

MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: April 3, 2026

Re: Important Compliance & Enrollment Reminders

Dear School Administrators and Instructors,

We would like to share a few important reminders to ensure you are in compliance and experience smooth processing for all student enrollments and records. Please review the following carefully:

1. **Out-of-State Transfer Hours**

If a student is transferring hours from out of state, their certification from the transferring state **must be on file with KBC prior to enrollment**. Please verify with the agency prior to enrolling them.

2. **Program Transfer Forms**

The school is required to submit a program transfer request form noting the school's acceptance or denial of those hours within **10 days of enrollment** in the KY School as you do during the enrollment process. This includes out of state transfer hours, Ky school to Ky school transfer hours, and transfer hours from one discipline to Cosmetology.

3. **Translations of diplomas and transcripts.** High School education that is from a foreign country must be submitted in both its original and translated format with all documents included. The translation must be an Official U.S. Translation. Documents from a foreign country must be Authenticated by an "American Translators Association" regardless of document being translated from their country. This must be completed prior to enrollment and uploaded during the enrollment process.

4. **Student Enrollment Responsibility**

Students are **not permitted to enroll themselves**. Schools are responsible for enrolling all students into the KBC school portal.

5. **Extracurricular Hour Event Forms.** School administrators are responsible for filling out the forms, not students, as this provides accurate event information on the form for pre-approval and final submissions of the event. Please ensure salon name matches the license number on the form, and educational event name matches student ticket, website or other verifying materials.

- **When attending extracurricular events and anytime outside of the school, please remind students that performing services is prohibited.**
KAR 12:030 (11)
- 6. **Instructor Timekeeping Requirement (KAR 12:082 (17))**
All instructors are required to always use biometric time tracking.
- 7. **Name Consistency on Records**
Student names on biometric time clock records must **exactly match**:
 - Their KBC enrollment permit
 - Their government-issued ID
(No nicknames or variations are permitted.)
- 8. **Government ID Uploads**
Please upload a **clear digital image** of the student's government-issued ID.
Please do not upload photocopies.
- 9. **Retention of Payment Receipts**
Please retain all emailed receipts for student-related transactions, including:
 - Enrollment fees
 - Enrollment corrections
 - Any other payments

These receipts are essential for locating transaction records quickly for you, as they include the transaction number.

10. Individual Admin/User Accounts

We encourage each school administrator or instructor to create their **own individual account** within the school portal if they will be entering information or uploading any documents to student files.

- This allows for accurate tracking of submissions and actions.
- If a staff member or administrator with access leaves your school, please notify KBC of their end date, and we can disassociate them from the account.

Thank you for your attention to these important reminders and for working alongside us to elevate the agency, strengthen the industry and enhance the support we can provide for you.

If you have any questions or need assistance, please do not hesitate to reach out to our team at kbc@ky.gov, LeaAnn.Brewer@ky.gov, or aaron.deifel@ky.gov and it will be our pleasure to assist you.

Sincerely,



Joni Upchurch
Executive Director
Kentucky Board of Cosmetology