
KBC E-NEWSLETTER

April 22, 2025

Dear «FULL_NAME»:

We are excited to support you as you navigate being a salon, facility or school owner/manager. Our agency is here to assist you every step of the way, whether you have questions or need guidance, our dedicated staff are available to provide you the information and support you need. We look forward to working with you and celebrating your success!

Licensee Information

Keeping your contact information up to date is important. KBC relies on the information available in our system for all communication relevant to your licensure. Changes are not only encouraged but required. Please refer to Section 2 of 201 KAR 12:030 to verify what must be kept updated. Do you have a change but are unsure how to make it? We have provided step by step instructions to ensure easy application of the process.

1. Visit kbc.ky.gov
2. Click **Register/Login** at top menu bar
3. Sign into your account.
4. Find your active license number.
5. Click the ellipse (three dots) to the right of your license under **Actions**.
6. Select **Amend Account**.

Amending your Account offers many options to upload different documents and update your information, you may choose what pertains to you and skip the rest. Please make sure to click submit at the end of the application.

OTHER ITEMS TO UPDATE? It is easy to make a change through the KBC website within the 30-day period for **ownership changes**. Please visit www.kbc.ky.gov click on licensure, click on salons for additional information.

Do you have a **manager change** that is required to be completed within the 10-day timeframe? Login to your account through www.kbc.ky.gov please make sure to have your new managers ID available for upload.

Owners and managers are responsible for keeping the salon in order and it is vital for the public and inspectors to know who is in charge.

How to Best Prepare for Inspections

Making sure your salon practices are in line with state standards is the best way to be ready for an inspection that can happen at any moment. KBCs would like to see all salons and schools to pass inspection with flying colors. Please keep in mind, your salon or school location must be available for inspection during listed business hours. Availability includes accessible premises; if your facility is a part of a suite that has multiple entryways that can be locked during business hours, please ensure that someone is able to open all doors so inspections can readily occur. Compliance falls on the owner and manager of each establishment. Failure to be accessible can result in statutory and regulatory consequences ranging from fines to further discipline.

Posting of Inspection sheet and licensure

Personal licenses will continue to be sent through the postal mail however salon licensure and inspection sheets will be emailed to the email address you have indicated on your account. Please make sure to keep your email address current. Print the state issued business license and inspection sheets to meet compliance for posting.

IMPORTANT NOTICE ABOUT MMA

It has come to the Board's attention that suppliers are regularly offering MMA for sale. Do not purchase this for your salon, as **Methyl Methacrylate Acid (MMA) is a prohibited item** that cannot be on the premises. MMA must be properly disposed. If you have any questions, please reach out to KBCs Program Coordinator, Nick Van Over for guidance.