

Domestic License Transfer Application

Complete this application if you are or have been licensed in one or more U.S. states.
Submit a complete application and payment by mail or in person to the address listed above.
Incomplete applications are returned for corrections, which will delay licensure.
Please allow for the full processing time.

Which license are you applying for? (Select only one.)			
<input type="checkbox"/> Cosmetologist Training (1550 hours) and practice in the cosmetic care of hair, skin, <u>and</u> nails.	<input type="checkbox"/> Esthetician Cosmetic skin care training (600 hours) and practice <u>only</u> .	<input type="checkbox"/> Nail Technician Cosmetic nail care training (350 hours) and practice <u>only</u> .	<input type="checkbox"/> Eyelash Technician Eyelash extensions training (38 hours) and practice <u>only</u> .

The following must be submitted for your application to be processed:

- **Completed Application**
- **Fee: \$195 (processing within 15 business days) or \$345 (expedited processing within 5 business days)**
Checks or money orders may be made payable to Board of Cosmetology. Fees are deposited the first business day after receipt. Processing time begins when your application and payment are received in the Board office. Business days do not include weekends or state determined holidays. Incomplete applications will be returned and subject to additional processing upon receipt back in the Board office.
- **Proof of high school graduation, GED completion, or recognized equivalent**
 - If you were educated in the U.S., attach a photocopy of your high school or GED diploma or transcript.
 - If you were educated outside the U.S., your education documents must be evaluated by Aequo International at your expense. Complete the online application at nasba.tfaforms.net/327178 and attach a copy of your credential report to your application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a GED will be required for licensure. For more information on the credentialing process, contact Aequo International at 1-844-882-3786 or aequointernational.com.
- **Certification(s) of Licensure from each state in which you have ever been licensed**
Contact each state's Board to have a Certification of Licensure mailed directly to the Board office. Certifications are only valid for 90 days from date of receipt and should certify each license, training hours, exams passed, and so on.
 - If you are or were licensed in a state that does not issue license certifications, complete and attach the Supplemental Verification Form (available at mn.gov/boards/cosmetology) along with a photocopy of your license in that state.
 - If your certifications do not verify at least one active license, you will need to complete a Skills Course at a licensed Minnesota cosmetology school. See page 3 for instructions.
 - If your certifications do not verify completion of the minimum training hours listed above, you will need to provide evidence of an active license for at least three years OR complete the remaining training hours and the Practical Skills Test at a licensed Minnesota cosmetology school. See page 3 for instructions.
- **Original passing results from the Minnesota State Laws & Rules Examination**
All applicants are required to take and pass the State Exam, including applicants who were previously licensed in Minnesota. Your original score report must be attached to this application. Exam results are valid for one year.
- **Proof of passing a General Theory Examination**
If your license certifications do not verify completion of a general theory exam, you must take and pass the Board-approved General Theory Examination for your license type (Cosmetologist, Esthetician, Nail Technician, or Eyelash Technician). Your original score report must be attached to this application. Exam results are valid for one year.
- **Proof of passing a Practical Examination**
If your license certifications do not verify completion of a practical exam, you must take and pass the Board-approved Written Practical Examination for your license type (Cosmetologist, Esthetician, Nail Technician, or Eyelash Technician). Your original score report must be attached to this application. Exam results are valid for one year.

To schedule written exams, contact PSI at 1-800-733-9267 or www.psiexams.com.

1. Applicant Information

3/2018

Full Name <i>First, Middle, Last</i>	First Name	Middle Name	Last Name		
Social Security Number <i>XXX-XX-XXXX</i>	Date of Birth <i>mm/dd/yyyy</i>				
Street Address	City, State, Zip Code				
Phone Number	Email Address				
Did you complete your high school, GED, or equivalent education in the U.S.? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="radio"/> Yes. <i>Attach a photocopy of your high school or GED diploma or transcript to your application. This document must include your graduation date.</i> </td> <td style="width: 50%; border: none;"> <input type="radio"/> No. <i>Your education documents must be evaluated by Aequo International before you submit your application. See instructions at the top of this page.</i> </td> </tr> </table>				<input type="radio"/> Yes. <i>Attach a photocopy of your high school or GED diploma or transcript to your application. This document must include your graduation date.</i>	<input type="radio"/> No. <i>Your education documents must be evaluated by Aequo International before you submit your application. See instructions at the top of this page.</i>
<input type="radio"/> Yes. <i>Attach a photocopy of your high school or GED diploma or transcript to your application. This document must include your graduation date.</i>	<input type="radio"/> No. <i>Your education documents must be evaluated by Aequo International before you submit your application. See instructions at the top of this page.</i>				

