



**Andy Beshear**  
Governor

**Joni Upchurch**  
Executive Director

# MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: December 15, 2025

Re: Examination Outcome Reporting Requirements – 201 KAR 12:030, Section 17 (9)

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Pursuant to 201 KAR 12:030, Section 17 (9), the Kentucky Board of Cosmetology will publicly post on its website the number of students and the percentage of students who take and pass or fail the theory and practical examinations for each Kentucky School.

In accordance with this regulation, each licensed school is also responsible for providing this same information to prospective students prior to enrollment. This requirement is intended to promote transparency and ensure that prospective students are fully informed when making enrollment decisions.

All schools should have already established their School Report Portal through PSI, as outlined in the previous email communication. This portal enables schools to access examination data and generate the required reports.

For schools that have not yet completed this setup, a tutorial is attached to assist you in establishing access and running the necessary reports.

Please ensure compliance with this regulation and that all required information is made available to prospective students in a timely and accurate manner. Failure to comply may result in administrative action by the Board.

If you have questions regarding this requirement, please email [kbc@ky.gov](mailto:kbc@ky.gov). Thank you for your continued cooperation and commitment to regulatory compliance.

Sincerely,

Joni Upchurch

Executive Director