



Andy Beshear
Governor

Julie M. Campbell
Executive Director

1049 US HWY 127 Annex #2 • Frankfort, KY 40601 • (502)-564-4262 • www.KBC.ky.gov

Out of State Application for Examination Instructions

Application Requirements:

ALL requested information must be provided with no changes to the printed form. Type and print or write legibly with ink. State full legal name (name changes must be accompanied by official name change documents). Incomplete or incorrect applications WILL NOT be processed for examination and will be returned to the applicant.

Out of State Applicants are required to submit the following:

- Out-of-State Examination Application.
- Out-of-State endorsement fee.
- Copy of the applicant's Government Issued Photo ID.
- A copy of the applicant's high school/GED transcript or diploma. Transcripts or Diplomas issued in a foreign country must be submitted with an original, official translation of the document.
- Applicant must request digital certification from the transferring state's licensing agency be sent to the Board office. The license must be of current and active status. If the applicant does not hold a license, the transferring state's hourly requirement must be equivalent to Kentucky's hourly requirement.
- Out-of-State Applications cannot be processed without this certification on file at the board office.
- Copy of Applicant's Cosmetology School transcripts.
- Each portion of the examination (practical/theory) requires a separate application and fee submission.
- Applicants that have been convicted of a felony must submit documentation for review by the board. The following documentation must be submitted with the application: a typed and signed letter of explanation from the applicant, Judgment of Sentence, and a letter of good standing from the applicants probation/parole officer if applicable.

Photo Requirements:

Must be a 2 x 2 passport photo of the applicant, taken within the past six (6) months, with no filters, adjustments, or objects obscuring the identity of the applicant. NO photocopies or snapshots of the applicant will be accepted.

Application Submission:

Upon receipt of the Out of State application for Examination the applicant will receive an e-mail with information on how to sign up for the exam via the Online Exam Registration link located at kbc.ky.gov.



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Examination Procedures:

Applicant will be notified by email and directed to the Online Exam registration Link located on the Board's website (kbc.ky.gov) to schedule the theory exam date once the application has been accepted. Theory examinations may be scheduled for 90 (ninety) days following applicant notification. Practical examinations may be scheduled at one of the regional testing centers shown on the application.

Theory examination must be successfully completed before applicant may apply for the practical examination. After applicant receives their score report e-mail they can apply for the Practical Examination via the Online Exam Registration link located on the Board's website.

A licensing fee is required for licensing after successful completion of the examination. This fee must be paid in addition to the examination fees that are to be submitted with each exam application. Licensing must be purchased within 90 days of successful completion of the exam.

ADA Policy Statement: The Kentucky Board Cosmetology will provide reasonable accommodations in the administering of all licensure examinations for individuals with disabilities who have met the qualifications for examination. A qualified individual with a disability shall submit to the Board documentation from an appropriate professional verifying his/her disability.