For Board Office Use Only

Amount:	C/MO/R#:	Application Number:
Date Processed:	Staff Initials:	License Number:

2. Additional Applicant Information

1. List <u>all</u> states or countries in which you have held a cosmetology license. For each state, list the license type. <i>If you were trained or licensed in another country, you may need to apply by Foreign Transfer. Visit mn.gov/boards/cosmetology for information.</i>	
2. Have you ever been the subject of any inquiry or investigation by any division of the Board of Cosmetology, or Office of the Attorney General? <i>If yes, attach a detailed and signed explanation with copies of all letters of inquiry and resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach the following:</i> <ul style="list-style-type: none"> <input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident. <input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations. <input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment. 	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes Section 270C.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a detailed and signed explanation with documentation from the Department of Revenue showing the debt has been paid in full or an approved payment plan is in process.</i>	<input type="radio"/> Yes <input type="radio"/> No

3. Cosmetology Education Information

Name of Cosmetology School Attended	School Location <i>City, State</i>
School Phone Number, Email, Website	Course Completion Date <i>mm/yyyy</i>

4. Current License Information

Select type(s) of license(s) held: <ul style="list-style-type: none"> <input type="radio"/> Cosmetologist <input type="radio"/> Esthetician <input type="radio"/> Nail Technician <input type="radio"/> Eyelash Technician <i>IMPORTANT: Minnesota does not have a "hair stylist" or hair care only license.</i>	Current State(s) of Licensure
	License Type
Select <u>all</u> disciplines covered in your training: <ul style="list-style-type: none"> <input type="radio"/> Hair Care <input type="radio"/> Skin Care <input type="radio"/> Nail Care <input type="radio"/> Eyelash Extensions <i>IMPORTANT: Training in hair, skin AND nail care is required for a Minnesota Cosmetologist license.</i>	Current License Number
	Original License Date
	License Expiration Date

Licensee Responsibility

You, as a licensee, will be responsible for the following:

License Renewal

Your license will expire on the last day of your birth month in the third year of your license cycle. If you fail to renew on or before that date, your license will expire and you will not be eligible to work. Late fees will be applied to any license that is not renewed on time. Current renewal requirements and applications are available at mn.gov/boards/cosmetology.

Verification of Salon License

If you are working in a salon, it is your duty to ensure it has a current license.

Compliance with Laws and Rules

As a licensee, you are responsible for ensuring compliance with all applicable laws and rules. Civil penalties of up to \$2,000 per violation can be assessed to you, to your Designated Licensed Salon Manager, and/or to the salon for not following laws and rules established by the Board.

Notice of Changes

If you change your legal name or address, you must notify the Board within 30 days of the change. Address changes may be completed online at mn.gov/boards/cosmetology. Name changes must be reported by completing a Name Change Form and submitting it to the Board office by mail or in person with proper documentation and fee payment required by Minnesota Statutes Section 155A.25. Per Minnesota Rule 2105.0190, subpart 2, a cosmetology license in your former name is invalid as of the 31st day of your new legal name.

You may be wondering ...

If I get a Cosmetologist or Esthetician license, will I need an Eyelash Technician license?

No, not in Minnesota. Eyelash extension services are included in your scope of practice.

Can I get a license just for nails and waxing?

