



KENTUCKY STATE BOARD OF HAIRDRESSERS AND COSMETOLOGISTS

Matthew G. Bevin
Governor

111 St. James Court, Suite A
Frankfort, Kentucky 40601
Phone (502) 564-4262
Fax (502) 564-0481
www.kbhc.ky.gov

Beni Sue Parsons
Administrator

INSTRUCTIONS FOR APPLICATION FOR KENTUCKY SCHOOL OF COSMETOLOGY

This application is required for School License, or change of location.

Please complete and return the enclosed application for school license to the office of the board. The fee will not be processed until such time as the license application is approved by the board.

Upon approval of the application by the board, a site inspection date will be set. When the school is ready for opening, please submit a written request to the board office to set a date for final inspection. A school license will be issued upon completion and passing of the final inspection and a \$1,500.00 application fee, payable on site by CC/ACH. This license should be submitted for renewal each July, along with the \$150.00 renewal fee. If school is shut down or closed the school license must be returned to the office of the board.

THIS IS A NON TRANSFERABLE LICENSE!

APPLICATION FOR KENTUCKY SCHOOL OF COSMETOLOGY

DATE _____

() First School Fee.....\$1500.00
() Change of Owner or Location.....\$1500.00

1. Name of School _____

2. Address of School _____
(city) (state) (zip)

3. Ownership: Individual () Partnership () Corporation () Name(s) of corporation members, partnership or individual owner:

4. Type of area Rural _____ Heavily populated _____ List population of this district _____

Number of licensed schools in district _____ Number of salon for employment opportunity _____

Potential growth for district _____ Facility cost _____ (attach)

Economic feasibility for students served _____ (attach)

5. Copy of facility lease _____ (attach) *see directions in attachment

6. Each individual owner, or the (1) Partner in the instance of a partnership, or one (1) corporate officer in the instance of a corporation, must submit two (2) character references. _____ (attach)

7. Each individual owner, or the (1) Partner in the instance of a partnership, or one (1) corporate officer in a corporation, must submit a financial statement from a lending institute, certified public account indicating financial assets in the amount of at least \$10,000.00 for twenty (20) students enrolled and \$1,000.00 for each additional student enrolled _____ (attach)

SEE ATTACHED STATUTE KRS 317A.050 (7 a - i)

8. Name of Manager (licensed instructor) _____

9. Number of instructors to be employed _____ (attach copy of each instructors license)

10. Proposed number of students to be enrolled _____

11. Copy of student contract indicating amount of charges to enroll Yes ___ No ___ (attach)

12. Tuition fee amount per student _____ Student cost of textbooks, educational aids or equipment _____

13. Proposed days and hours of operation _____

14. Proposed floor plan drawn to scale by a draftsman or architect. _____ (attach) Indicate the amount of square footage for the following:

Lecture or classroom _____ Clinic Area _____ Stock Room _____ Dispensary _____

Mannequin Area _____ Total floor space by square foot _____ Facility occupancy _____
(number of students facility is set up to teach at any one time)

15. Number of proposed books or volumes in library _____ Educational aids and equipment attach list.

16. Have you, your business partner, or any member of the corporation ever been arrested? Yes ___ No ___

17. Have you, your business partner, or any member of the corporation ever been convicted of a felony? Yes ___ No ___

18. Proof of (5) years residency Yes _____ No _____ (attach)

NOTE: APPLICATION MUST BE FILLED OUT COMPLETELY. FAILURE TO COMPLY WITH THE STATUES AND REGULATIONS WILL AUTOMATICALLY CANCEL APPLICATION.

GUIDELINES FOR SCHOOL OF COSMETOLOGY

You must attach to this application:

1. Completed application
2. Geographic location and the address of the proposed facility
3. Proposed floor plan drawn to scale by a draftsman or architect
4. Copy of lease or contingency agreement
5. Each individual owner, or the (1) Partner in the instance of a partnership, or one (1) corporate officer in the instance of a corporation, must submit a financial statement (must be from a lending institution, bank or certified public accountant) indicating financial assets in the amount of at least \$10,000 for twenty (20) students enrolled and \$1,000 for each additional student enrolled.
6. The letter of credit shall be required for each school campus.
7. The school bond and the letter of credit shall indemnify students, parents, and guardians for any loss or damage they suffer as a result of a school closing before course work can be completed.
8. Two character references for every owner, partner, or corporate officer.
9. Proof of five(5) year residency
10. Name and faculty credentials (copy of instructors license for each instructor)
11. The educational aids and equipment the school shall provide.
12. Student contract indicating amount of financial charges to enroll students.
13. The amount of tuition that will be charged per student
14. The cost of any text books, educational aids or equipment the students are required to purchase.
15. The number of students the facility is set up to teach at any one time.
16. The existing number of licensed cosmetology schools in the district. (Chamber of Commerce)
17. The current population in the district. (census.gov)
18. A survey of persons who are residents in the district indicating an interest in attending the school.
19. The need or aptitude of the citizenry in the district for cosmetology education. (i.e. number of salons and number of employment opportunities)
20. The cost of the proposed facility and the economic feasibility of the proposed school for the number of students to be served.
21. The potential for future growth in the district. (Chamber of Commerce)
22. The type of area involved (rural or heavily populated).(Population)

CHECKLIST FOR SCHOOL LICENSE APPLICATION

Owner(s) Name(s): _____

Proposed School Name: _____

	Attached
Application	
Geographic Location	
Lease /contingency agreement	
Letter of Credit	
Character References	
Faculty Credentials	
Student Contract	
Student Costs (textbooks, equipment, ect.)	
Proposed Number of Students	
Existing Number of Schools (district)	
Current Population	
Existing Salons	
Employment Opportunities	
Economic Feasibility	
Population (rural/ heavy populated)	
Floor Plan	
Financial Statement	
Proof of Residency	
Educational Equipment and Aids	
Tuition Per- Student	
Survey of Residents	
Facility Cost	
Future Growth	