

Kansas Administrative Regulations

Kansas State Board of Cosmetology

Article 14.—Continuing Education for Cosmetologists and other Licensees

69-14-3. Approval of cosmetology continuing education.

(a) Offerings of approved providers shall be recognized by the board.

(b) At least 60 days before the next regularly scheduled board meeting, a CCE provider applicant shall submit an application, on forms supplied by the board and accompanied by the designated, non-refundable fee, for approval to present CCE offerings.

(c) The application shall include a syllabus of up to two proposed offerings.

(d) To qualify as an "approved provider" in one or more areas governed by the board, the CCE provider shall offer programs which meet the following standards:

(1) The program shall constitute an organized systematic program of CCE as defined in K.A.R. 69-14-1(e);

(2) the program shall be presented by individuals who are qualified by reason of education or experience in the field being taught;

(3) the program shall be accompanied by a written outline which substantially describes the substance of the program; and

(4) the CCE provider shall provide documentation of completion to each individual participant in the program who completes the program and shall provide the names and license numbers of the attendees to the continuing education tracking designee of the board.

(e) Each approved provider shall submit an annual report and fee before June 30 of each year. The annual report shall contain the following:

(1) A statistical summary report indicating the following:

(A) The name of each offering conducted;

(B) the date and location of the offering;

(C) the number of licensees in attendance; and

- (D) the number of contact hours of each offering; and
- (2) a syllabus from at least one offering.

(f) Each approved provider shall prominently display on all promotional material this statement: "(Name of provider) is approved as a provider of cosmetology continuing education by the Kansas State Board of Cosmetology. This course offering is approved for (number) contact hours applicable for re-licensure. Kansas State Board of Cosmetology Approved Provider Number: _____. " The approved provider shall identify any independent study.

(g) Each participant shall sign a roster at the completion of each CCE offering.

(h) An approved provider may award partial credit to a CCE participant, but not less than one contact hour.

(i) The approved provider shall award certificates of attendance to participants after completion of each CCE offering. Each certificate shall contain the following information:

- (1) The provider's name, address and provider number;
- (2) the title of the course;
- (3) the date or dates of attendance;
- (4) the number of CCE contact hours awarded;
- (5) the name of the presenter of the CCE offering;
- (6) the name and license number of the participant; and
- (7) clear identification of any independent study or instructor contact hours awarded.

(j) Each approved provider shall maintain a list of individuals who have satisfactorily completed a CCE offering. Each approved provider shall supply a true and correct copy of the list to the board's CCE tracking designee. The list shall contain the following information:

- (1) The provider's name, address and provider number;
- (2) the title of the course;
- (3) the date of attendance;
- (4) an alphabetized list of names, license numbers and the number of CCE contact hours awarded to each licensee in attendance;
- (5) the name of the presenter for the CCE; and
- (6) identification of any independent study or instructor credit, if applicable.

(Authorized by and implementing K.S.A. 1995 Supp. 65-1904; effective July 5, 1996.)

***** Authenticated Kansas Administrative Regulation *****