








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 | (651) 201-2742 | mn.gov/boards/cosmetology





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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.
-  Begin your AEQUO evaluation at <https://nasba.tfaforms.net/327178>  Select "Evaluation (Professional/Trade School Education Only) 150.00 USD".
-  Submit all cosmetology training and work experience documentation directly to AEQUO International for evaluation.
-  **WARNING:** AEQUO International performs foreign high school diploma evaluations for other states. DO NOT select this option. This is not required in the state of Minnesota as of March 2020.




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.
-  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.


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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.
-  **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.

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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 Board 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"/> Cosmetologist	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Nail Technician	<input type="checkbox"/> Eyelash Technician
Training (1550 hours) and practice in the cosmetic care of hair, skin, <u>and</u> nails.	Cosmetic skin care training (600 hours) and practice <u>only</u> .	Cosmetic nail care training (350 hours) and practice <u>only</u> .	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.
- **Original Foreign Transfer 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 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 1-855-834-8746 or www.psiexams.com.

1. Applicant Information

3/2020

Full Name <i>First, Middle, Last</i>	First Name	Middle Name	Last Name
SSN or ITIN <i>(full number required)</i>	Date of Birth <i>mm/dd/yyyy</i>		
Street Address		City, State, Zip Code	
Phone Number		Email Address	

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 <u>ever</u> 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 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> <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. 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.
- 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.

5. Application Certification

I certify that I am at least 17 years of age and 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 information you as an individual provide on this application will be used by the Board to assess your qualifications for licensure. It may also be used to determine whether you have violated any statutes or rules the Board is empowered to enforce. You are not legally required to complete this application; however, if you fail to do so, the Board will be unable to process this application or issue a license. If the information provided shows a violation of any statutes or rules enforced by the Board, you may be subject to disciplinary action by the Board including the assessment of civil penalties. Using fraud or deception to obtain a license may be used as a basis for disciplinary action. Further, if you choose to apply, Minnesota Statutes § 270C.72, subd. 4 requires that you provide your social security number or individual taxpayer identification number for the purpose of identifying individuals owing delinquent taxes. Upon the Minnesota Department of Revenue's request, the Board must provide it with a list of all applicants, including their name, address, business name and address, and social security number or individual taxpayer identification number. Except for your name and address, application information on individuals is private data while the application is pending and generally will not be disclosed outside of the Board and its staff. In circumstances authorized or required by law, however, the information may be disclosed to others, including the Attorney General's Office, the Minnesota Department of Revenue, the state or legislative auditor, persons contacted for purpose of verification or investigation, and persons who obtain a court order to receive the information. After issuance of a license, the information provided, except your social security number and any nondesignated addresses becomes public data and may be released to anyone upon request.