




This document is intended to highlight the requirements for applicants seeking a Minnesota cosmetology license who have training and experience in another country and have not been licensed in another state. Reference: [MN Rules Chapter 2105](#) and [MN Rules Chapter 2110](#)

Questions? Contact the Board of Cosmetology! [cosmetology@state.mn.us](mailto:cosmetology@state.mn.us) | (651) 201-2742 | [mn.gov/boards/cosmetology](http://mn.gov/boards/cosmetology)

## 1 FOREIGN CREDENTIAL EVALUATION

- > Any records from another country, including records in English, must be evaluated by a Board-approved credentialing agency at the student's or school's expense. The Board has approved AEQUO International for all foreign evaluations.
- ✓ Click this link to see the steps of the evaluation process: [Steps to Complete the AEQUO Process](#)  This information is also available on the Foreign Documents page of the Board website.
- ✓ Submit all cosmetology training and work experience documentation directly to AEQUO International for evaluation.
- i Tip: Foreign high school diplomas also require evaluation. To save time, they can be submitted to AEQUO International with cosmetology training records at an additional cost.

## 2 MN COSMETOLOGY SCHOOL EVALUATION

- > Schools may only evaluate foreign documentation which has been verified by the Board-approved credentialing agency, AEQUO International (see item 1 above).
- ✓ The school must evaluate the applicant's training documentation (student records, training and work experience) to determine if it meets or exceeds what is required in a Minnesota curriculum, or if additional training is necessary.
- ✓ The applicant must complete the Practical Skills Test as part of the evaluation.
- i Schools must maintain a report that outlines their evaluation of the applicant's training background. The school report must include: the method of evaluation, the dates and location of their original training, any testing results, copies of any transcripts or diplomas used in the evaluation, and an explanation of the typical training or apprenticeship required in the country where the applicant previously practiced.

## 3 COURSE COMPLETION CERTIFICATE

- > After the applicant has met all initial training requirements and passed the Practical Skills Test, the school issues a Foreign Transfer Course Completion Certificate.
- ✓ The school's evaluation report (see item 2 above) and AEQUO's cosmetology evaluation report must be attached to the certificate.
- i Reminder: The Foreign Transfer Course Completion Certificate is a specific document to be used for applicants who have training or experience in another country and have not been licensed in the United States. Do not modify a different completion certificate for this purpose, it will not be accepted.

## 4 SUBMIT LICENSE APPLICATION

- ✓ After items 1-3 are completed and the applicant has passed all three written exams, they may submit a completed Foreign License Transfer Application to the Board office. The application can be found on the BCE website under Licensing > Individual Applications.

## Foreign License Transfer Application

Complete this application if you were trained and/or licensed in a country other than the U.S.  
If you also were licensed in another U.S. state, do not use this application. Use the Domestic License Transfer Application instead.  
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"/> <b>Cosmetologist</b> Training (1550 hours) and practice in the cosmetic care of hair, skin, <u>and</u> nails.	<input type="checkbox"/> <b>Esthetician</b> Cosmetic skin care training (600 hours) and practice <u>only</u> .	<input type="checkbox"/> <b>Nail Technician</b> Cosmetic nail care training (350 hours) and practice <u>only</u> .	<input type="checkbox"/> <b>Eyelash Technician</b> 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](http://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](http://aequointernational.com).
- **Original Course Completion Certificate from a licensed Minnesota cosmetology school**  
You must apply as a transfer student to a licensed Minnesota cosmetology school and have your non-U.S. cosmetology school transcript evaluated by Aequo International. Complete Aequo's online application (see above) to obtain your credential report. The school will evaluate your credential report, training, and work experience and provide any additional training and coursework necessary to meet State requirements. Upon completion, the school will give you your Foreign Transfer Course Completion Certificate. Attach your original, notarized certificate to this application. Lists of licensed Minnesota cosmetology schools are available at [mn.gov/boards/cosmetology](http://mn.gov/boards/cosmetology) under Licensing > Schools.
- **Original passing results from the Minnesota State Laws & Rules Examination**  
You must take and pass the State Exam before submitting your application. Attach your original score report to this application. Exam results are valid for one year.
- **Original passing results from the General Theory Examination**  
You must take and pass the Board-approved General Theory Exam for your license type (Cosmetologist, Esthetician, Nail Technician, or Eyelash Technician) before submitting your application. Attach your original score report to this application. Exam results are valid for one year.
- **Original passing results from the Written Practical Examination**  
You must take and pass the Board-approved Written Practical Examination for your license type (Cosmetologist, Esthetician, Nail Technician, or Eyelash Technician) before submitting your application. Attach your original score report 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](http://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.?  Yes. *Attach a photocopy of your high school or GED diploma or transcript to your application. This document must include your graduation date.*  No. *Your education documents must be evaluated by Aequo International before you submit your application. See instructions at the top of this page.*

**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> countries and/or U.S. states in which you have held a cosmetology license. For each country or state, list the license type. <i>If you were licensed in another U.S. state, you will need to apply by Domestic Transfer. Visit <a href="http://mn.gov/boards/cosmetology">mn.gov/boards/cosmetology</a> 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"> <li><input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident.</li> <li><input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations.</li> <li><input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment.</li> </ul>	<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. Foreign License Information

Select type(s) of license(s) held: <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 Country of Licensure
	License Type
Select <u>all</u> disciplines covered in your training: <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
If your country does <u>not</u> issue a license, initial this box <input type="checkbox"/>	

## 4. Cosmetology

Foreign Cosmetology School Attended	Foreign School Location <i>City, Country</i>
School Phone Number, Email, Website	Course Completion Date <i>mm/yyyy</i>
MN Cosmetology School Attended	MN School Location (City)
School Phone Number, Email, Website	Course Completion Date <i>mm/dd/yyyy</i>

## 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](http://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](http://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.

## 5. 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.