

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:010, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED SUBSTITUTE

BOARDS AND COMMISSIONS

**Board of Cosmetology
(Amendment)**

201 KAR 12:010. Executive director's duties.

RELATES TO: KRS ~~[Chapter 18A,]~~ 317A.040, 317A.050, 317A.060, 317A.120, 317A.145

STATUTORY AUTHORITY: KRS ~~[317A.040,]~~ 317A.060~~(1)~~~~[- 317A.120]~~

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.040(2) requires the employment of an executive director to administer the provisions of KRS Chapter 317A and the policies and administrative regulations of the board. KRS 317A.040(1) authorizes the board to delegate staffing decisions to the executive director. KRS 317A.060~~(1)~~ requires the board to promulgate administrative regulations that include protecting the public and establishing examination requirements. KRS 317A.120~~(2)~~ requires trained proctors at examinations. This administrative regulation clarifies the authority and establishes duties of the executive director.

Section 1. Duties.

(1) The executive director shall:

(a) Serve as the board's liaison officer and coordinate all administrative matters of the board;

(b) **Perform[Discharge]** such duties as may be assigned to the Director by the board~~[Assist the board in hiring proctors to conduct examinations;]~~

~~[(c)] [Make staffing decisions, including filling merit positions from the merit register pursuant to and in accordance with KRS Chapter 18A and KAR Title 101 of the Kentucky Administrative Regulations];~~
and

~~[(c)]~~~~[(d)]~~ Be considered the designated appointing authority for the purposes of filling merit positions, and taking disciplinary actions in accordance with 201 KAR Chapter 12 and KRS Chapter 317A.

(2) The executive director may, with the approval of the Board:

(a) Inspect any establishment licensed or issued a permit by the board; and

~~[(b)] [Investigate a reported violation of KRS Chapter 317A or 201 KAR Chapter 12; and]~~

~~[(b)]~~~~[(c)]~~ On behalf of the board **[and with the Board's approval]**, require the production of:~~[:]~~

1. A license;

2. The attendance of a witness; or

3. The production of records, documents, and material relating to licensed activity by the board.

KENTUCKY BOARD OF COSMETOLOGY

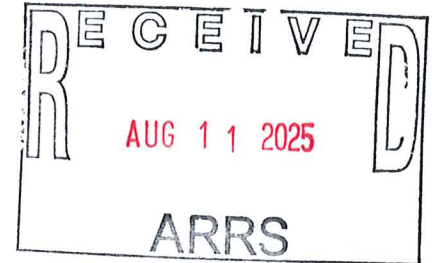
Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:030, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED SUBSTITUTE

BOARDS AND COMMISSIONS

**Board of Cosmetology
(Amendment)**

201 KAR 12:030. Licensing and examinations.

RELATES TO: KRS 12.245, 317A.020, 317A.050, 317A.060, **317A.100**, 317A.145

STATUTORY AUTHORITY: KRS 317A.060(**1**)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060(**1**) requires the board to promulgate administrative regulations governing licenses in cosmetology, esthetic practices, and nail technology, including the operation of schools and salons of cosmetology, esthetic practices, and nail technology. This administrative regulation establishes procedures for examinations and licensing.

Section 1. Fees. License fees **shall be consistent with**~~[are set forth in]~~ 201 KAR 12:260.

Section 2. License validity. Each license shall expire on **July 31**~~[the 30th day of June]~~ of each even numbered year, regardless of the date when the license was issued.

Section 3.~~[Section 2.]~~ Changes. All changes to account information required for licensure shall be submitted to the board within thirty (30) days of occurrence including:

- (1) Legal name change;
- (2) Change of address;
- (3) Change of facility or employer;
- (4) Change of phone number;
- (5) Change of email address; and
- (6) Any other information as required by KRS **Chapter** 317A or 201 KAR Chapter 12 for licensure.

Section 4.~~[Section 3.]~~ Licensure Requirements. A license may be issued upon submission of the following:

- (1) All personal and facility licenses shall require an application for **a first-time**~~[an initial]~~ license, license renewal, license restoration, an out-of-state transfer certification, or a request for examination. These applications are found on the board's Web page;
- (2) A diploma or certified testing documents proving grade 12 equivalency education for initial personal licensure or out-of-state transfers into Kentucky;
- (3) A copy of a government-issued photo identification;
- (4) Payment of the fee **established**~~[set forth]~~ in 201 KAR 12:260;
- (5) Resolution of any legal action associated with a prior disciplinary action as described in KRS 317A.145, if necessary;
- (6) A current two (2) by two (2) inch passport-style photo taken within the past six (6) months; and
- (7) Disclosure to the board of the current name and license number of the facility where the licensee is working.

Section 5.~~[Section 4.]~~ Prior Felony Convictions. For any license or examination issued or conducted by the board, an applicant convicted of a prior felony shall include with his or her application:

- (1) A signed letter of explanation from the applicant;
- (2) A certified copy of the judgment and sentence from the issuing court; and
- (3) A letter of good standing from the applicant's probation or parole officer, if currently on probation or parole.

Section 6.~~[Section 5.]~~ Reciprocal Licensing.

(1) A license issued by another state or US territory shall~~[may]~~ be considered comparable if the laws of that state require at a minimum:

- (a) 1,500 hours of curriculum for cosmetology;
- (b) 450 hours of curriculum for nail technology;
- (c) 750 hours of curriculum for esthetics;
- (d) 300 hours of curriculum for shampoo styling; or
- (e) 750 hours of curriculum for instructors.

(2) An applicant licensed in another state may be licensed by reciprocity by submitting the Out of State Transfer Application along with:

(a) Digital certification showing proof of a passing score on a board-approved ~~[nationally]~~ **[recognized]** theory and practical exam or by submitting proof of continuous practice for the last **two** ~~(2)~~ **[five (5) consecutive]** years;

(b) Current digital certification of the out-of-state license from the issuing state board showing a license in active and good standing; and

(c) Unless a member of the United States Military, Reserves, or National Guard, or his or her spouse, or a veteran or the spouse of a veteran, payment of the applicable license and endorsement fees required by 201 KAR 12:260.[]

(3) An applicant from a state or US territory whose licensing requirements fail to meet subsection (1) of this section shall apply for a reciprocal license by submitting:

(a) Documentation required by Section ~~4(1)~~ **[3(1)]** through (7) of this administrative regulation; and

(b) Payment of the applicable examination fees established in 201 KAR 12:260.

(4) Pursuant to KRS 12.245, a member of the United States Military, Reserves, or National Guard, or his or her spouse, or a veteran or the spouse of a veteran shall apply for a reciprocal license by submitting:

(a) The Military License Transfer Application~~[All documents required by Section 3(2) through (7) of this administrative regulation]; and~~

(b) A document showing proof of service, sponsor's service, change of station orders, or honorable discharge orders listing the applicant or an accompanying family member as a member of the United States Armed Services.~~[The Military Transfer Application; and]~~

~~[(c)] [A document showing proof of service, sponsor's service, or discharge orders listing the applicant or an accompanying family member as a member of the United States Armed Services.]~~

(5) All requests for certification of hours or a license shall use the Certification Request Form accompanied by a copy of the applicant's government-issued photo identification and payment of the fee as **established**~~[set forth]~~ in 201 KAR 12:260. Certifications shall only be transmitted digitally to the reciprocal state agency.

Section 7.~~[Section 6.]~~ Digital Forms. All applications and forms may be replicated and implemented by the board in an online format for processing, payment receipt, and license issuance.

Section 8.~~[Section 7.]~~ Examination Registration.

- (1) Applicants shall register ~~[using a school enrollment]~~ as follows:
 - (a) A student of a licensed cosmetology school shall register with the board at least eight (8) months prior to graduation;
 - (b) A nail technician student shall register with the board at least seventy-five (75) days prior to graduation;
 - (c) An esthetician student shall register with the board at least four (4) months prior to graduation; and
 - (d) A shampoo styling student shall register with the board at least fifty-three (53) days prior to graduation.
- (2) A completed Application for Examination ~~[or Out of State Application for Examination]~~ shall be received in the Board office no later than ten (10) business days prior to the examination date to be scheduled for either the theory test or the practical demonstration component of the exam. Each exam component shall be scheduled using a separate application and payment of the fee **established/set forth** in 201 KAR 12:260.
- (3) Theory examination dates shall be valid for ninety (90) days from student notification.
- (4) A passing score for the theory examination, proper application, and payment of fees shall be required prior to being scheduled for the practical examination.
- (5) An applicant with curriculum hours obtained in another state shall include with the Out of State Application for Examination:
 - (a) Certification of curriculum hours from the state licensing board or agency where the hours were obtained, if the state requires the reporting of curriculum hours; or
 - (b) Certification of the valid licensing status of the school attended from the state board or licensing authority and an official transcript certified by the school.
- (6) Examination applicants shall wear a full set of solid color medical scrubs and bring all instruments and supplies as listed on the board Web site for the practical examination. White colored scrubs or other clothing is prohibited.

Section 9.~~[Section 8.]~~ Examination Components.

- (1) The examination shall consist of a theory test and a practical demonstration taken from the curriculum requirements specified in 201 KAR 12:082.
- (2) The practical demonstration shall be performed on a:
 - (a) Mannequin head and hand for the cosmetology practical examination;
 - (b) Mannequin head for the esthetician or shampoo styling services practical examination; or
 - (c) Mannequin hand for the nail technician practical examination.
- (3) The applicant shall provide a mannequin head or hand as needed for an examination.

Section 10.~~[Section 9.]~~ Grading.

