

February 5, 2013

### **House Bill No. 2154**

#### **Facility Renewal Date Change for Kansas Cosmetology Professions**

Mr. Chairman and Committee Members,

My name is Chiquita Coggs and I currently serve as the Executive Director for the Board of Cosmetology. Thank you for the opportunity to give testimony regarding the proposed change in the facility renewal date for cosmetology licensees.

The current annual facility license renewal date for all cosmetology professions is June 30<sup>th</sup>. This date coincides with the end of the state's fiscal year at which time agencies must close out reporting for the preceding fiscal period. As of February 4, 2013, there are 4,046 cosmetology profession facilities licensed in Kansas. This was roughly a 3.2 % increase from the number of facilities in operation at the end of June 2011 and an increase of 9.1% above the number of facilities in operation at the end of June 2010. The figures do not reflect Body Art and Tanning facilities. The process for renewing these facility licenses is as follows:

1. Renewal notices are sent to every licensed facility in April as a reminder their license will expire June 30<sup>th</sup>
2. As renewal applications are received the staff:
  - a. checks for application completeness
  - b. return incomplete applications to facilities or follow-up phone calls
  - c. updates the database
  - d. process revenue
  - e. issues (prints) the licenses
  - f. mail licenses to applicant
3. If the application is not complete or the payment is declined staff will return the application to the licensee with a cover letter
4. If they have marked the felony question yes or have a hold on their account for some reason staff will send the application to the legal assistant after processing the fee
5. Responsible staff member(s) will then respond to incoming phone calls regarding this process
6. Traditionally the licenses were not mailed out until the annual newsletter was prepared so it could be included in the mail along with the license. (This process was changed in 2012 and licenses were mailed as they were completed.)



If licensees do not receive their license after the mass mail out near the end of June, KBOC has no assurance the licenses are received unless and until the licensee notifies the Board of non-receipt of the license. Because licensees submit their renewal applications any time after receiving the renewal notice and the licenses had not been mailed until the annual newsletter was prepared and stuffed in the envelope, licensees would start phoning the Board from May forward. In the past additional temporary support staff was hired during this renewal period to assure the licensees received their license prior to the expiration of the previous license. Other KBOC staff members participated in the process to hasten the timely mailing of licenses.

If the Board is allowed to change the renewal date to reflect the original issue date the renewals will be staggered over the course of the year which will create an environment with much less stress and will not require additional temporary help. This will streamline the work in the agency and make us more effective and efficient at our work. Follow-up to make sure licensees have received their licenses will be more proactive and possibly reduce late submissions and additional fees for the licensees in the form of late fees. Currently personal licenses are staggered in this manner and we have no need for temporary personnel, neither is there an influx of calls for that aspect of our agency. This change will create more uniformity in our procedures as well as greater efficiency.

Additionally, if a new facility owner applies for a license, regardless of the month, but let's just say in May, they would pay the annual fee and be required under the current policy, to renew their month-old license by June 30<sup>th</sup>. The change may slightly decrease Board revenues but would be a much more equitable system for our business owners.

The KBOC database contains the original date of issue of each license so the new renewal fee for the first year of implementation will be prorated based on that date. All staff will participate in the original implementation of the new process if approved. A schedule of fees for renewals based on the month of issue will provide an easier transition. The initial year of change may increase the work load minimally but the staff agrees that the change will make the licensing process easier and smoother, creating less stress for staff and the agency in future years, and eliminate the cost of temporary personnel.

Thank you again for this opportunity and I stand for questions.

Chiquita C. Coggs,  
Executive Director



<u>Month of Original Issue</u>	<u>New Expiration Date</u>	<u>Renewal Fee</u>
January	January 31, 2015	\$79
February	February 28, 2015	\$83
March	March 31, 2015	\$87
April	April 30, 2015	\$91
May	May 31, 2015	\$95
June	June 30, 2014	\$50
July	July 31, 2014	\$54
August	August 31, 2014	\$58
September	September 30, 2014	\$62
October	October 31, 2014	\$66
November	November 30, 2014	\$70
December	December 31, 2014	\$74

Annual renewal fee for cosmetology facilities - \$50 – Pro-rating will give the licensee a small financial advantage because \$50 does not divide by 12 in an even dollar amount.

1 year plus 1 month	\$	4.00	+ \$50
1 year plus 2 months		8.00	+ \$50
1 year plus 3 months		12.00	+ \$50
1 year plus 4 months		16.00	+ \$50
1 year plus 5 months		20.00	+ \$50
1 year plus 6 months		24.00	+ \$50
1 year plus 7 months		29.00	+ \$50
1 year plus 8 months		33.00	+ \$50
1 year plus 9 months		37.00	+ \$50
1 year plus 10 months		41.00	+ \$50
1 year plus 11 months		45.00	+ \$50

Licenses will renew for up to 1 year plus 11 months based on the initial issue date and be prorated for that period during the transition.

**For example:**

India's facility license was initially issued in October. When her license expires on June 30, 2013, she will renew her license for the renewal period of 4 months (\$16) and simultaneously renew her license for the year beginning November 1, 2013 (\$50) and receive a license that expires on October 31, 2014 for a renewal amount of \$66.