

# MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: February 2<sup>nd</sup>, 2026

Re: Student Extracurricular Hours

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Dear School Administrators,

**Student Extracurricular Hours** located on your student's enrollment record through the school portal now offers the ability to submit a request for **field trip activities pertaining to the profession of study, educational programs (show), and charitable activities**. The ability to submit the final **Student Extracurricular Hours** form after completed and signed has also been established. The request and final submissions process going forward will both be completed in the student's record through the school portal.

**STEP 1. Locate the application for Student Extracurricular hours:** You may visit KBCs website, choose the school option on the menu bar, scroll down to School Applications, choose Student Extracurricular Education.

- This form has been created as a digital document containing interactive fields for school administrators to complete and send through the students' records.
- **Students may not complete this form and email submissions to the board office are not accepted.**

School Applications

Download

[Plumbing Inspection - REV1224](#)

[Accommodations Tutorial](#)

[PSI National Test Kit Tutorial \(1\)](#)

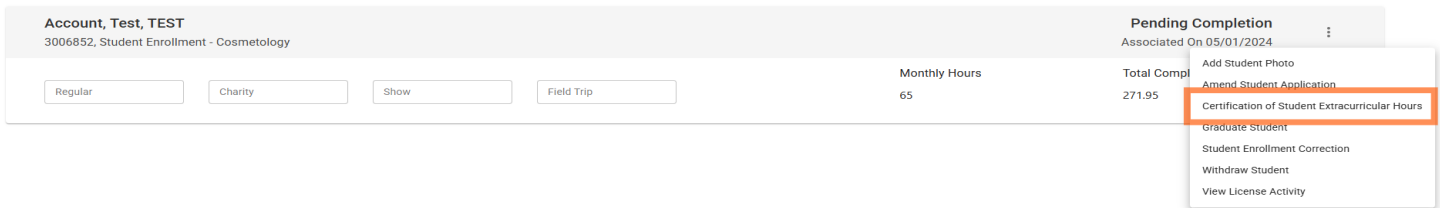
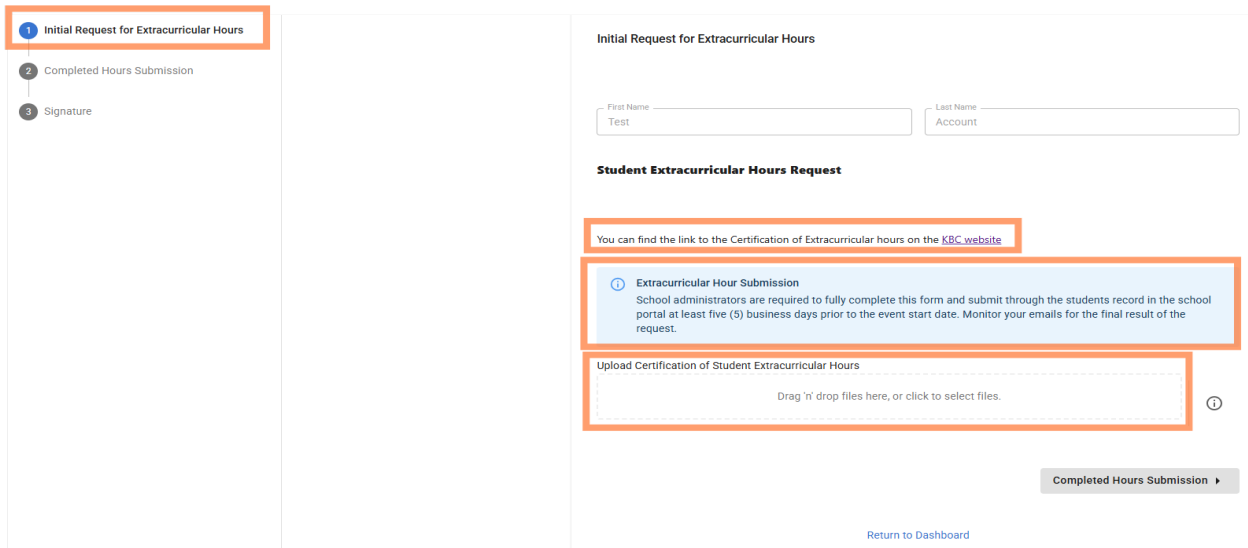
[KY Offsite Testing Options](#)

[KY Test Taker Account Creation with PSI](#)

[Program Transfer Document - School Administrators](#)

[Student Extracurricular Education - School Administrators](#)

- The secondary option is to log into your school portal, choose Student info/Entry of monthly hours, select the student record, choose the option Certification of Student Extracurricular Hours. The link to KBC website will take you to the school section of KBCs website, locate school applications and choose the Student Extracurricular Education form.
  - Save the document to your device/students digital file at your institution. We suggest using the students’ identifiers (name and or permit number) for an easy upload.