- (1) A minimum passing grade of seventy (70) percent on the theory test and the practical demonstration shall be required for the cosmetologist, esthetician, shampoo styling, and nail technician examinations.
- (2) A minimum passing grade of eighty (80) percent on the theory test and eighty-five (85) percent on the practical demonstration shall be required for all instructor examinations.
- (3) All passing exam scores shall be valid for six (6) months from completion.

Section 11.~~[Section 10.]~~ Practice before Examination Prohibited. A student engaging in the practice of cosmetology, esthetic practices, shampoo styling, or nail technology beyond the scope of their registered school enrollment prior to the board examination shall be ineligible to take the examination for a period of one (1) year from the date of the unauthorized practice.

Section 12.~~[Section 11.]~~ License Application.

- (1) An applicant who passes the examination shall have ninety (90) days following the examination to apply for a license by complying with all requirements in Section ~~4(1)[3(1)]~~ through (7) of this administrative regulation.
- (2) Failure to apply for a license as required by subsection (1) of this section shall require payment of the appropriate restoration and licensing fees established[set forth] in 201 KAR 12:260 before a license may be issued.[.]

Section 13.~~[Section 12.]~~ Retaking Examinations.

- (1) Any applicant who fails either the theory test or the practical demonstration may retake that portion of the examination upon submitting a new Application for Examination with a two (2) by two (2) inch passport photo of the applicant taken within the preceding six (6) months, and paying the examination fee required by 201 KAR 12:260. An applicant who fails either the theory test or the practical demonstration may not retest until one (1) calendar month has elapsed from the date the applicant received actual notice of failure.

~~[(a)] [After three (3) failed attempts, the examinee shall be required to wait six (6) months before retaking either portion of the examination. If the examinee does not receive a passing score on the third attempt, then the individual shall take an eighty (80) hour supplemental course in theory studies at a school licensed by the board prior to being eligible to retake the examination.]~~

~~[(b)] [Following the supplemental course, the examinee may attempt the examination two (2) additional times. If the examinee fails both attempts the examinee shall be prohibited from taking the examination within three (3) years from the date of the final failed attempt.]~~

- (2) An applicant caught cheating or impersonating another shall not be allowed to retake the examination for a minimum of one (1) year from the date of the original examination.
- (3) Any applicant who fails to report for the examination on the date specified by the board shall submit a new examination application and examination fee prior to being rescheduled for examination. The board may waive the examination fee for good cause shown. "Good cause" includes:
 - (a) An illness or medical condition of the applicant that prohibits the applicant from reporting for the examination; or
 - (b) A death, illness, or medical condition in the applicant's immediate family that prohibits the applicant from reporting for the examination.
- (4) Documents and certificates submitted with an Application for Examination shall be valid for one (1) year following the date of submission after which time applicants shall submit updated documents and a new examination application.

Section 14.~~[Section 13.]~~ Duplicate Licenses, Renewal, and Restoration.

- (1) If a license is lost, destroyed, or stolen after issuance, a duplicate license may be issued. The licensee shall submit a statement verifying the loss of the license using the Duplicate License Application that includes a copy of a government-issued photo identification, and pay the duplicate license fee listed in 201 KAR 12:260. Each duplicate license shall be marked "duplicate".
- (2) The ~~[annual-]~~license renewal period is July 1 through July 31 of each even-numbered year. All licenses shall be renewed by providing the required items in Section ~~4(1)[3(1)]~~ through (7) of this administrative regulation.
- (3) To restore an expired license, a Restoration Application shall be submitted to the board with payment of the restoration fee as established[set forth] in 201 KAR 12:260 for each year the license has been expired, the total of which shall not exceed \$300 per license restored, and by providing the required items in Section ~~4(1)[3(1)]~~ through (7) of this administrative regulation.

(4) To restore an expired salon license or limited facility license, a ~~[License]~~ Restoration ~~[new Salon Application or Limited Facility]~~ Application shall be submitted to the board with payment of the restoration fee as **established[set forth]** in 201 KAR 12:260 for each year the license has been expired, the total of which shall not exceed \$300 per license restored, and by providing the required items in Section ~~4(1)[3(1)]~~ through (7) of this administrative regulation.

(5) To restore an expired school license, a new School Application shall be submitted to the board with payment of the restoration fee as **established[set forth]** in 201 KAR 12:260 for each year the license has been expired, the total of which shall not exceed \$300 per license restored, and by providing the required items in Section ~~4(1)[3(1)]~~ through (7) of this administrative regulation.

Section 15.~~[Section 14.]~~ Salon ~~or~~~~[and]~~ Limited Facility Application~~[s]~~.

(1) Each person, firm, or corporation applying for a license to operate a new or relocating beauty salon, nail salon, esthetic salon, or limited facility shall submit the Salon ~~[Application]~~ or Limited Facility Application, provide the required items in Section ~~4(1)[3(1)]~~ through ~~(7)[(6)]~~ of this administrative regulation, and request an inspection by the board inspector in writing a minimum of five (5) business days prior to opening for business.

(2) A new or relocating salon or limited facility shall comply with all applicable city, county, and state zoning, building, and plumbing laws, administrative regulations, and codes.

(3) A salon or facility may be located on the premises of a nursing home or assisted living facility if the salon or facility meets all requirements of this section.

(4) Any salon or facility located in a residence shall have a separate outside entrance for business purposes only. This subsection shall not apply to a nursing home or an assisted living facility if the home or facility has obtained a salon license from the board.

(5) A salon or limited facility shall not open for business prior to issuance of its license.

(6) Each salon shall, at all times, maintain a board licensed manager properly licensed in the services the salon provides.

(7) Salon and limited facility licenses shall only be mailed to a Kentucky mailing address.~~[-]~~

Section 16.~~[Section 15.]~~ Change in Salon Ownership or Transfer of Interest.

(1) The owners, firm, or corporation operating a licensed salon shall submit to the board a new Salon ~~or~~~~[Application,]~~ Limited Facility Application, or Manager Change ~~Application~~~~[Form]~~, provide the required items in Section ~~4(1)[3(1)]~~ through ~~(7)[(6)]~~ of this administrative regulation, and provide payment of the license or change fee as **established[set forth]** in 201 KAR 12:260 no later than thirty (30) business days prior to selling, transferring, or changing ownership.

(2) All manager changes shall be made with the board within ten (10) business days.

(3) No transfer of ownership interest in a salon shall take effect while the salon license to be transferred is the subject of ongoing disciplinary action pursuant to KRS 317A.145.

Section 17.~~[Section 16.]~~ School Licenses.

(1) Each person, firm, or corporation applying for a license to operate a school shall submit a School Application, provide the required items in Section ~~4(1)[3(1)]~~ through ~~(7)[(6)]~~ of this administrative regulation, and pay the applicable fee set forth in 201 KAR 12:260.

(2) The School Application shall be accompanied by:

(a) A proposed student contract listing all financial charges to enrolling students; and

(b) A proposed floor plan drawn to scale by a draftsman or architect.

(3) Each school shall comply with city, county, and state zoning, building, and plumbing laws, administrative regulations, and codes.

(4) Prior to license issuance and following the receipt of a completed application with all accompanying materials, the board inspector and executive director, or their designee, shall conduct an inspection.

(5)

(a) The inspection shall be completed within twelve (12) months of the date that the School Application and all accompanying materials are received unless the board extends the time period for good cause.

"Good cause" includes:

1. An illness or medical condition of the applicant that prohibits the applicant from completing the final preparations; or
2. A death, illness, or medical condition in the applicant's immediate family that prohibits the applicant from completing the final preparations.

(b) Requests for an extension of time shall be submitted in writing to the board and shall include:

1. The reason for the extension and the term of the request; and
2. Supportive documentation of the extension request.

(6) A license to operate a school shall be valid only for the location and person, firm, or corporate owner named on the application. A school license shall not be transferable from one (1) location to another or from one (1) owner to another.

(7) The school license shall contain:

- (a) The name of the proposed school; and
- (b) A statement that the proposed school may operate educational programs beyond secondary education.

(8) Each licensed school shall maintain a board licensed instructor as school manager at all times.

(9) The Board shall determine and publicly post the number of students and percentage of students that take and pass the theory examination and practical demonstration required by Section 8 of this administrative regulation at each school. Licensed schools shall also provide this information to prospective students prior to [ahead of] enrollment. ~~[All newly licensed schools shall provide proof of initial application for accreditation within two (2) years of license issuance and become accredited through a US Department of Education approved cosmetology accreditation authority within five (5) years of license issuance. Enactment of this administrative regulation shall begin the timeline for all currently licensed schools.]~~

(10) Each school shall provide the Board with its current student contract when renewing its license. ~~[If accreditation requirements are not met in the required timeline the school license may be revoked.]~~

Section 18. ~~[Section 17.]~~ Change in School Ownership or Management.

(1) The owners, firm, or corporation operating a licensed school shall submit to the board a new School Application or a Manager Change Application ~~[Form]~~ and payment of the applicable fee **established** ~~[set forth]~~ in 201 KAR 12:260 no later than thirty (30) business days prior to selling, transferring, or changing ownership.

(2) All manager changes shall be made with the board within ten (10) business days.

(3) A prospective **owner** ~~[owner(s)]~~ or manager shall meet all qualifications of KRS Chapter 317A and 201 KAR Chapter 12, and obtain approval of the board prior to assuming operation of the school.

(4) A school shall not be opened under new ownership while the current owner still occupies the space.

(5) Written notice from current school owner including final closure date shall be provided to the board no less than ten (10) days prior to closure.

(6) All final student withdrawal and hours posting shall be required prior to new ownership licensing inspection being completed.

