



Andy Beshear  
Governor

Joni Upchurch  
Executive Director

# MEMORANDUM

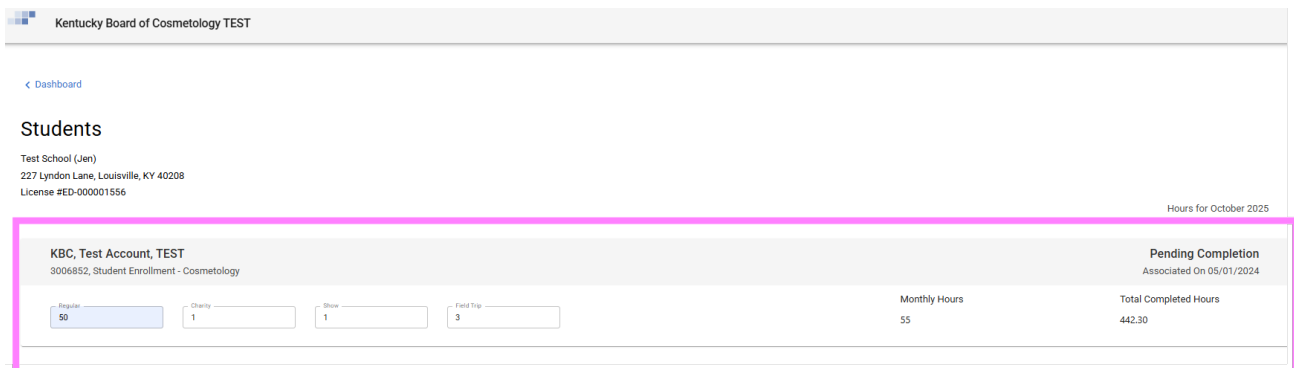
To: All licensed Schools in Kentucky  
From: Joni Upchurch, Executive Director  
Date: November 12, 2025  
Re: Submission of Hours and Confirmation

Good afternoon,

We have exciting news as the Kentucky Board of Cosmetology, in collaboration with System Automation, have implemented two new features to better assist our schools in the Commonwealth.

First, we are pleased to introduce a submission box that will read **“Success! Student Hours have been Submitted”** This update is designed to confirm student hours have been submitted.

Enter your hours in the correct fields, chose to save and submit as normal.



A Success! Student Hours have been Submitted will appear typically in the bottom left of your screen depending on your device, this test was conducted on a computer monitor:



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✓ Success! Student Hours have been Submitted. ✕

i This may take a few minutes ✕

Allow the green submission box to expire on its own, once it has vanished you may return to your dashboard. You may return to your student's hour submission page to view the updated cumulative total of hours. Please note, if you have a large submission, it will take longer for hours to update.

Secondly, going forward, each student enrollment permit will now display and the students passport style photo and the date the application was received by our agency when issued to the school. Please print each student enrollment permit and display in a conspicuous area as per regulation.

We hope these two new updates assist your school in efficiently managing the administrative processes involved in educating and preparing future professionals for success in our industry.

Sincerely,

Joni Upchurch