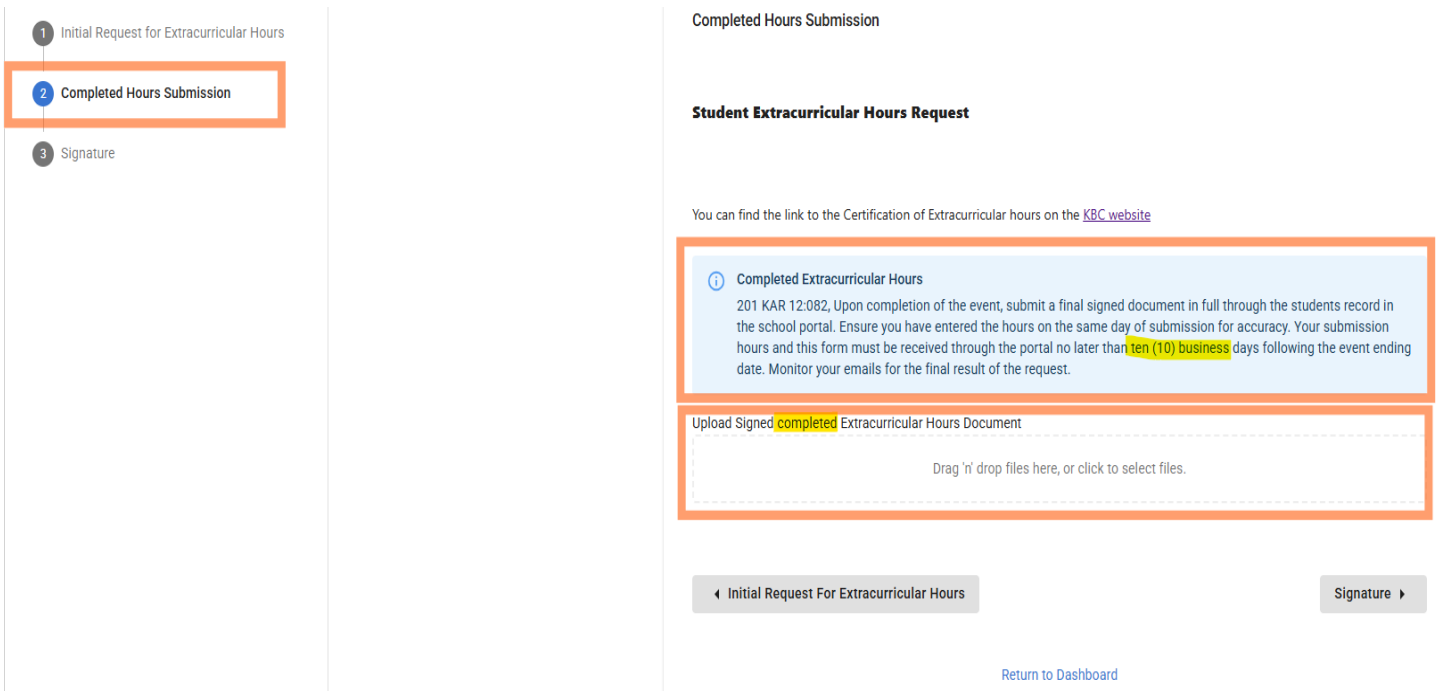
- Choose the students’ record you wish to update
- Click the ellipsis (three dots) to right of the student’s name
- Select **Certification of Student Extracurricular Hours**
- Verify you have **completed** the form in full
- **Upload** the request **5 days in advance through the students record in the portal**
- **Skip page 2** this page is intended for the final completed hours submission
- **Sign page 3 and submit** – no fee will be associated with this application

**STEP 2. KBC will review your submission** – Monitor your emails for the Boards response. If you have multiple students attending an event, please send your submissions as early as possible.

- The email address listed in the school portal is the designated email for all communications from KBC. If you need to change this email address, log into the portal and choose the option: Amend account.

**STEP 3. UPON APPROVAL FROM KBC AND COMPLETION OF THE EVENT:**

- Log back into your school portal
- Choose Student info/Entry of monthly hours
- Choose the students' record you wish to update
- Click the ellipsis (three dots) to right of the student's name
- Select your signed **Certification of Student Extracurricular Hours from your files**
- Verify you have **completed** the form in full
- Skip **Page 1**
- **Page 2 Upload** the signed completed form **within 10 days following the event ending date through the students record in the portal**
- **Sign Page 3 and submit** – no fee will be associated with this application
- Monitor your emails for the Boards response





**Andy Beshear**  
Governor

**Joni Upchurch**  
Executive Director

201 KAR 12:082 Section 16. 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, totaling not more than forty-eight (48) hours and not to exceed nine (9) 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.

201 KAR 12:082 Section 17. 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.

We hope this new feature proves helpful in streamlining and strengthening your record-keeping for compliance. We sincerely appreciate your patience and partnership as we continue working to improve tools and processes for our schools.

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

Sincerely,

Joni Upchurch  
Executive Director  
Kentucky Board of Cosmetology