Section 19.~~[Section 18.]~~ Classification as School. Any person, establishment, firm, or corporation that accepts, directly or indirectly, compensation for teaching any subject of cosmetology as defined in KRS 317A.010 shall comply with KRS Chapter 317A and 201 KAR Chapter 12.

Section 20.~~[Section 19.]~~ Owner and Manager Student Prohibited. An owner, partner, stockholder, corporate officer, or a manager of a licensed school shall not be enrolled as a student in the school.

Section 21.~~[Section 20.]~~ Board Member Disclosure. A board member shall disclose to the board a financial interest in a salon or school when submitting an application for a salon or school license.

Section 22.~~[Section 21.]~~ Incorporation by Reference.

(1) The following material is incorporated by reference:

- (a) "Out of State Transfer Application", March 2025~~[July 2022]~~;
- (b) "Military License Transfer Application", March 2025~~[July 2022]~~;
- (c) "Certification Request Form", March 2025~~[July 2022]~~;
- (d) "Application for Examination", March 2025~~[July 2022]~~;
- (e) "First-time License Application", March 2025~~["Out of State Application for Examination", July 2022]~~;
- (f) "Duplicate License Application", March 2025~~["License Application", July 2022]~~;
- (g) "Renewal Application", March 2025~~["Duplicate License Application", July 2022]~~;
- (h) "Restoration Application", March 2025~~["Renewal Application", July 2022]~~;
- (i) "Salon or Limited Facility Application", March 2025~~["Restoration Application", July 2022]~~;
- (j) "Manager Change Application", March 2025~~["Salon Application", July 2022]~~; and
- (k) "School Application", March 2025~~["Limited Facility Application", July 2022]~~;
- ~~[(l)] ["Manager Change Form", July 2022; and]~~
- ~~[(m)] ["School Application", July 2022.]~~

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Cosmetology, 1049 US Hwy 127 S, Annex #2, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. or on the board's website~~[Web site]~~ at <http://kbc.ky.gov>.

KENTUCKY BOARD OF COSMETOLOGY

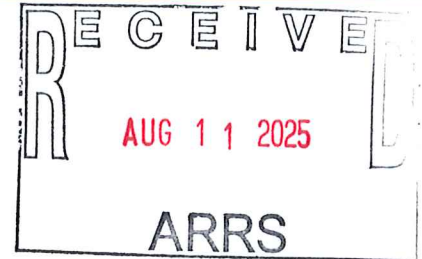
Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:060, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden DS".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED SUBSTITUTE

BOARDS AND COMMISSIONS

**Board of Cosmetology
(Amendment)**

201 KAR 12:060. Inspections.

RELATES TO: KRS 317A.060, 317A.140, **317A.145**

STATUTORY AUTHORITY: KRS 317A.060(1)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060(1) requires the board to promulgate administrative regulations governing the operation of any schools, limited facilities, and salons of cosmetology, nail technology, threading, eyelash artistry, makeup artistry, esthetics, and to protect the health and safety of the public. This administrative regulation establishes inspection and health and safety requirements for all schools and salons of cosmetology, nail technology, threading, eyelash artistry, makeup artistry, and esthetics.

Section 1. Public Display.

(1)

(a) Each licensee or permit holder shall attach his or her picture to the license or permit and place it in an accessible and conspicuous area in the salon, limited facility, or school.

(b) Each licensed facility's license shall be posted in an accessible and conspicuous area with the information required by this subsection.

(2) A conspicuous area shall be visible to the public and shall include:

(a) The main entrance door or window of the premises; and

(b) The workstation of the employee.

(3) A salon or school manager shall have the manager's license posted with a picture in an accessible and conspicuous area at all times.

(4) A school shall, at all times, display in a centralized and accessible conspicuous public place the student permits of all students enrolled.

(5) Each licensed salon, limited facility, or school shall post the most recent inspection report in an accessible and conspicuous area.

Section 2. Inspections.

(1) Any~~[board member]~~ administrator~~[r]~~ or inspector may enter any establishment licensed by this board or any place purported to be practicing cosmetology, nail technology, threading, eyelash artistry, makeup artistry, or esthetics, during reasonable working hours or at any time when the establishment is open to the public, for the purpose of determining if an individual, salon, limited facility, or school is complying with KRS Chapter 317A and 201 KAR Chapter 12.

(2) An~~[board member]~~ administrator~~[r]~~ or inspector may require the licensee or permittee to produce for inspection and copying books, papers, or records required by the board or pertaining to licensed activity.

(3) Each establishment licensed by the board shall be inspected a minimum of at least one (1) time during the term of its license~~[of two (2) times per year]~~.

(4) A salon, limited facility, or school shall, within thirty (30) days, schedule an inspection of the salon, limited facility, or school after an inspector twice attempts, but is unable, to inspect the salon or school.

(5) Failure of the salon, limited facility, or school owner or manager to schedule an inspection within thirty (30) days of two (2) consecutive failed inspection attempts shall constitute unprofessional conduct.

(6) The owner and manager of each establishment licensed by the board shall be responsible for compliance with KRS Chapter 317A and 201 KAR Chapter 12.

Section 3. Unprofessional Conduct. Unprofessional conduct pursuant to~~[under]~~ KRS 317A.140 includes:

(1) Intentionally withholding information or lying to a~~[board member or]~~ board employee or representative who is conducting a lawful inspection or investigation of an alleged or potential violation of KRS Chapter 317A or 201 KAR Chapter 12;

(2) A salon, limited facility, or school remaining open to the public if not appropriately licensed by the board;

(3) Providing or teaching any cosmetology, nail technology, esthetic, lash artistry, makeup artistry, or threading services unless appropriately licensed or permitted by the board under 201 KAR Chapter 12;

(4) Failure to comply with the lawful request of the board, the executive director, inspector, or agent, which includes:

(a) Refusing to allow entry to perform an inspection of the licensed premises;

(b) **Refusing to** allow the inspection of or the copying or production of books, papers, documents, or records of information or material pertaining to activity licensed by the board or related to the provisions of KRS Chapter 317A or the administrative regulations promulgated by the board; or

(c) Refusing to provide a valid state or federal government issued identification matching the posted license or permit; or

(d) **The** removal of any posted notice from the board pertaining to violations, inspection failures, or lack of licensure by the board.

(5) Any attempt by a license or permit holder to bribe a Kentucky Board of Cosmetology representative or induce a board representative to violate a provision of KRS 317A or 201 KAR Chapter 12;

(6) Any attempt to fraudulently produce or duplicate board requested documents or licensure; or

(7) Any violation of the Code of Ethics as stated in 201 KAR 12:230.

Section 4. Signage. The main entrance to any establishment licensed by the board shall display a sign indicating a beauty salon, nail salon, esthetic salon, limited facility, or cosmetology school. The sign shall indicate the name of the salon, limited facility, or school as it is registered with the Kentucky Board of Cosmetology and shall be clearly visible at the main entrance of the establishment.

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:082, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED SUBSTITUTE

BOARDS AND COMMISSIONS

Board of Cosmetology (Amendment)

201 KAR 12:082. Education requirements and school administration.

RELATES TO: KRS 317A.020, 317A.050, 317A.090

STATUTORY AUTHORITY: KRS 317A.060, 317A.090

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060(1)(h) requires the **Board of Cosmetology[board]** to promulgate administrative regulations governing the hours and courses of instruction at schools of cosmetology, esthetic practices, and nail technology. KRS 317A.090 establishes licensing requirements for schools of cosmetology, esthetic practices, and nail technology. This administrative regulation establishes requirements for the hours and courses of instruction, reporting, education requirements, and administrative functions required for students and faculty for schools of cosmetology, esthetic practices, and nail technology.

Section 1. Subject Areas. The regular courses of instruction for cosmetology students shall contain courses relating to the subject areas identified in this section.

(1) Basics:

- (a) History and Career Opportunities;
- (b) Life Skills;
- (c) Professional Image; and
- (d) Communications.

(2) General Sciences:

- (a) Infection Control: Principles and Practices;
- (b) General Anatomy and Physiology;
- (c) Skin Structure, Growth, and Nutrition;
- (d) Skin Disorders and Diseases;
- (e) Properties of the Hair and Scalp;
- (f) Basic Chemistry; and
- (g) Basics of Electricity.

(3) Hair Care:

- (a) Principles of Hair Design;
- (b) Scalp Care, Shampooing, and Conditioning;
- (c) Hair Cutting;
- (d) Hair Styling;
- (e) Braiding and Braid Extensions;
- (f) Wig and Hair Additions;
- (g) Chemical Texture Services; and

- (h) Hair Coloring.
- (4) Skin Care:
 - (a) Hair Removal;
 - (b) Facials;
 - (c) Facial Makeup; and
 - (d) Application of Artificial Eyelashes.
- (5) Nails:
 - (a) Manicuring;
 - (b) Pedicuring;
 - (c) Nail Tips and Wraps;
 - (d) Monomer Liquid and Polymer Powder Nail Enhancements;
 - (e) Light Cured Gels;
 - (f) Nail Structure and Growth; and
 - (g) Nail Diseases and Disorders.
- (6) Business Skills:
 - (a) Preparation for Licensure and Employment;
 - (b) On the Job Professionalism; and
 - (c) Salon Businesses.

Section 2. A school or program of instruction of any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall teach the students about the various supplies and equipment used in the usual salon practices.

Section 3. Instructional Hours.

- (1) A cosmetology student shall receive not less than 1,500 hours in clinical class work and scientific lectures with a minimum of:
 - (a) 375 lecture hours for science and theory;
 - (b) 1,085 clinic and practice hours; and
 - (c) Forty (40) hours on the subject of applicable Kentucky statutes and administrative regulations.
- (2) A cosmetology student shall not perform chemical services on the public until the student has completed a minimum of 250 hours of instruction.