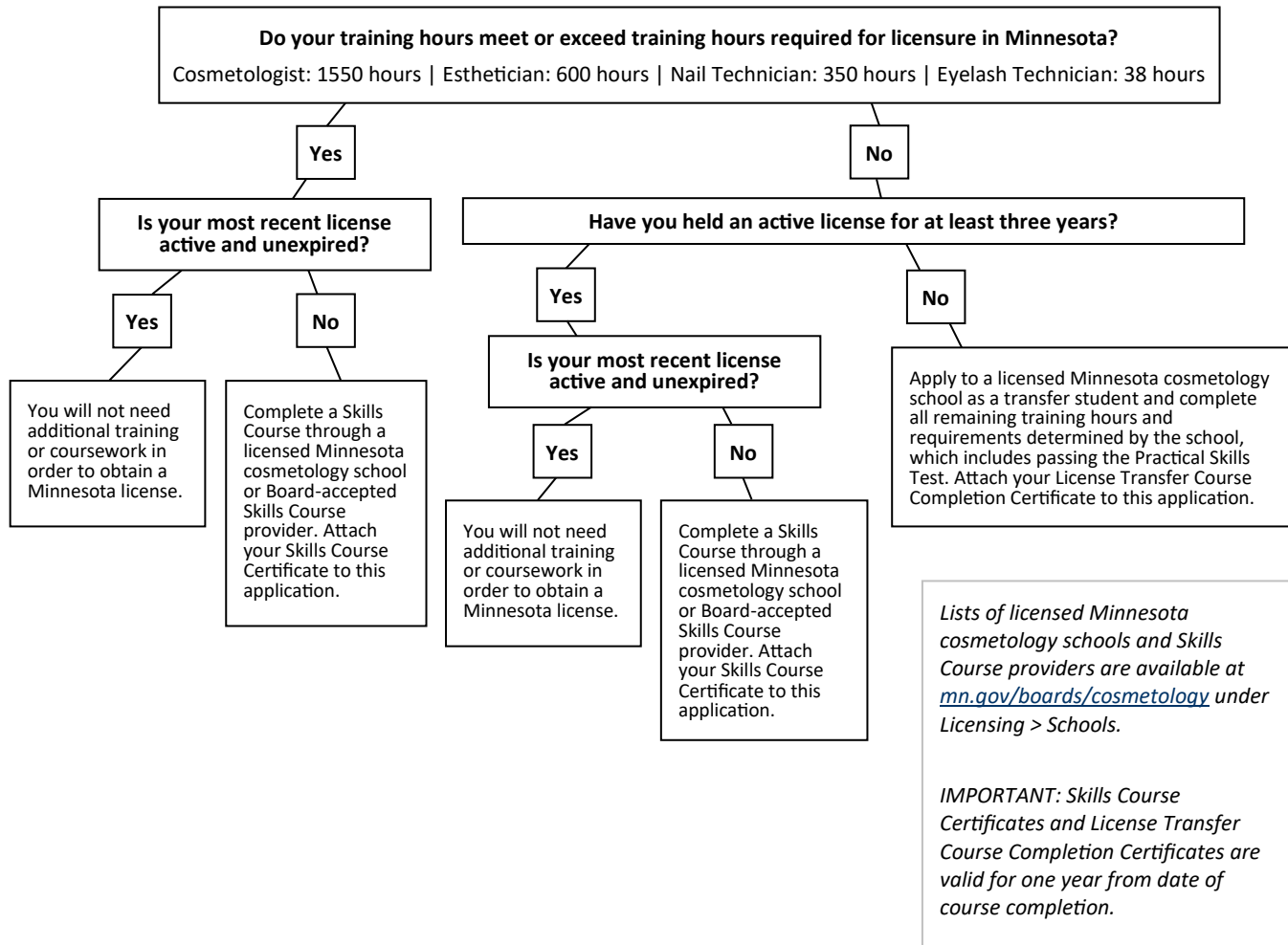
No, not in Minnesota. If you're trained in nails and skin (waxing) but not in hair care, you must obtain an Esthetician license and a Nail Technician license. The only way to do both with one license is to become a Cosmetologist.

Can I transfer my manager/master license?

No, not in Minnesota. Once you obtain an Operator license, you may apply for a Salon Manager license by submitting a complete Salon Manager License Application and fee payment to the Board.

5. Determine Additional Requirements

The following flowchart is offered to help you determine what, if any, additional training hours or coursework you may need to complete before you submit your application. **If the requirements you determine are not confirmed by your Certification(s) of Licensure, your application will be returned as incomplete and you will be required to complete any and all remaining training hours and/or additional coursework determined by the Board Licensing Division upon its formal review of your application and certification(s).** This will delay your licensure and possibly result in additional requirements if your other licenses, exam results, and/or Certification(s) of Licensure expire during the application process.



6. Application Certification

I certify that the information submitted within this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetology. Further, I have read and acknowledge receiving the Tennessee Warning.

Applicant Signature: _____

Date: _____

TENNESSEN WARNING: The data which you furnish on this application will be used by the Board to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the Board may be unable to process this application. While your licensure is pending, the information submitted, except your name and address, are considered private and will generally not be disclosed outside the Board. In circumstances authorized or required by law, however, it may be disclosed to others including persons contacted for purpose of verification or investigation, and the Attorney General's Office. Certain information on the application, including your Social Security number (SSN), will be provided to the Minnesota Department of Revenue at its request. If the matter of your licensure becomes contested, the information submitted on an application may become public. After issuance of a license, all information contained in this application, except your SSN, will be public information pursuant to Minnesota Statutes Chapter 13. Before the Board issues a license, individuals and businesses are required by Minnesota Statutes to provide certain data. Individuals: Social Security numbers are required by Minnesota Statutes 270C.72. Businesses: Minnesota business identification number and information requested concerning Workers Compensation Insurance are required by Minnesota Statutes. Pursuant to Minnesota Statutes 604.113 and 609.535, the Board is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.