Paul Mitchell The School Louisville

STATE LICENSING DISCLAIMER AND REQUIREMENTS

CERTIFICATION OF HOURS

- Schools shall forward to the board digital certification of a student's hours completed within ten (10) business days of a student's withdrawal, dismissal, completion, or the closure of the school.
- No later than the tenth day of each month, a licensed school shall submit to the board via electronic delivery a certification of each student's or apprentice instructor's total hours obtained for the previous month and the total accumulated hours to date for all individuals enrolled. Amended reports shall not be accepted by the board without satisfactory proof of error. Satisfactory proof of error shall require, at a minimum, a statement signed by the school manager certifying the error and the corrected report.

Please be advised that, per State Certification of Hours requirements, students are not permitted to clock their final 25 hours if they have outstanding tuition payments or incomplete academic requirements.

If these obligations are not met, the student may be withdrawn from the program. Please ensure your account is current and all coursework is complete to avoid any disruption to your certification.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Kentucky State Board of Hairdresser and Cosmetology to deny licensure. The Kentucky State Board of Hairdresser and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Paul Mitchell The School Louisville is not responsible for students denied licensure.

STATE LICENSING REQUIREMENTS

A license may be issued upon submission of the following:

- All personal and facility licenses shall require an application for an initial license, license renewal, license restoration, an out-of-state transfer certification, or a request for examination. These applications are found on the board's Web page;
- A diploma or certified testing documents proving grade 12 equivalency education for initial personal licensure or out-of-state transfers into Kentucky;
- A copy of a government-issued photo identification;
- Payment of the fee set forth in 201 KAR 12:260;
- Resolution of any legal action associated with a prior disciplinary action as described in KRS 317A.145 if necessary;
- A current two (2) by two (2) inch passport-style photo taken within the past six (6) months; and
- Disclosure to the board of the current name and license number of the facility where the licensee is working.

LICENSE APPLICATION

- An applicant who passes the examination shall have ninety (90) days following the examination to apply for a

license by complying with all requirements in Section 3(1) through (7) of this administrative regulation.

- Failure to apply for a license as required by subsection (1) of this section shall require payment of the appropriate restoration and licensing fees set forth in 201 KAR 12:260 before a license may be issued.