Section 4. Training Period for Cosmetology Students, Nail Technician Students, Esthetician Students, and Apprentice Instructors.

- (1) A training period for a student shall be no more than nine (9)~~eight (8)~~ hours per day, forty (40) hours per week.
- (2) A student shall be allowed thirty (30) minutes per eight (8) hour day or longer for meals or a rest break. This thirty (30) minute period shall not be credited toward a student's instructional hours requirement.

Section 5. Laws and Regulations.

- (1) At least one (1) hour per week shall be devoted to the teaching and explanation of the Kentucky law as set forth in KRS Chapter 317A and 201 KAR Chapter 12.
- (2) Schools or programs of instruction of any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall provide a copy of KRS Chapter 317A and 201 KAR Chapter 12 to each student upon enrollment.

Section 6. Nail Technician Curriculum. The nail technician course of instruction shall include the following:

- (1) Basics:
 - (a) History and Opportunities;
 - (b) Life Skills;
 - (c) Professional Image; and
 - (d) Communications.
- (2) General Sciences:
 - (a) Infection Control: Principles and Practices;
 - (b) General Anatomy and Physiology;
 - (c) Skin Structure and Growth;
 - (d) Nail Structure and Growth;
 - (e) Nail Diseases and Disorders;
 - (f) Basics of Chemistry;
 - (g) Nail Product Chemistry; and
 - (h) Basics of Electricity.
- (3) Nail Care:
 - (a) Manicuring;
 - (b) Pedicuring;
 - (c) Electric Filing;
 - (d) Nail Tips and Wraps;
 - (e) Monomer Liquid and Polymer Powder Nail Enhancements;
 - (f) UV and LED Gels; and
 - (g) Creative Touch.
- (4) Business Skills:
 - (a) Seeking Employment;
 - (b) On the Job Professionalism; and
 - (c) Salon Businesses.

Section 7. Nail Technology Hours Required.

- (1) A nail technician student shall receive no less than 450 hours in clinical and theory class work with a minimum of:
 - (a) 150 lecture hours for science and theory;
 - (b) Twenty-five (25) hours on the subject of applicable Kentucky statutes and administrative regulations; and
 - (c) 275 clinic and practice hours.

(2) A nail technician student shall have completed sixty (60) hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first sixty (60) hours.

Section 8. Apprentice Instructor Curriculum. The course of instruction for an apprentice instructor of any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall include no less than 750 hours, 425 hours of which shall be in direct contact with students. 325 hours of the required theory instruction may be taken in person or online, in the following areas:

- (1) Orientation;
- (2) Psychology of student training;
- (3) Introduction to teaching;
- (4) Good grooming and professional development;
- (5) Course outlining and development;
- (6) Lesson planning;
- (7) Teaching techniques (methods);
- (8) Teaching aids, audio-visual techniques;
- (9) Demonstration techniques;
- (10) Examinations and analysis;
- (11) Classroom management;
- (12) Recordkeeping;
- (13) Teaching observation;
- (14) Teacher assistant; and
- (15) Pupil teaching (practice teaching).

Section 9. Supervision.

- (1) An apprentice instructor shall be under the immediate supervision and instruction of a licensed instructor while providing any instruction for students. "Immediate supervision" requires that a licensed instructor is physically present in the same room and overseeing the activities of the apprentice instructor at all times.
- (2) An apprentice instructor shall not assume the duties and responsibilities of a licensed supervising instructor.
- (3) An apprentice instructor shall not teach any practices defined in KRS Chapter 317A or 201 KAR Chapter 12 outside of the board licensed school in which the individual is enrolled.

Section 10. Instructors Online Theory Course. All online theory instruction completed to comply with Section 8 of this administrative regulation shall be administered from an approved digital platform at a licensed Kentucky school of cosmetology, esthetic practices, or nail technology.

~~[Section 11.] [Additional Coursework. Apprentice Esthetics and Nail Technology Instructors shall also complete an additional fifty (50) hours of advanced course work in that field within a two (2) year period prior to the instructor examination.]~~

Section 11.~~[Section 12.]~~ Schools may enroll persons for a special supplemental course in any subject.

Section 12.~~[Section 13.]~~ Esthetician Curriculum. The regular course of instruction for esthetician students shall consist of courses relating to the subject areas identified in this section.

(1) Basics:

- (a) History and Career Opportunities;
- (b) Professional Image; and
- (c) Communication.

(2) General Sciences:

- (a) Infection Control: Principles and Practices;
- (b) General Anatomy and Physiology;
- (c) Basics of Chemistry;
- (d) Basics of Electricity; and
- (e) Basics of Nutrition.

(3) Skin Sciences:

- (a) Physiology and Histology of the Skin;
- (b) Disorders and Diseases of the Skin;
- (c) Skin Analysis; and
- (d) Skin Care Products: Chemistry, Ingredients, and Selection.

(4) Esthetics:

- (a) Treatment Room;
- (b) Basic Facials;
- (c) Facial Massage;
- (d) Facial Machines;
- (e) Hair Removal;
- (f) Advanced Topics and Treatments;
- (g) Application of Artificial Eyelashes; and
- (h) Makeup.

(5) Business Skills:

- (a) Career Planning;
- (b) The Skin Care Business; and
- (c) Selling Products and Services.

Section 13.~~[Section 14.]~~ Esthetician Hours Required.

(1) An esthetician student shall receive no less than 750 hours in clinical and theory class work with a minimum of:

- (a) 250 lecture hours for science and theory;
- (b) Thirty-five (35) hours on the subject of applicable Kentucky statutes and administrative regulations; and
- (c) 465 clinic and practice hours.

(2) An esthetician student shall have completed 115 hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first 115 hours.

Section 14.~~[Section 15.]~~ Shampoo Styling License Subject Areas. The regular courses of instruction for blow drying services license students shall contain courses relating to the subject areas identified in this section.

(1) Basics:

- (a) History and Career Opportunities;
- (b) Life Skills;
- (c) Professional Image; and
- (d) Communications.

(2) General Sciences:

- (a) Infection Control: Principles and Practices;
- (b) General Anatomy and Physiology of head, neck, and scalp;
- (c) Skin Disorders and Diseases of head, neck, and scalp;
- (d) Properties of the Hair and Scalp; and
- (e) Basics of Electricity.

(3) Hair Care:

- (a) Principles of Hair Design;
- (b) Scalp Care, Shampooing, and Conditioning;
- (c) Hair Styling;
- (d) Blow drying;
- (e) Roller Placement;
- (f) Finger waves or pin curls;
- (g) Thermal curling;
- (h) Flat iron styling;
- (i) Wig and Hair Additions; and
- (j) Long hair styling.

(4) Business Skills:

- (a) Preparation for Licensure and Employment;
- (b) On the Job Professionalism; and
- (c) Salon Businesses.

Section 15.~~[Section 16.]~~ Shampoo Styling License Hours Required.

(1) A shampoo styling services license student shall receive no less than 300 hours in clinical and theory class work with a minimum of:

- (a) 100 lecture hours for science and theory;
- (b) Twenty-five (25) hours on the subject of applicable Kentucky statutes and administrative regulations; and
- (c) 175 clinic and practice hours.

(2) A shampoo styling services license student shall have completed sixty (60) hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first sixty (60) hours.

Section 16.~~[Section 17.]~~ Extracurricular Events. Each cosmetology, nail technician, and esthetician student shall be allowed up to sixteen (16) hours for field trip activities pertaining to the profession of study, sixteen (16) hours for attending educational programs, and sixteen (16) hours for charitable activities ~~[relating to the field of study]~~, totaling not more than forty-eight (48) hours and not to exceed ~~nine(9)~~~~[eight (8)]~~ hours per day. Attendance or participation shall be reported to the board within ten (10) business days of the field trip, education show, or charitable event on the Certification of Student Extracurricular Event Hours form.

Section 17.~~[Section 18.]~~ Student Records. Each school shall:

(1) Maintain a legible and accurate daily attendance record used only for the verification and tracking of the required contact hours for education for all full-time students, part-time students, and apprentice instructors with records that shall be recorded using a digital biometric time keeping program as follows:

(a) All beginning, end, break, and lunch times shall be recorded; and

(b) All instructors shall comply with the biometric time keeping system;~~[.]~~

(2) Keep a record of each student's practical work and work performed on clinic patrons;

(3) Maintain a detailed record of all student enrollments, withdrawals, and dismissals for a period of five (5) years; and

(4) Make records required by this section available to the board and its employees upon request.

Section 18.~~[Section 19.]~~ Certification of Hours.

(1) Schools shall forward to the board digital certification of a student's hours completed within ten (10) business days of a student's withdrawal, dismissal, completion, or the closure of the school.

(2) No later than the tenth day of each month, a licensed school shall submit to the board via electronic delivery a certification of each student's or apprentice instructor's total hours obtained for the previous month and the total accumulated hours to date for all individuals enrolled. Amended reports shall not be accepted by the board without satisfactory proof of error. Satisfactory proof of error shall require, at a minimum, a statement signed by the school manager certifying the error and the corrected report.

Section 19.~~[Section 20.]~~ No Additional Fees. Schools shall not charge the enrolled individual additional fees beyond the agreed upon contracted amount.

Section 20.~~[Section 21.]~~ Instructor Licensing and Responsibilities.

(1) A person employed by a school or program for the purpose of teaching or instruction shall be licensed by the board as an instructor and shall post his or her license as required by 201 KAR 12:060.

