



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

How to obtain an Ohio License

You may obtain an Ohio license based on a current active license from another country. This is a two (2) part process. It is important that you read the information below and provide all necessary information in order for the board to properly process your request.

All applicants are required to take and pass the practical and theory examinations regardless of previous licensure or examinations taken. A minimum passing score of a seventy-five (75) is required on both the practical and theory examinations.

You have the option to obtain either a basic license or an advanced license. The advanced license does require you to provide documentation of a minimum of 1800 hours of work experience and successfully complete an additional theory examination. Below is a description of each.

Basic License - A licensee holding a basic license may work alone in a salon and is eligible to obtain an Independent Contractor's (IC) license. A person holding a basic license may obtain an Advanced License based on a minimum of 1800 hours of work experience.

Advanced License— A licensee holding an advanced license may work alone in a salon. A person holding an advanced license is eligible to obtain an Independent Contractor (IC) and/or Instructors license.

Once an Ohio license has been obtained, the license cannot be transferred to any other state in less than twelve (12) months from the time the license was obtained. The Ohio State Board of Cosmetology will not send a Board Certification or complete a license transfer unless the license has been active in Ohio for more than one (1) year.

Human Trafficking Training – All Ohio licensees are required to complete a one (1) hour course on Human Trafficking. This training is provided free of charge and is available on the Board's website. You will receive the required login information and instructions in the mail along with your examination date. This training must be completed **prior** to the assigned date of the required examination(s).

To start the process:

1. Complete the following application and return it to The Ohio State Board of Cosmetology. Once the initial application and required documentation has been received and verified, you will be mailed an examination application. The examination application must be completed and submitted along with the required fee. Once the Board receives the completed application, you will receive an examination date by mail. On the date of your scheduled examination, you will be required to provide the confirmation that you have completed the required one (1) hour training on Human Trafficking.

2. Include a **copy** of the following documents with the application:

A copy of your current license or certification to provide services

Documentation of a tenth (10th) grade education (diploma, GED or equivalent)

Current Residence Card or US Citizenship documentation (ability to Earn Income in United States) or

Social Security Card

Current, valid photo identification (Driver's license, State issued ID or passport)

Do not send originals. All forms must be translated into English by an official Translation Service. Translated documents must have the translation service seal affixed.



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FEE: \$ 0.00

Transfer of Foreign/Out of Country License Application

Name Last	First	Middle	Maiden
Street Address	City	State	Zip
Ohio County of Residence	Birth date (MM/DD/YYYY)	Social Security Number	
Contact Number (Include Area Code)		Email Address (Required)	
Do you wish to take the Advanced exam:	No	Yes	If yes, you must complete and submit the 1800 hours of work experience form.

Check which type license you would like to transfer:

Cosmetology **Esthetician** **Manicurist** **Hair Designer**
 Natural Hair Styling (Braiding)

The following information is required to be submitted along with this application. Failure to provide the required information will cause a delay in the processing of your application.

A copy of your current, valid Cosmetology, Esthetician, Natural Hair Stylist (Braiding), Hair Designer, or Manicuring license.

A copy of applicant's current, valid driver's license or State ID with picture must be submitted with this application.

Notice on Collection of Personal Information

The Ohio State Board of Cosmetology collects personal information on this form principally to identify and evaluate an applicant's qualifications for licensure, issue and renew licensure and enforce the provisions of Section 4713 of the Ohio Revised Code. Submission of this information is mandatory and the Board cannot process your application without a complete and accurate profile that includes the information requested. Information submitted to the Board, **excluding** confidential personal information as listed under Section 149.43 of the Ohio Revised Code, may be disclosed in response to a request for public records, to another state or government agency as required by law, or pursuant to a court order. Your social security number is required by state law and federal law for purposes of child support enforcement (ORC 3123.50, 42 U.S.C. Section 666). Licensees may request to review the information maintained by the Ohio State Board of Cosmetology. Questions should be directed to the Board office. The Ohio State Board of Cosmetology maintains personal information data in an interconnected enterprise licensing data system that is accessed by other agencies authorized to engage in occupational and professional licensing in the state of Ohio. Access to personal information data maintained in the interconnected enterprise licensing system by participating agencies is strictly limited to purposes identified by each participant, in accordance with Section 1347.15 of the Revised Code.

I hereby request that in order to process my application, act upon renewal requests, and to respond to public requests to confirm my license/certificate status, my personal information be accessed in accordance with OAC 4713-1-13(E) and (G).

Signature

Date

Certification of Work Experience

Applicant must have the owner in which they have been employed or Advanced licensee certify to the board that the applicant has engaged in the practice of cosmetology or branch of cosmetology in a licensed salon for at least one thousand eight hundred hours (1800).

Affidavit - This Section Must be Notarized

Salon Owner: _____ Salon License Number _____

Name of Salon _____

Address, City, State and Zip Code: _____

Employee Name: _____ Number of hours worked: _____

State of _____, County of _____

I swear or affirm that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature of Owner (Must be signed in presence of notary)

Subscribed in my presence and sworn to before me this _____ day of _____ 20 _____

Notary Seal

SIGNATURE OF NOTARY PUBLIC (Commission expiration date required)



For use if more than one employer needed to verify the required 1800 hours of work experience.



Salon Owner: _____ Salon License Number _____

Name of Salon _____

Address, City, State and Zip Code: _____

Employee Name: _____ Number of hours worked: _____

State of _____, County of _____

I swear or affirm that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature of Owner (Must be signed in presence of notary)

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