



Andy Beshear
Governor

Julie M. Campbell
Executive Director

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

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.

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 if the applicant is currently on probation or parole a letter of good standing from the applicants probation/parole officer.

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:

Each portion of the examination (practical/theory) requires a separate application and fee submission.

Due to the high volume of exam applicants, application receipt cannot be verified by the board office unless 30 days have passed from the mailing date. If verification of receipt is desired by the applicant then mailing by traceable means, i.e. certified with signature required, Fed-Ex, UPS, etc. is required.

Examination Procedures:

Applicant will be notified by email 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 taken and successfully completed before applicant may apply to schedule the practical examination. Applicant shall apply for the practical examination by submitting the Application for Examination and fee.

Licensing Fees must be submitted no later than ninety (90) days following notification of successful completion of the examination.

ADA Policy Statement: The Kentucky Board of 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.



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Application for Examination

Examination Type: Theory- **\$85.00** Practical- **\$85.00**
Prior Attempts: _____

Examination Field:
Cosmetologist
Nail Technician
Esthetician
Cosmetology Instructor
Esthetics Instructor
Nail Instructor
Shampoo Stylist License

Practical Location:
North- Lawrenceburg (KCTCS)
East- Big Sandy (KCTCS)
West- Madisonville (KCTCS)

Attach Photo
Here

Date Photo Taken

Full Name _____
(First) (Middle) (Maiden) (Last)

Last 4 Digits of Social Security #: _____ Date of Birth: _____ Gender: Male Female

Mailing Address: _____
Street Address

City State Zip Code

Phone Number: _____ Email Address (Required): _____

Apprentice Instructor License Number (If Applicable): _____

I have completed a student course of _____ hours at _____
School Name

School Address, City, State & Zip Code

Have you been convicted of a felony? Yes No

I understand that withholding information requested on a KBC application, or giving false **or misleading** information, may be reason for denial of examination and/or licensure with the Kentucky Board of Cosmetology. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.

Applicant Signature _____ Date: _____

For KBC Use Only: Applicant ID _____ Student Permit _____