- (2) A licensed instructor or apprentice instructor shall supervise all students during a class or practical student work.
- (3) An instructor or apprentice instructor shall render services only incidental to and for the purpose of instruction.
- (4) Licensed schools shall not permit an instructor or apprentice instructor to perform services in the school for compensation.
- (5) An instructor shall not permit students to instruct or teach other students in the instructor's absence.
- (6) Except as provided in subsection (7) of this section, schools may not permit a demonstrator to teach in a licensed school.
- (7) A properly qualified, licensed individual may demonstrate a new process, preparation, or appliance in a licensed school if a licensed instructor is present.
- (8) Licensed schools or programs of instruction in any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall, at all times, maintain a minimum faculty to student ratio of one (1) instructor for every twenty-five (25)~~[(20)]~~ students~~[enrolled and]~~ supervised.
Provided, however, that any Apprentice instructors shall not be considered students for purposes of computation of the faculty to student ratio.
- (9) Licensed schools or programs of instruction in any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall, at all times, maintain a minimum ratio of one (1) instructor for every two (2) apprentice instructors enrolled and supervised.
- (10) Within ten (10) business days of the termination, employment, and other change in school faculty personnel, a licensed school shall notify the board of the change.
- (11) All instructors on staff within a licensed school shall be designated as full-time, part-time, or substitute instructors to the board when reporting employment.
- (12) An instructor shall not provide instruction regarding "basic exfoliation during dermaplane techniques" or "dermaplaning" unless the instructor shall have submitted evidence demonstrating the completion of courses and specialized training regarding dermaplaning that is deemed sufficient by the board to safely instruct students regarding these techniques.

Section 21.~~[Section 22.]~~ School Patrons.

- (1) All services rendered in a licensed school to the public shall be performed by students. Instructors may teach and aid the students in performing the various services.
- (2) A licensed school shall not guarantee a student's work.
- (3) A licensed school shall display in the reception room, clinic room, or any other area in which the public receives services a sign to read: "Work Done by Students Only." The letters shall be a minimum of one (1) inch in height.

Section 22.~~[Section 23.]~~ Enrollment.

- (1) Any person enrolling in a school or program for instruction in any practice licensed or permitted in KRS Chapter 317A or 201 KAR Chapter 12 shall furnish proof that the applicant has:
 - (a) A high school diploma;

- (b) A General Educational Development (GED) diploma; or
- (c) Results from the Test for Adult Basic Education indicating a score equivalent to the successful completion of grade 12.
- (d) Apprentice instructors shall provide proof of individual licensure issued at minimum one (1) year prior to enrollment date to demonstrate compliance with the applicable requirements set forth in KRS 317A.050.
- (2) The applicant shall provide with the enrollment a passport-style photograph taken within thirty (30) days of submission of the application.
- (3) A student or apprentice instructor enrolling in a licensed school who desires to transfer hours from an out-of-state school shall, prior to enrollment, provide to the board certification of the hours to be transferred from the state agency that governs the out-of-state school.
- (4) If the applicant is enrolled in a board approved program at an approved Kentucky high school, the diploma, GED, or equivalency requirement of this section shall not be necessary until examination.
- (5) All enrollments shall be accompanied by the proper fee as established in 201 KAR 12:260.

Section 23.~~[Section 24.]~~ Certificate of Enrollment.

- (1) Schools shall submit to the board a digital enrollment, accompanied by the applicant's proof of education and proof of licensure if enrolling as an apprentice instructor, as established in Section **22[23]** of this administrative regulation, within ten (10) business days of enrollment.
- (2) All identification information submitted on the school's digital enrollment shall exactly match a state or federal government-issued identification card to take the examination. If corrections shall be made, the school shall submit the Enrollment Correction Application digitally and the enrollment correction fee in 201 KAR 12:260 within ten (10) days of the erroneous submission. Students with incorrect enrollment information shall not be registered for an examination.

Section 24.~~[Section 25.]~~ Student Compensation.

- (1) Schools shall not pay a student a salary or commission while the student is enrolled at the school.
- (2) Licensed schools shall not guarantee future employment to students.
- (3) Licensed schools shall not use deceptive statements and false promises to induce student enrollment.
- (4) An apprentice instructor may receive compensation as a teaching assistant.

Section 25.~~[Section 26.]~~ Hours of Operation. All schools shall report hours of operation to the board. Any change of hours or closures shall be reported no less than ten (10) business days in advance of change or closure.

Section 26.~~[Section 27.]~~ Transfers. An individual desiring to transfer to another licensed school shall:

- (1) Within ten (10) days, notify the school in which the individual is presently enrolled of the withdrawal in writing; and

- (2) Complete a digital enrollment as required for the new school.

Section 27.~~[Section 28.]~~ Refund Policy. A school shall include the school's refund policy in all enrollment contracts.

Section 28.~~[Section 29.]~~ Student Complaints. A student or apprentice instructor may file a complaint with the board concerning the school in which the individual is enrolled, by following the procedures outlined in 201 KAR 12:190.

Section 29.~~[Section 30.]~~ Student Leave of Absence. The school shall report an individual's leave of absence to the board within ten (10) business days. The leave shall be reported:

- (1) In writing from the individual to the school; and
- (2) Clearly denote the beginning and end dates for the leave of absence.

Section 30.~~[Section 31.]~~ Withdrawal. Within ten (10) business days from a student or apprentice instructor's withdrawal, a licensed school shall report the name of the withdrawing individual to the board.

Section 31.~~[Section 32.]~~ Credit for Hours Completed. The board shall credit hours previously completed in a licensed school as follows:

- (1) Full credit (hour for hour) for hours completed within five (5) years of the date of school enrollment; and
- (2) No credit for hours completed five (5) or more years from the date of school enrollment.

Section 32.~~[Section 33.]~~ Program Transfer Hours. An individual transferring valid hours between board licensed schools or a current licensee choosing to enroll into a licensed school to learn the practice of cosmetology, esthetics, shampoo styling, or nail technology shall complete and submit the Program Hour Transfer Request form. With exceptions as listed in **subsections (1) and (2)**~~[subsection 1 through 4]~~ of this section, an individual shall not transfer hours from one (1) discipline to another. Upon receiving a completed Program Hour Transfer Request form, the board shall treat the transferred valid hours or license as earned credit hours in a cosmetology program subject to the following:

- (1) **(a)** Transfer of a current esthetics license shall credit the transferee no more than 400 hours in a cosmetology program.~~[;]~~

(b)~~[(2)]~~ Transfer of a current nail technologist license shall credit the transferee no more than 200 hours in a cosmetology program.~~[;]~~

(c)~~[(3)]~~ Transfer of a current shampoo styling license shall credit the transferee no more than 300 hours in a cosmetology program.~~[;]~~

(d)~~[(4)]~~ Transfer of a current barber license shall credit the transferee no more than 750 hours in a cosmetology program.

(2)~~[(5)]~~ Credit hours transferred pursuant to this section shall only take effect upon the transferee's completion of the remaining hours necessary to complete a cosmetology program.

Section 33.~~[Section 34.]~~ Emergency Alternative Education. Digital theory content may be administered by a licensed school if~~[when]~~ authorized by the Executive Director~~[if forced long-term or intermittent emergency closure or closures are]~~ due to a world health concern or crisis or other national, regional, state, or local emergency~~[as cited by national or state authority]~~. The Executive Director~~[board]~~ may determine when emergency alternative education shall begin and end based on the effect of any declared~~[the]~~ state of emergency on education standards or by consideration of the nature of the emergency, and shall make determinations in compliance with state and national declarations of emergency. The necessary compliance steps for implementation are as follows:

- (1) Full auditable attendance records shall be kept showing actual contact time spent by a student in the instruction module.
- (2) Milady or Pivot Point supported digital curriculum platforms or recorded video conference participation shall be used.
- (3) Schools shall submit an outline to the board within ten (10) days of the~~[prior to the]~~ occurrence of the alternative education defining the content scope to be taught or completed, and a plan for a transition into a digital training environment. Plans may be submitted for approval by the board to be kept for future use if emergency alternative education is allowable.
- (4) Completion certificates showing final scoring on digital modules shall be maintained in student records.
- (5) Schools and students shall comply with Section 4 of this administrative regulation on accessible hours.
- (6) ~~A~~~~(No)~~ student shall **not** accrue more than the total required theory instruction hours outlined in the instructional sections in emergency alternative education time as established in Sections 3(1)(a), 7(1)(a), **13(1)(a)**~~[14(1)(a)]~~, and **15(1)(a)**~~[16(1)(a)]~~ of this administrative regulation.
- (7) The board may determine eligibility for accruals based on duration of the crisis and applicable time limits for alternative emergency education availability.

Section 34.~~[Section 35.]~~ Incorporation by Reference. The following material is incorporated by reference:

- (1)
 - (a) "Certification of Student Extracurricular Event Hours", December 2024~~[July 2022]~~;
 - (b) "Enrollment Correction Application", December 2024~~[July 2022]~~; and
 - (c) "Program **Hour**~~[Hour]~~ Transfer **Request**~~[Request]~~ Form", December 2024~~[July 2022]~~.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Cosmetology, 1049 US Hwy 127 S, Annex #2,[] Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the board's Web site at kbc.ky.gov.

