



Domestic or Foreign Transfer Hair Technician Operator License Application

Complete this application if you are licensed in another state or if you were trained and/or licensed in a country other than the U.S.
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.

The hair technician license requires 900 hours of training in hair care (including chemical hair care). If you did not complete at least 900 hours of hair care training (including chemical hair care) or have not been licensed in another state for at least three years (and had training in chemical hair care), you do not qualify for the license transfer process and must enroll in a Minnesota cosmetology school as a transfer student to complete the required training.

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.
- **Original passing results from three written Hair Technician examinations: 1) State, 2) General Theory, 3) Written Practical**
Your original PSI score reports must be attached to this application. Exam results are valid for one year.
 - If you currently hold an active license in Minnesota, you do not need to take the MN Hair Technician State Examination.
 - If you have been licensed in another state and your certification of licensure verifies you have passed a hair technician general theory exam, you do not need to take the MN Hair Technician General Theory Examination here.
 - If you have been licensed in another state and your certification of licensure verifies you have passed a hair technician practical exam (hands-on or written), you do not need to take the MN Hair Technician Written Practical Examination here.
- **And...**

To schedule written exams, contact PSI at 1-855-834-8746 or psixams.com

If you are licensed in another state:

- **Certification(s) of licensure from each state in which you have ever been licensed**
Contact each state's Board to have a certification/verification of licensure sent directly to the Minnesota Board office. Certifications are valid for only 90 days from date of receipt and should certify your license, training hours, exams passed, and so on.
 - If you are or were licensed in a state that does not issue certifications of licensure, complete and attach the Supplemental Verification Form (available at mn.gov/boards/cosmetology) along with a photocopy of your license in that state.
 - Your certification must verify you have an active hair technician license and that you were trained in and are licensed to perform chemical hair care.
 - Your certification must also verify you had at least 900 hours of training or have been licensed as a hair technician for at least three years.

If you were trained or licensed in another country:

- **Foreign credentials evaluation report**
You will need to have your hair technician training documentation evaluated by one of the Board's approved foreign credentialing agencies. This can take several weeks as the agency will communicate with your school and/or local ministry of education to verify your training. Contact the foreign credentialing agency of your choice:
 - ⇒ Span Tran: The Evaluation Company
 - ⇒ Josef Silny & Associates: International Education Consultants
 - ⇒ Aequo International: Professional Credentials Evaluation
 Visit mn.gov/boards/cosmetology/practitioners/license-transfers/ to choose one of these agencies.
 - The evaluation report will be sent directly from the agency to the Board, so you do not need to attach it, but do not submit your application until the evaluation is completed.
 - Your evaluation report must verify you were trained for at least 900 hours in hair care, including chemical hair care, or you will not qualify for license transfer and must enroll in a Minnesota cosmetology school as a transfer student.

1. Applicant Information

6/2024

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

2. Select Application Type

- Domestic Transfer: I am a licensed hair technician in another state.
- Foreign Transfer: I was trained and/or licensed as a hair technician in another country.

For Board Office Use Only

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

3. Additional Applicant Information

1. List <u>all</u> states or countries in which you have <u>ever</u> held a hair technician license. _____	
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 hair technician license that 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

4. Cosmetology Education Information

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

5. Cosmetology Licensure Information

Current State of Licensure	Original License Date
Current License Number	License Expiration Date



Did you complete at least 900 hours of hair care training (or have you been licensed in another state for at least three years) and did your training include chemical hair care? If not, you do not qualify for license transfer and should not submit this application. You must enroll in a Minnesota cosmetology school as a transfer student, complete the remainder of the 900-hour hair technician program, and apply with the Initial Operator License Application.

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.

6. 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.