

MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: February 2nd, 2026

Re: Student Enrollment Corrections; Program Transfers

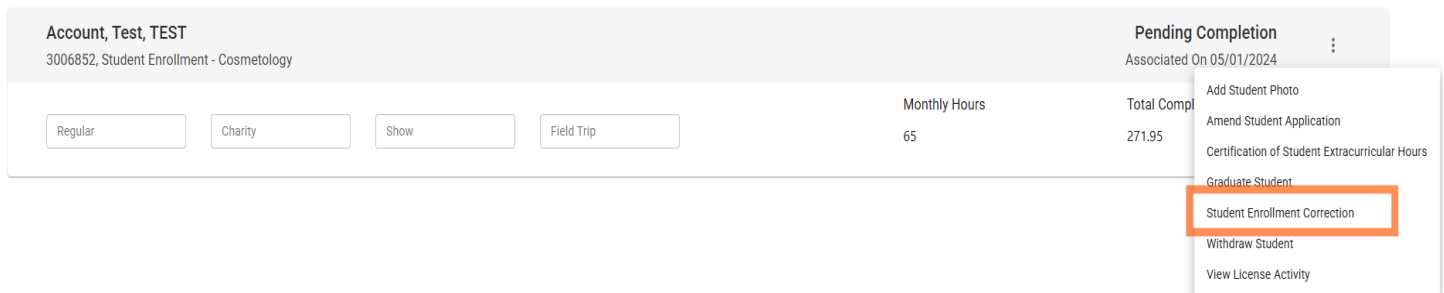
Dear School Administrators,

KBC has improved the school online portal for the purpose of streamlining applications, how applications are entered and how the board receives the information.

1. **Student Enrollment Correction:** This application is expected to be used when a student's record has been mis-keyed, misspelled or entered incorrect information during the enrollment process. *The existing application now offers* the ability to report late **Program Transfer** of educational hours. The enrollment correction application requires a \$15 fee.

To locate the application for the student enrollment correction:

- a. Choose the students record you wish to update
- b. Click the ellipsis (three dots) to right of the student's name
- c. Select **Student Enrollment Correction**



Account, Test, TEST
3006852, Student Enrollment - Cosmetology

Pending Completion
Associated On 05/01/2024

Regular	Charity	Show	Field Trip	Monthly Hours	Total Completion
				65	271.95

- Add Student Photo
- Amend Student Application
- Certification of Student Extracurricular Hours
- Graduate Student
- Student Enrollment Correction**
- Withdraw Student
- View License Activity

- d. **Page 1** remains the same for student name, SSN and DOB correction
- e. **Page 2. Upload program transfer** – pay close attention to the three (3) options and the location of the upload panels

i. Upload **box one (1)** – Intended for hours obtained in Kentucky transferring from and to a Kentucky school. Ensure your student is aware and understands educational hours obtained in Kentucky expire five (5) years from the date of enrollment.

Does the student have partial educational hours from another school they wish to apply to this enrollment?

Yes

Upload Program Transfer Hours

Drag 'n' drop files here, or click to select files.

ii. **Box two (2)** – Intended for out of state applicants. An upload will not be required for this section. The certificate will need to be on file with KBC and from the transferring agency.

Does your student have out of state hours they wish to apply to this enrollment?

Yes

i Certification on File

Confirm the certification is on file with the board. Certification must be on file with the Board of Cosmetology within 10 days of enrollment.

iii. Upload **box three (3)** – Intended for students who wish to transfer education hours earned after obtaining a license from one discipline to another.

Does the student wish to transfer hours from one discipline to a different discipline?

Yes

Upload Program Transfer Form

Drag 'n' drop files here, or click to select files.

201 KAR 12:082 Education requirements and school administration:

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:

- (a) Transfer of a current esthetics license shall credit the transferee no more than 400 hours in a cosmetology program.
- (b) Transfer of a current nail technologist license shall credit the transferee no more than 200 hours in a cosmetology program.
- (c) Transfer of a current shampoo styling license shall credit the transferee no more than 300 hours in a cosmetology program.
- (d) Transfer of a current barber license shall credit the transferee no more than 750 hours in a cosmetology program.

◀ Correct Student Record

Student Account Uploads ▶

Full screen image of page two:

Correction
Saved 3:52 PM EST

- 1 Correct Student Record
- 2 Program Transfer
- 3 Student Account Uploads

Program Transfer

Link for Program Transfer Form

[Program Transfer Form](#)

Program Transfer Hours
The Program Transfer has been designed for students who have partial educational hours from another school, have obtained a license and are transferring hours between courses, or have out-of-state education they wish to apply towards their current enrollment. It is REQUIRED to verify certification is on file at the board office PRIOR to enrollment. Submission of this document must be completed in full and uploaded to your portal within 10 days of enrollment. If you are submitting this document past the deadline your request will go before the board at the next board meeting. Verify directly with your student to ensure they are aware and understand educational hours obtained in Kentucky expire 5 years from the date of enrollment.

Does the student have partial educational hours from another school they wish to apply to this enrollment?
No

Does your student have out of state hours they wish to apply to this enrollment?
No

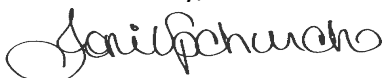
Does the student wish to transfer hours from one discipline to a different discipline?
No

◀ Correct Student Record Student Account Uploads ▶

F. **Page 3** offers the same options as before; the page has been relocated. Uploads include passport style photos, government photo ID, high school education, the translated version, name change corrections and the ability to upload other documents that may be important or you feel is relevant to the students' record.

If you have any questions or concerns, email our team at kbc@ky.gov and it will be our pleasure to assist you.

Sincerely,



Joni Upchurch
Executive Director
Kentucky Board of Cosmetology