

**BOARDS AND COMMISSIONS**  
**Board of Cosmetology**  
**(Amended at ARRS Committee)**

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

RELATES TO: KRS 317A.040, 317A.050, 317A.060, 317A.120, 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.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 such duties as may be assigned to the Director by the board; and
- (c) 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) On behalf of the board, 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.

(201 KAR 012:010. KBHC:Adm:1-1; 1 Ky.R. 720; eff. 5-14-1975; 11 Ky.R. 1437; eff. 5-14-1985; 20 Ky.R. 1026; eff. 1-10-1994; 44 Ky.R. 2556; 45 Ky.R. 330; eff. 8-31-2018; TAm eff. 7-1-2022; 51 Ky.R. 1876; 52 Ky.R. 369; eff. 12-2-2025.)

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