KENTUCKY BOARD OF COSMETOLOGY

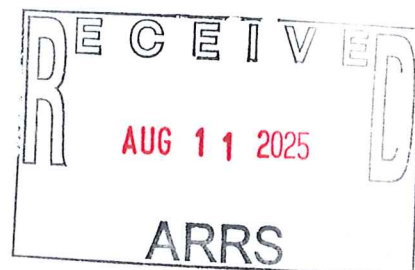
Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:100, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED AMENDMENT

BOARDS AND COMMISSIONS

Board of Cosmetology (Amendment)

201 KAR 12:100. Infection control, health, and safety.

RELATES TO: KRS 317A.130

STATUTORY AUTHORITY: KRS 317A.060

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060 requires the Kentucky Board of Cosmetology to regulate the practice of cosmetology, nail technology, and esthetics in Kentucky and establish standards for the course and conduct of school owners, instructors, apprentice instructors, licensed cosmetologists, nail technicians, beauty salons, nail salons, cosmetology schools, and estheticians to protect the health and safety of the public. This administrative regulation establishes infection control, health, and safety standards for all licensed facilities.

Section 1. Definitions.

(1)

(a) "Clean" means:

1. Removal of surface or visible debris by using soap, detergent, or chemical "cleaner", followed by a clean water rinse;
2. Preparing non-porous items for disinfection by removing debris, product residues, organic matter, and oils that may interfere with disinfection chemicals; and
3. Reducing the number and slowing the growth of pathogens on both porous and non-porous surfaces; and

(b) "Clean" does not mean making multi-use items safe for use.

(2) "Contact time" means **the amount of time a disinfectant is required to be in contact with a clean item or surface to be effective against the pathogens on the label, which is achieved through the use of disinfectant sprays or wipes until the item or surface is:**

(a) Completely immersed; or

(b) Visibly wet] :- (a) The amount of wet contact time required for a disinfectant to be effective against the pathogens on the label; and

(b) The clean items or surfaces remain completely immersed or visibly wet through the use of sprays or wipes for the full contact time to be effective].

(3) "Disinfect" means:

(a) The process of making a non-porous item safe for use; and

(b) ~~[Including]~~ The use of a chemical intended to kill or denature a bacteria, virus, or fungus.

(4) "Disinfectant" means an approved disinfectant that is:

(a) **An** Environmental Protection Agency (EPA) registered bactericidal, virucidal, and fungicidal disinfectant approved for use in the salon or spa environment~~;~~ and used in accordance with the instruction label for dilution ratio and contact time; ~~[or]~~

(b)

1. **An** EPA-registered Sodium Hypochlorite 5.25 percent or higher (household chlorine bleach) product used in accordance with the instructions for disinfection and dilution on the label; and

2. **A[Uses]** bleach active **that:**

a. Is not expired; and

b. Has~~(not expired)~~ with a manufacture date of less than six (6) months prior to use; ~~or~~;

(c) Devices or systems that employ the use of germicidal ultraviolet energy (GUV) that have been registered with the Environmental Protection Agency (EPA).

(5) "Non-Porous" means [:

~~(a)]~~ material that has no pores and does not allow for liquids to be absorbed or passed through, **such as** ; **and**

(b) Common non-porous materials include glass, metal, and plastic.

(6) "Porous" means a material that has minute spaces or holes through which liquid or air may pass, making it permeable, penetrable, and cellular.

(7) "Sterilize" means the eradication of all microbial life through the use of heat, pressure, steam, ultraviolet energy, or chemical sterilants.

Section 2. Health and Public Safety. The entire licensed facility, including all equipment, employees, and implements contained in the facility, shall be continually maintained in a safe manner that reduces the risk of injury or illness for both the consumer and the licensee.

Section 3. Cleaning and Disinfecting.

(1) All non-porous implements used on the public shall be cleaned and disinfected before each use, including items such as combs, brushes, shears, hair clips, hair rollers, pushers, nippers, and plastic or metal spatulas.

(2) Disinfectants shall be used properly to disinfect in accordance with the manufacturer's instructions or on the manufacturer's label with regard to concentration and contact time. UV light shall not be acceptable for disinfection.

(3) Each non-porous implement used in a licensed facility shall first be thoroughly cleaned prior to disinfection with warm soapy water or a chemical cleaner. Non-porous surfaces, such as workstations and nail tables, shall be cleaned with a wipe or spray prior to each service.

(4) After cleaning, implements shall be rinsed and dried with a single use paper towel or air dried.

(5) Implements shall then be disinfected by completely immersing in an appropriate disinfectant for the full contact time listed on the manufacturer's label. If appropriate, ultraviolet energy, disinfecting wipes and sprays may also be used.

(6) When the full contact time has been met, implements shall be removed, rinsed, and dried with a single use paper towel or air dried.

(7) Disinfected implements shall be stored in a clean, covered container, ~~or~~ drawer, or bag labeled as "disinfected" or "ready to use". Dirty items shall be kept ~~in a~~ covered and ~~container,~~ labeled "dirty" until they are properly disinfected. Once an item has been placed in the "dirty" container, drawer, or bag it shall not be removed until the cleaning and disinfecting process has been started.

Section 4. Chemical Safety. All chemicals used in a licensed facility shall be:

- (1) Transported and stored in accordance with the manufacturer's label;
- (2) Stored in original containers in cabinets that may be locked or that are not in public spaces or bathrooms;
- (3) Mixed and applied to individuals specifically as instructed by the manufacturer's label, including patch tests;
- (4) Discarded according to the manufacturer's label and, if applicable, local, state, and federal rules; and
- (5) All chemicals that are concentrates mixed into a container or distributed into a secondary container, shall be labeled to indicate the contents. All poisonous substances shall be clearly labeled.

Section 5. Disinfectant.

- (1) Disinfectants shall be prepared fresh daily and any time the solution becomes diluted or soiled.
- (2) Contact time. To disinfect a non-porous surface, it shall be left wet or completely immersed for the full contact time required by the manufacturer for disinfecting against HIV, HBV, and all other viruses, bacteria, and fungi. If no contact time is indicated for disinfecting, the product is not an EPA registered disinfectant **and shall not be used as one.**
- (3) A container other than the original manufacturer's container used for immersing or application of appropriate disinfectant shall be properly labeled as to contents.
- (4) All Food and Drug Administration (FDA) designated "medical devices" shall only be disinfected by appropriate EPA-approved disinfectants in accordance with the manufacturer's instructions.

Section 6. Towel Warmers.

- (1) Towel warmers shall be disinfected daily using disinfecting wipes or a spray and left open to allow the warmer to dry completely.
- (2) Towels used in a towel warmer both wet and dry shall be washed daily, regardless if used or not, and replaced at the opening of each day.

Section 7. Nail and Pedicure Stations.

- (1) Pedicure stations shall be cleaned and disinfected after each use by:
 - (a) Removing all removable parts;
 - (b) Emptying bowl and scrub with detergent and scrub brush;
 - (c) Rinsing bowl and filling with clean water;
 - (d) Adding appropriate disinfectant in a proper concentration for the size of bowl; and

(e)

1. If the bowl has any circulation or whirlpool effect, allow disinfectant to circulate for full contact time as listed on the manufacturer's label; or
2. If there is no circulation or whirlpool effect, allow disinfectant to stand in bowl for full contact time as listed on the manufacturer's label.

(2) Surfaces of nail stations shall be disinfected between clients.

(3) Nail clients shall be offered hand sanitizer prior to a service.

(4) A nail drill or body treatment equipment shall be:

- (a) Cleaned and disinfected after each use by removing all removable parts; and
- (b) Following the specific disinfection instructions recommended by the manufacturer.

(5) Drill bits shall be soaked in acetone to remove product, scrubbed, and soaked in disinfectant for full contact time after each use.

Section 8. Electrical Implements.

(1) Heated electrical equipment, such as a thermal iron are disinfected by the heat source. Unheated parts of heated electrical equipment shall be cleaned and disinfected according to the manufacturer's recommendations.

(2) All other electrical equipment, including clippers and attachments, shall be cleaned and disinfected after each use by:

- (a) Removing hair and all foreign matter from the equipment; and
- (b) Completely saturating the clipper blade and attachment with an EPA-registered high level disinfectant solution, spray, or foam used according to the manufacturer's instructions.

Section 9. Waxing Services.

(1) Waxing services shall only be performed on intact skin.

(2) Wax applicator sticks shall only be used for a single dip into the wax and then shall be immediately discarded.

(3) If the wax pot becomes contaminated or debris is visible it shall be completely cleaned and disinfected through the following steps:

- (a) Wax shall be emptied and disposed of properly;
- (b) Pots shall be washed with detergent and rinsed;
- (c) All pot surfaces shall be wiped or sprayed with EPA- registered disinfectant following manufacturer's guidelines for contact time;
- (d) Pots shall be air dried or wiped dry with a clean paper towel; and
- (e) New wax shall always be used and pots shall remain covered at all times.

(4) Paraffin wax shall be portioned out to prevent contamination between clients and disposed of immediately.

Section 10. General Cleaning and Disinfection.

(1) Any item that may not be cleaned and disinfected is considered single use and shall be disposed of after each use. This includes items such as nail files or emery boards made of any material except metal or glass, all cotton, buffing blocks, pumice stones, wooden cuticle pushers, slipper shoes, toe separators, wooden spatulas, neck strips, and paper coverings.

(2) All shampoo bowls or similar items shall be cleaned after each use and disinfected at the end of each day.

(3) All nonporous items to be used on multiple clients shall be cleaned and disinfected after each use.

Section 11. Removal of Product from Multi-Use Containers.

(1) All products removed from a multi-use container such as a tub or tube, shall be done in a manner that prevents contamination of the remaining product within the container.

(2) Products such as pomades, waxes, and gels shall be removed with either a single use spatula that is disposed of immediately after a single use or a disinfected multi use spatula. Fingers shall not be used to remove product.

(3) Powders and lotions shall be dispensed from a shaker or pump ensuring that the licensee's or client's hands never touch the dispensing portions of the container.

