

Practical Completion Standards

PASS ONLY | Linked OnlineSMART completion record | Retain all three pages

One task. One verified completion.

Student: identified in the linked OnlineSMART student record.

Program and skill: the program and specific task marked complete in that record.

Completion entry: the OnlineSMART timestamp when the task was marked done.

Result: PASS - every applicable completion standard satisfied.

Applies to cosmetology, nail technology, esthetics, shampoo styling, eyelash extensions, and instructor training. Evaluate each task within its own program and scope.

Students may demonstrate competency on mannequins or live volunteers/models when permitted for their training stage, under appropriate supervision and applicable safety requirements.

Verified completion standards

- ☒ **Task criteria.** The student performed the identified task and met its applicable technical or instructional criteria. Completion applies to this task, not an entire program or license.
- ☒ **Supervision.** Required supervision and training prerequisites were satisfied. The task was observed and evaluated before the completion entry.
- ☒ **Personal protection.** Applicable hand hygiene, personal/client protection, and safe work practices were satisfied.
- ☒ **Infection control.** Applicable cleaning, disinfection, contact time, implement storage, and cross-contamination controls were satisfied.
- ☒ **Products and chemicals.** Applicable chemical handling, labeling, product use, and manufacturer instructions were followed.
- ☒ **Supplies and work area.** Applicable single-use supplies, dispensing, linens, waste, and work-area sanitation requirements were satisfied.
- ☒ **Client safety.** Applicable contraindication screening, prohibited-practice restrictions, and blood-exposure response requirements were satisfied.
- ☒ **Service requirements.** Applicable hair, nail/pedicure, skin care, waxing, shampoo, electrical equipment, or eyelash-extension requirements were satisfied.
- ☒ **Instructor training.** Applicable teaching, demonstration, planning, assessment, or recordkeeping criteria were met. Service criteria apply only when that activity occurred.
- ☒ **No unresolved failure.** No applicable completion or safety failure remained when PASS was recorded. The linked OnlineSMART entry and this template document the awarded completion.

How this becomes a student-specific attestation

The printed checks define the adopted PASS standard; they are not evidence alone. After evaluation, an authorized evaluator marks the task done and links this exact template version, affirming every applicable statement. "Applicable" means relevant to the actual task; it cannot excuse an unmet requirement.

Record boundaries: The entry timestamp does not independently establish the actual performance date. This record does not award clock hours, replace required supporting records, or grant a Kentucky license.

References: 201 KAR 12:082; 12:100; 12:290 for applicable eyelash training. This is an LBA record, not a Kentucky Board of Cosmetology certification.

Grading & Record Interpretation

LBA internal practical assessment policy | Part of the linked PASS record

80 = LBA numeric PASS indicator

Enter 80 only after **every applicable technical, instructional, safety, and sanitation criterion** is met. A score of 80 means the full applicable passing standard was satisfied; it does not mean 20% of mandatory safety criteria were missed.

Apply the grade consistently

- ☑ **Above 80 remains PASS.** Additional points may recognize documented exceptional mastery, leadership, professional behavior, or other defined LBA learning indicators. These are internal development indicators, not license qualifications.
- ☑ **Mandatory criteria come first.** Additional points never offset an unmet mandatory criterion. If any applicable criterion remains unmet, issue no PASS; the task remains not yet passed pending instruction and evaluation.

Repeated scores of 80 are consistent with this competency-based method. Apply defined additional-point criteria consistently. This policy applies to practical/lab entries, not actual theory-test percentages.

Kentucky licensing examinations are separate

LBA's 80-as-PASS convention is not the state examination threshold. **201 KAR 12:030, Section 10** requires at least **70% on theory and practical** for cosmetologist, esthetician, shampoo styling, and nail technician examinations. Instructor examinations require **80% theory and 85% practical**. An LBA practical score of 80 does not establish a passing instructor licensing-exam score.

Linked documentation and recommended controls

Retained documentation. LBA uses OnlineSMART as its sole tracking system. The linked student/task completion entry and referenced template document awarded competency credit. This description does not assert that separate evaluation forms or practice logs exist.

