic. #: \_\_\_\_\_
- Has the owner(s) ever been convicted of a felony?  Yes  No

**ATTESTATION**

I (We) understand that the compliance inspection will only be rescheduled if the inspector is contacted before noon of the preceding business day, and that if the facility is not ready at the time of the inspection or does not meet the requirements for licensure the application will be denied.

If granted a license to conduct the above business, I (We) will display the license in a location visible to the public. I (We) will obey any and all requirements of Kansas statutes and all the applicable rules and regulations of the Kansas Board of Cosmetology and Kansas Department of Health and Environment pertaining to this profession.

If any part of this application is found to be false or fraudulent, I (We) forfeit the right to operate the above named business in the state of Kansas.

***I (We) understand the facility license will expire on the date of expiration indicated on the license. The license may be renewed 60 days prior to the expiration date by paying the appropriate renewal fee to the Kansas Board of Cosmetology***

Sign below and return with the appropriate **nonrefundable** fee to KBOC address listed above.

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

Signature of Owner (s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (s) \_\_\_\_\_ Date \_\_\_\_\_

714 SW Jackson, Suite 100  
Topeka, KS 66603-3751



phone: 785-296-3155  
fax: 785-296-3002  
kboc@kboc.ks.gov  
www.ks.gov/kboc

Board of Cosmetology

Sam Brownback, Governor

**INSPECTOR WORK ORDER**

(PLEASE PRINT OR TYPE ALL INFORMATION.)

**TYPE OF ESTABLISHMENT:**

Cosmetology	<input type="checkbox"/>	Electrology	<input type="checkbox"/>	Tattoo	<input type="checkbox"/>
Manicuring	<input type="checkbox"/>	Esthetician	<input type="checkbox"/>	Cosmetic Tattoo	<input type="checkbox"/>
		Tattoo/Cosmetic Tattoo	<input type="checkbox"/>	Body Piercing	<input type="checkbox"/>

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_  
(Name) (Lic #) (Exp)

\_\_\_\_\_  
(Name) (Lic #) (Exp)

Licensed practitioner providing services if other than the owner (required if owner is not a licensed practitioner):

\_\_\_\_\_  
(Full Name) (License #) (License Expiration Date)

Establishment Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Applicant must provide at least two (2) working numbers)

**Date facility ready for inspection:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Opening Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Must be 21 days from the date of submission of application)

Days and Hours of Operation: \_\_\_\_\_

Location: In Home:  In Business area:

If the establishment is located within another business, please provide that business name:

*(Example: If a tanning facility is located in a Cosmetology Salon)*

**If this application is due to a change of ownership or a change of location, please provide the information below and have the previous owner complete the affidavit included with this application. At the time of inspection, the inspector will request the current license. The license will be forwarded to the Kansas Board of Cosmetology office.**

\_\_\_\_\_  
(Previous Establishment Name) (License #)

\_\_\_\_\_  
(Previous Establishment Address)

**Please provide detailed directions to your establishment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
Inspector:	_____
Date Received:	____/____/____
Fee Amount:	_____
Date Inspected	____/____/____
License Number:	_____



Board of Cosmetology

Sam Brownback, Governor

**MANICURING/ESTHETICS/ELECTROLOGY ESTABLISHMENT CHECKLIST**

Please check off the items in the list below & return with application, work order, & fee.  
(PLEASE PRINT OR TYPE ALL INFORMATION)

Name of Salon: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Salon Owner (s): \_\_\_\_\_

- 1. Working sink with hot & cold water in the work area? *(not to include the bathroom sink)*
- 2. Personal license (s) posted at the work station in full view?
- 3. All bottles labeled to disclose the contents?
- 4. Poison or caustic substances stored in an area not open to the public?
- 5. Unused medical grade disposable gloves available?
- 6. Bathroom with a handwashing sink available, with a soap dispenser, paper towels or air dryer?
- 7. Clean towels in a closed labeled cabinet or covered labeled container?
- 8. Soiled towels in a covered labeled container?
- 9. All trash containers are covered?
- 10. Adequate number of sufficient sized containers of disinfectant?
- 11. Is the disinfectant solution deep enough to immerse implements?
- 12. Is the solution a bactericidal, virucidal, fungicidal and turberculocidal disinfectant?
- 13. Sufficient ventilation to remove or exhaust fumes, vapor & dust, to prevent hazardous condition?
- 14. No smoking, eating, or food preparation in the work area?
- 15. Salon is free of animals, alcoholic beverages, & neck dusters?
- 16. Separate outside entrance leading directly into the salon?
- 17. Solid partition separating the business from the residence or separating the facility from another business which could be a threat to public health?

**ELECTROLOGY ONLY**

- 1. Is steam or dry heat sterilizer in use?
- 2. Closed sterile container for sterilized equipment?
- 3. Separate sterilized vial for tweezers & needles?
- 4. Puncture resistant container for needle disposal?

**Refusal to permit or interference with an inspection by an authorized representative of the Kansas Board of Cosmetology during any time the salon is operating shall constitute cause for the Board to revoke, cancel, suspend, place the license on probation, and/or impose a fine.**

Send this checklist back to our office with the application, inspector's work order and nonrefundable fee of \$50.

Do not forget to sign your application.

An inspection must be completed before you may open.

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

Signature of Owner (s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (s) \_\_\_\_\_ Date \_\_\_\_\_



Board of Cosmetology

Sam Brownback, Governor

## AFFIDAVIT OF CHANGE OF ESTABLISHMENT TENANCY / NEW APPLICANT

I, \_\_\_\_\_, the current owner, landlord or manager of  
(building owner/landlord/manager)

\_\_\_\_\_ acknowledge and am aware that  
(establishment name)

\_\_\_\_\_ is making application for an establishment license regarding  
(new applicant / tenant)

\_\_\_\_\_.  
(location - address, city, state, zip)

I hereby declare that \_\_\_\_\_ has been evicted from or has  
(previous tenant)

vacated the establishment, is no longer a tenant of this property and has no right to occupy the premises.

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

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)



## AFFIDAVIT OF CHANGE OF ESTABLISHMENT OWNERSHIP/NEW APPLICANT

I, \_\_\_\_\_, the current owner of \_\_\_\_\_  
(Current Establishment Owner) (Establishment Name)

acknowledge and am aware \_\_\_\_\_ is making application for an  
(New Applicant/Owner)

establishment license regarding \_\_\_\_\_.  
(Location – address, city, state and zip)

Upon inspection of the above noted establishment/location for \_\_\_\_\_, I  
(New Applicant/Owner)

am aware I will no longer be the licensee/owner for this location.

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

\_\_\_\_\_  
(Current Establishment Owner PRINT NAME)

\_\_\_\_\_  
(Current Establishment Owner Signature)

\_\_\_\_\_  
(Date)