



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 and examination 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 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.
- 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:

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

Kentucky Board of
Cosmetology



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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 successfully completed before applicant may apply for the practical examination. Applicant applies for the practical examination by submitting the Application for Examination and fee.

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.



OUT OF STATE APPLICATION FOR EXAMINATION

ALL Application Requirements listed on the attached instruction page must be met for the applicant to be scheduled for examination.

Exam Type:

- Cosmetologist**
- Nail Technician**
- Esthetician**
- Cosmetology Instructor**
- Esthetic Instructor**
- Nail Instructor**

Out-of-State Endorsement Fee:
\$ 100.00

Examination Fee:
\$75.00

Attach Photo
Here

Date Photo Taken

Full Name: _____
 First Middle Maiden Last

Social Security # : _____ Date of Birth: _____ Gender: Male Female

Mailing Address: _____
 Street Address

 City State Zip Code

Phone Number: _____ Email Address: _____

Years Licensed: _____ Transferring State: _____ License Number: _____

Unlicensed Applicants Only:

Hours Completed: _____ Transferring State: _____ Graduation Date: _____

Have you been convicted of a felony? Yes No Examination Month Applying For: _____

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: _____

For KBC Use Only: Applicant ID Number _____ Date Processed: _____