
KBC E-NEWSLETTER

August 8th -11th, 2025

Dear «FULL_NAME»:

The Kentucky Board of Cosmetology would like to extend our sincere thanks to each of you for completing your license renewal and for your continued dedication to the profession. Your commitment plays an essential role in upholding the standards and integrity of the beauty industry across the Commonwealth.

As we finalize the renewal cycle, please continue to **monitor your email** account over the next few weeks for any notifications related to **deficiencies**. These may include missing or incorrect photo submissions, incomplete documentation, or other required materials.

If in 60 days you do not receive your license, please email us at kbc@ky.gov or call us at 502-564-4262.

Timely attention to these notices will help ensure your license remains active and compliant with state regulations.

We appreciate your cooperation and thank you again for your ongoing professionalism and service to the industry.

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?

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.

Appearance of Professional License

We have made some changes to the appearance of your professional license; we have implemented the change effective immediately. Moving forward your license will print with a color watermark with the expiration date. We hope this will be a helpful reminder to you and assist our state inspectors during their inspections. Please make sure your license is posted and visible for the public and field staff to observe.

Duplicate Licensure Request

If you are working at more than one location and you are listed as the manager, you are required to post a hard copy of your license at all locations. Log into your online portal, scroll down to your license number and choose the option Lost/Stolen or Duplicate Request. There is a \$25 fee associated with this application.

Status Change Notice

The Status Change Notice may be posted and is valid for 60 days or until the hard copy of your license arrives in the mail. Posting of licensure will be enforced.

Stay informed by visiting www.kbc.ky.gov and join us live through monthly zoom board meetings to learn about current events and developments!

Regards,

A handwritten signature in black ink, appearing to read "Joni Upchurch". The signature is fluid and cursive, with the first name "Joni" and last name "Upchurch" clearly distinguishable.

Joni Upchurch
Executive Director
Kentucky Board of Cosmetology