Section 12. Special Solution Containers. Single use product containers shall be used whenever possible to prevent the contamination of unused solution. All leftover product shall be disposed of, not reused.

Section 13. Walls and Floors. Walls, floors, and fixtures shall be kept in a safe manner at all times. If any condition potentially places the consumer or the licensee at risk of harm, it shall be remedied immediately.

Section 14. Trash Containers and Debris.

(1) All trash containers shall have solid sides and a liner shall be used.

(2) All hair and debris shall be swept up immediately following each client and placed in the closed trash container.

Section 15. Proper Laundering Methods.

(1) All cloth towels, robes, and similar items shall be laundered in a washing machine with laundry detergent used according to the manufacturer's directions.

(2) Laundry may be done through a commercial laundry service.

(3) A closed, dustproof cabinet shall be provided for clean towels and linen, and a closed, side vented hamper or receptacle shall be provided for all soiled towels and linens.

Section 16. Personal Hygiene.

(1) Every person licensed or permitted by the board shall thoroughly cleanse his or her hands with soap and water or an equally effective hand sanitizer immediately before serving each patron.

(2) Hand sanitizer shall be made available for use by patrons at each nail station in the licensed facility.

(3) A cosmetology instrument or implement shall not be carried or stored in a pocket, belt, apron, or smock.

Section 17. Blood Exposure.

- (1) If a licensee or client are injured during the service and blood is present, service shall be stopped immediately.
- (2) If possible, the area shall be washed under clean running water at a sink.
- (3) If the injury is on the client, the licensee shall put on gloves and clean the area, then apply antibacterial ointment and offer a bandage to the client. The licensee shall then remove gloves, wash his or her own hands and re-apply gloves for the duration of the service.
- (4) If the injury is on licensee, the licensee shall put on gloves and any blood on the workstation or client shall be cleaned. The licensee shall then remove gloves, wash the area, and apply antibiotic cream and a bandage to the area. The licensee shall then re-apply gloves, and properly disinfect the work surface and implements prior to starting the service again.
- (5) When service is complete, all disposable items shall be immediately thrown away and all non-porous items thoroughly cleaned and disinfected.
- (6) Styptics to arrest bleeding shall be used only in liquid or powder form and shall be applied using new gauze, or cotton.

Section 18. Communicable Disease.

- (1) Licensees shall not perform any service if they have been diagnosed with a communicable disease until cleared in writing by a medical professional for return to work.
- (2) Licensees with a respiratory illness, regardless of if they have been diagnosed, shall consider the use of a facemask to protect clients from the possibility of transmission.
- (3) Licensees shall not perform a service on a client who has visible swelling, eruption, redness, bruising on skin, or rash in an area where a service is to be performed **unless[except when]** the client~~[who]~~ supplies a physician's note indicating they are~~[not]~~ suffering from a **noncontagious[contagious]** condition, such as psoriasis or other non-communicable skin disorders.

~~[(4)] [Clients with a physician's note indicating they are not contagious, such as psoriasis or other non-communicable skin disorders, are an exception to this rule.]~~

Section 19. Eyelash Services.

- (1) Eyelash stands, holders, or pallets including tiles or stones, and trays shall be cleaned and disinfected before use with each client.
- (2) Eyelash extensions shall be stored in a clean, closed container or in closed, original packaging. Eyelash extensions that are removed from the container or original packaging for a client's eyelash service and not used shall be disposed of and shall not be used for another client.
- (3) When removing eyelashes from the container or package to portion out eyelashes for a service, a practitioner shall use disinfected scissors, blade, or other tool to snip a portion of a strip, or disinfected tweezers to portion out the lashes for each service.
- (4) Any cutting implement used to cut the lashes in to sections, to render lash strips a one-time use, shall be disinfected and stored in covered containers.
- (5) Tape used for taping back eye lid skin or lashes shall not be de-tacked on skin. De-tacking shall only be done on a clean towel.

- (6) Any nozzle or dropper used for rinsing or flushing the eye during the service shall not come in direct contact with the eye or skin.
- (7) Only medical grade adhesives intended for use on the human body shall be used.

Section 20. Esthetics.

- (1) All esthetics facilities shall have a sharp's disposal container available for disposal of sharp items, such as lancets.
- (2) A microdermabrasion or facial machine shall be:
 - (a) Cleaned and disinfected after each use by removing all movable parts;
 - (b) Filled, circulated, cleaned, and disinfected with the use of hospital grade disinfectant or a ten (10) percent bleach solution that is circulated through the machine for the minimum time recommended by the manufacturer; and
 - (c) Rinsed and air dried, or wiped dry with a clean cloth or paper towel.

Section 21. Prohibited Items. The following sanitation methods and cosmetology practices shall be prohibited:

- (1) Methyl Methacrylate acid (MMA);
- (2) Isobornyl Methacrylate (IBMA);
- (3) Blades for cutting the skin including items such as a straight razor without a guard, and credo blades, rasps~~[Blades for cutting the skin including items such as credo blades, rasps, and graters for callous removal];~~
- (4) ~~[UV light boxes or "Sterilizers";]~~
- ~~[(5)]~~ Roll on wax;
- ~~[(5)]~~~~[(6)]~~ Waxing of nasal hair;
- ~~[(6)]~~~~[(7)]~~ Any product banned by the FDA; and
- ~~[(7)]~~~~[(8)]~~ Use of any live animal in any cosmetic service.

Section 22. Autoclaves.

- (1) Autoclaves used to sterilize shall be spore tested through an independent laboratory every thirty (30) days to ensure functionality.
- (2) Laboratory results shall be kept onsite for twelve (12) months.

KENTUCKY BOARD OF COSMETOLOGY

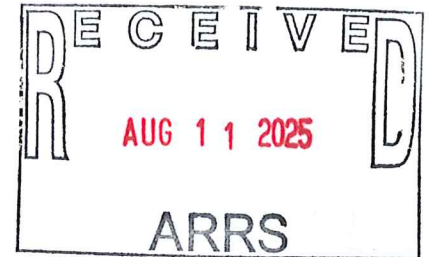
Andy Beshear
Governor



Joni Upchurch
Executive Director

July 15th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:190, the Board of cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

SUGGESTED SUBSTITUTE

BOARDS AND COMMISSIONS

Board of Cosmetology (Amendment)

201 KAR 12:190. Complaint and disciplinary process.

RELATES TO: KRS 317A.070, 317A.140, 317A.145

STATUTORY AUTHORITY: KRS 317A.060, ~~[317.070,]~~ 317A.145

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: **KRS 317A.060 requires the Board of Cosmetology to promulgate administrative regulations concerning the course and conduct of various licensees under its jurisdiction.** KRS 317A.145 ~~requires~~**[authorizes]** the board to **promulgate administrative regulations necessary for the administration of KRS 317A.145, relating to the investigation of**~~[investigate]~~ complaints and, ~~if~~**[where]** appropriate, **the taking of**~~[take]~~ disciplinary action for violations of KRS Chapter 317A and the administrative regulations promulgated by the board. KRS 317A.070 requires the board to hold hearings to review the board's decision upon the request of any licensee or applicant affected by the board's decision to refuse to issue or renew a license or permit, or to take disciplinary action against a license or permit. This administrative regulation establishes the board's complaint and disciplinary process.

Section 1. Definitions.

- (1) "Complaint" means any signed writing received or initiated by the board alleging conduct by an individual or entity that may constitute a violation of KRS Chapter 317A or 201 KAR Chapter 12.
- (2) "Respondent" means the person or entity against whom a complaint has been made.

Section 2. Complaint Committee. The board may appoint a committee of at least~~[no more than]~~ two (2) board members to review complaints, initiate investigations, participate in informal proceedings to resolve complaints, and make recommendations to the board for disposition of complaints. The board staff and board counsel may assist the committee **but shall not be:**

(1)[are not] Considered members of the committee.

(2)[nor shall staff or counsel be] Permitted to cast votes during the committee meetings.

Section 3. ~~[.]~~ Complaint Procedures.

(1) Complaints shall:

(a) 1. Be submitted on the board's Complaint Form;

2.[.] Be signed by the person making the complaint;~~[.]~~ and

3. Describe with sufficient detail the alleged **violation**~~[violation(s)]~~ of KRS Chapter 317A~~[.]~~ or 201 KAR Chapter 12.

(b) Anonymous complaints ~~shall~~**will** not be accepted. The Complaint Form shall be made available on the board's Web site at

<https://secure.kentucky.gov/formservices/KBHC/ComplaintForm>~~<http://kbc.ky.gov>~~.

(2) A copy of the complaint shall be provided to the respondent. The respondent shall have ~~thirty (30)~~~~[ten (10)]~~**calendar** days from the date of receipt to submit a written response. ~~**[The complaints committee or the executive director may extend these timelines as appropriate.]**~~

(3) The complaint committee ~~may~~**shall** meet at regular intervals ~~as determined by the board.~~~~[A complaint and any written response shall arrive ten (10) days prior to the meeting to meet the deadline for making a recommendation to the board.]~~ At its meetings, the complaint committee shall review the complaint, the response, and any other relevant information or material available, and ~~may~~ recommend that the board:

- (a) Dismiss the complaint;
- (b) Order further investigation;
- (c) Issue a written admonishment for a minor violation; ~~[or]~~
- (d) Issue a notice of disciplinary action informing the respondent of:
 - 1. **Any statute**~~**[The statute(s)]**~~ or administrative **regulation**~~**[regulation(s)]**~~ violated;
 - 2. The factual basis for the disciplinary action;
 - 3. The penalty to be imposed; and
 - 4. The licensee's or permittee's right to request a hearing; ~~or~~**[-]**

~~(e) Refer the matter to the full board for its consideration.~~

(4) ~~**If**~~**[Should]** the complaint committee ~~cannot~~**[be unable to]** agree on a recommendation, the matter shall be forwarded to the full board for its consideration.