Dates - recommended control. If performance and entry dates differ, implement a way to identify the actual evaluation date. A completion-entry timestamp does not independently prove when the task was performed. Entry, report, and enrollment dates are not automatically performance dates; do not backdate evaluations.

Required counts. PASS does not automatically satisfy all required repetitions. Reconcile required and remaining counts with the curriculum and LBA policy; document setting corrections. Software targets are not automatically statutory requirements.

Earlier records. Attaching this version to an older entry does not prove these standards were verified then. Support historical claims with original evaluations or reliable records; identify later clarifications.

Evaluator attribution - recommended control. Implement a reliable way to identify the evaluator responsible for a completion. This document does not verify that OnlineSMART currently provides staff attribution or audit history. Required instructor supervision still applies.

Legal scope and retention

201 KAR 12:082, Section 17 requires practical and clinic-patron records but does not expressly prescribe an instructor-name field on every evaluation. Required attendance, theory, practical-work, clinic-patron, enrollment, and reporting records must remain identifiable as applicable; this does not require a duplicate record system.

Operationally follow the KBC memo's five-year post-graduation or withdrawal retention expectation; preserve records subject to a longer hold. This document states LBA policy and supports recordkeeping. It does not certify complete legal compliance, guarantee Board acceptance, waive a requirement, or retroactively amend a student agreement.

Sources: 201 KAR 12:030 §10; 12:082; 12:100; 12:290; KRS 317A.060 and 317A.090. Official Kentucky regulations.

Digital Records & Competency Credit

LBA institutional recordkeeping standard | Read with pages 1 and 2

Competency PASS and clock hours are different records

This PASS-only record documents validated completion of an identified competency. Otherwise eligible instructional clock hours are **not withheld until the student passes**. Attendance and hour eligibility follow their own applicable requirements.

Digital first. Student centered.

LBA records evaluated practical competency in OnlineSMART, its sole tracking system. A completion check is entered only after the student demonstrates the identified skill under required instructor supervision and meets every applicable technical, safety, and sanitation criterion in this template.

The linked OnlineSMART entry identifies the student and task and records completion; this template defines the standards affirmed for that completion. Students may practice repeatedly before passing. Ordinary practice attempts and coaching are not individually recorded in this completion register.

When competency credit is recorded

Record each awarded competency after successful demonstration under instructor supervision and satisfaction of all applicable safety, sanitation, attendance, and evaluation requirements. Repetition alone earns no additional competency credit. Mannequin or eligible live volunteer/model practice may precede PASS, subject to training-stage, supervision, scope, and safety requirements.

What “educational credit” means here

For this PASS-only form, educational credit means awarded competency completion. **Practice is learning:** eligible supervised instruction and practice count toward accumulated clock hours through attendance, whether or not PASS has yet been earned. PASS does not start, stop, or multiply clock hours. Only eligible instructional time counts; breaks and other noncredit time are excluded under applicable rules.

Recordkeeping boundary: 201 KAR 12:082, Section 17(2) requires records of student practical work and work performed on clinic patrons. It does not expressly require two separate systems, duplicate paper forms, or a separate log for every ordinary repetition; it also does not expressly limit records to PASS awards. This document does not confirm that PASS-only entries satisfy the entire requirement. If clinic-patron services occur, those services must be documented; mannequin entries do not account for them.

Keep the records connected

- ✓ **Completion documentation.** The linked OnlineSMART entry identifies the student, program, task, result, and completion entry. This referenced template defines the standards affirmed. No additional evaluation form is asserted.
- ✓ **Attendance and reporting.** Biometric attendance and instructional-hour records remain separate from competency scores and are reconciled with applicable reporting.
- ✓ **Awarded credit only.** The competency register counts validated PASS awards, not all practice attempts. No PASS entry means no competency credit was awarded for that attempt; it does not mean no learning or eligible attendance occurred.

Software features: Staff attribution, correction history, backups, and exports have not been verified by this document. No checked statement certifies those features. Evaluate and implement appropriate controls as needed; do not describe recommendations as existing records.

Operational references: 201 KAR 12:082, Sections 17-18 and applicable program/supervision provisions; 12:100; and 12:290 for applicable eyelash training. Official Kentucky regulations. Retain and read all three pages together.