
MEMORANDUM

June 25, 2025

This memo serves as a reminder of several important updates and dates related to school operations and compliance with the Kentucky Board of Cosmetology:

1. Annual School Renewal Opens July 1, 2025

The renewal window for all licensed schools will open on **July 1, 2025**. As part of the renewal process, schools are now **required to submit a current student contract**. We have found many records to be outdated. Ensuring accurate and up-to-date contract details for all Kentucky Board of Cosmetology Schools is now a required part of the renewal submission. This submission will be located on **page 5** of the renewal application.

2. Clarification on Enrollment Correction Fees

Please note the following distinction regarding enrollment correction fees:

- Enrollment Correction Fees apply only at the time of enrollment and only if a minor, human error was made (e.g., a mistyped digit in a license number, or a spelling error in a name).
- These fees do not apply in cases where there has been a failure to report hours, enrollments, withdrawals, or to validate documentation. These are not clerical mistakes; they are violations of statutes and regulations subject to disciplinary action of fines, probation of license, license suspension, or license revocation. All reported violations will be referred to the Board for review.

We encourage schools to double-check submissions at the time of enrollment to avoid such issues.

3. Save the Date: PSI School Training October 13, 2025

We are pleased to announce that a *PSI School Training* will be held on October 13, 2025. Additional details regarding time, location, and registration will be shared closer to the event. Please mark your calendars.

We thank you for your continued partnership and dedication to preparing Kentucky's future licensees. Your efforts are essential in upholding the standards and integrity of the cosmetology profession.

Sincerely,

A handwritten signature in blue ink that reads "Joni Upchurch". The signature is written in a cursive, flowing style.

Joni Upchurch
Executive Director

This document was emailed from Lea Ann Brewer on June 24th, 2025.