~~(5)~~**[(4)]** A written admonishment shall not be considered disciplinary action by the board, but **it** may be considered in any subsequent disciplinary action against the licensee or permittee. A copy of the written admonishment shall be placed in the licensee or permittee's file at the board office.

~~(6)~~**[(5)]** If the board determines that a person or entity is engaged in the unlicensed practice of cosmetology, esthetics practices, or nail technology, the board may:

- (a) Issue to the person or entity a written request to voluntarily cease the unlicensed activity; or
- (b) Seek injunctive relief in a court of competent jurisdiction pursuant to KRS 317A.020(7).

~~(7)~~**[(6)]** **To ensure an impartial decision, a board member shall disqualify himself from participating in the adjudication of a complaint if the board member has:**

(a) Participated in the investigation of a complaint; or

(a) Substantial personal knowledge of facts concerning the complaint.~~**[Any board member who has participated in the investigation of a complaint or who has substantial personal knowledge of facts concerning the complaint, which could influence an impartial decision, shall disqualify himself or herself from participating in the adjudication of the complaint.]**~~

Section 4. Settlement by Informal Proceedings.

- (1) **At any time during this process,** the board, through its complaints committee or counsel, may ~~**at any time during this process,**~~ resolve the matter through informal means, including an agreed order of settlement or mediation.
- (2) An agreed order or settlement reached through this process shall be approved by the board and signed by the respondent and board chair, or the chair's designee.

Section 5. Hearings.

- (1) A written request made by the respondent for a hearing shall be filed with the board within thirty (30) calendar days of the date of the board's notice that it intends to:
 - (a)** Refuse to issue or renew a license or permit;
 - (b)**~~**(a)**~~ Deny, suspend, probate, or revoke a license or permit;~~**(a)**~~ or
 - (c)**~~**(a)**~~ Impose discipline on a licensee or permittee.
- (2) If no request for a hearing is filed, the board's refusal to issue or renew a license or permit, or the board's notice of disciplinary action, shall become effective upon the expiration of the time to request a hearing.

Section 6. Incorporation by Reference.

- (1) "Complaint Form", March 2025,~~July 2022,~~ is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at Kentucky Board of Cosmetology, 1049 US Hwy 127 S. Annex #2, Frankfort Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. or on the board's Web site at **<https://secure.kentucky.gov/formservices/KBHC/ComplaintForm>**~~**<http://kbc.ky.gov>**~~.

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

August 8th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:260, the Board of Cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

Staff-suggested Amendment

Final Version

6/23/2025

GENERAL GOVERNMENT CABINET

Boards and Commissions

Board of Cosmetology

201 KAR 12:260. Fees.

Page 4

Section 4(7)

Line 8

After "application fee –", insert "\$".

After "100", delete "dollars".

Page 4

Section 4(11)

Line 13

After "makeup facility –", insert "\$".

After "100", delete "dollars".

Page 4

Section 4(12)

Line 14

After "restoration fee –", insert "\$".

After "500", insert ".".

Delete "dollars; and".

Page 4

Section 4

Line 14

Following subsection (12), return and insert the following:

Section 5. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "First-Time License Application", March 2025; and

(b) "Renewal Application", March 2025.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Cosmetology, 1049 U.S. Hwy 127 S, Annex #2, Frankfort, KY 40601, Monday through Friday, 8 a.m. to 4:30 p.m. or on the board's website at <http://kbc.ky.gov>.

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

Renewal Application

One Application Per License is Required. Circle the applicable renewal below and the listed payment. Applicant must submit a copy of a government issued photo ID with this application. All requested information required. Incomplete applications will be returned.

Cosmetologist \$100	Nail technician \$100	Shampoo Styling services \$100
Esthetician - \$100	Cosmetology instructor \$100	Esthetic instructor \$100
Nail Technology instructor \$100	Beauty salon \$200	Nail salon \$200
Esthetic salon \$200	Homebound Care Permit \$200	School \$500
Event Services Permit \$200	Makeup Artistry Permit \$100	Eyelash Artistry Permit \$100
Threading \$100		

Limited facility license for a limited beauty salon, threading facility, eyelash artistry facility, and makeup facility - \$200

Name: _____
First Middle Last

Address: _____
Street Address

City State Zip Code

License Number: _____ Social Security Number (Last 4 Digits Only): _____ Birth Date: _____

Phone Number: _____ Email Address (Required): _____

Have you been convicted of a felony? Yes _____ No _____

I understand that withholding information requested on a KBC application, or giving false or misleading information, may be reason for denial of examination and/or licensure with the Kentucky Board of Cosmetology. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

For KBC Use Only: Date Expired: _____ Date Processed: _____ Application #: _____

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

FIRST-TIME LICENSE APPLICATION

All Requested Information Must Be Provided Prior to Application Processing

License Fee: \$ 50.00

Attach 2x2 Photo

After passing both components of the required exam,
Applicant Must Submit:

- A copy of Government Issued Photo ID,
- A copy of High School Diploma/transcripts With This Application.

Applicant Name: _____
First Middle Last

Mailing Address: _____

Street Address: _____
City State Zip Code

Last 4 Digits of Social Security Number: _____ Birth Date: _____

Phone Number: _____ Email Address (Required): _____

License Type- Check One:

Cosmetologist ☐ Nail Technician ☐ Shampoo Stylist ☐
Esthetician ☐ Instructor ☐

Have you been convicted of a felony? Yes ☐ No ☐

I understand that withholding information requested on a KBC application, or giving false or misleading information, may be reason for denial of examination and/or licensure with the Kentucky Board of Cosmetology. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

License Application Instructions

Application Requirements:

ALL requested information and fees must be provided with no changes made to the printed form. Write distinctly with ink, and give full legal name that matches your government photo ID (name changes must be accompanied by official name change documents). Incomplete or incorrect applications WILL NOT be considered for licensure and will be returned to the applicant for correction.

License Applicants are required to submit the following documentation:

- Completed License Application.
- Application fee.
- Copy of the applicant's Government Issued Photo ID.
- A copy of the applicant's high school/GED transcript or diploma. Transcripts or Diplomas issued in a foreign country must be submitted with an original, official translation of the document.
- Proof of successful completion of a nationally certified licensing examination. • 2 x 2 Passport Photo
- Applicants that have been convicted of a prior felony must submit documentation for review by the board. The following documentation must be submitted with the application: a typed and signed letter of explanation from the applicant, Judgment of Sentence, and if the applicant is currently on probation or parole a letter of good standing from the applicants probation/parole officer is required. Photo Requirements:

Must be a 2 x 2 passport photo of the applicant, taken within the past six (6) months, with no filters, adjustments, or objects obscuring the identity of the applicant. NO photocopies or snapshots of the applicant will be accepted.

Application Submission:

All requested documentation must be submitted and received with the license application for the applicant to be considered for Kentucky licensure.

Due to the high volume of applicants, application receipt or approval cannot be verified by the board office unless it has been 30 days from the mailing date. If verification of receipt is desired by the applicant then it will need to be mailed by traceable means, i.e. certified with signature required, FedEx, UPS, etc.

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

August 8th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:280, the Board of Cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

Staff-suggested Amendment

Final Version

6/23/2025

GENERAL GOVERNMENT CABINET

Boards and Commissions

Board of Cosmetology

201 KAR 12:280. Esthetic practices restrictions.

Page 2

Section 1(7)

Line 11

Delete the quotation marks from "pens".

Page 3

Section 3(1)

Line 5

After "individuals who", delete "are".

Page 3

Section 3(1)(a)

Line 6

After "(a)", insert "Are".

Page 4

Section 5(2)(h)

Line 17

After "but", delete "no".

After "exfoliation", insert "shall not".

Delete "may".

Page 5

Section 5(4)

Line 2

After "licensee", insert "shall".

Delete "may".

Page 5

Section 6

Lines 21 and 22

After "Devices.", insert "A".

Delete "No".

After "by the FDA", insert "shall not".

Delete "may".

After "unless", insert "the".

Delete "such".

Page 6

Section 7(2)

Line 6

After "risks of the", delete "all".

Page 6

Section 8(1)

Line 8

After "shall", insert "not".

Delete "never".

KENTUCKY BOARD OF COSMETOLOGY

Andy Beshear
Governor



Joni Upchurch
Executive Director

August 8th, 2025

Senator Stephen West
Representative Derek Lewis
Legislative Research Commission
083, Capitol Annex
702 Capitol Avenue
Frankfort, Kentucky 40601



Dear Co-Chairs:

After consideration of the issues raised by 201 KAR 12:290, the Board of Cosmetology proposes the attached suggested substitution to this ordinary regulation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eden Davis Stephens".

Eden Davis Stephens
General Counsel
Kentucky Board of Cosmetology
1049 US-127, Annex #2
Frankfort, KY 40601
eden.stephens@ky.gov

Staff-suggested Amendment

Final Version

6/23/2025

GENERAL GOVERNMENT CABINET

Boards and Commissions

Board of Cosmetology

201 KAR 12:290. Permits.

Page 1

Section 2

Line 15

After "on the", insert "31st".

Delete "30th".

After "day of", insert "July".

Delete "June".

Page 5

Section 11(1)

Line 10

Delete the quotation marks from "duplicate".

Page 6

Section 12(1)

Line 2

After "eyelash", insert "artistry".

Page 6

Section 12(3)

Line 18

Delete the quotation marks from "Immediate supervision".