



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 any other state. 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 a manager's license. The manager's license does require you to provide documentation of a minimum of one (1) year's work experience and successfully complete an additional written examination. Below is a description of each.

Basic License - A licensee holding a basic license cannot work alone in a salon. A person who holds a Manager's license must be present. A person with a **basic license** is **not** eligible to obtain an Independent Contractor (IC) or an Instructor's license.

Managers License— A manager's license gives the ability to work alone and/or manage a salon. A person holding a manager's license is eligible to obtain an Independent Contractor (IC) 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 when 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 an examination date. This training must be completed prior to the assigned date of the required examination(s).

To start the process:

1. Contact the state board where you are currently licensed and request a Board Certification to be sent **directly** to the Ohio State Board of Cosmetology. All board certifications must be received directly from a state board; certifications will not be accepted directly from an applicant. The license must be active and in good standing to be accepted by the Ohio State Board of Cosmetology and remain active and in good standing until an Ohio license is obtained. Only certifications received within six (6) months of preparation date will be accepted.

2. Complete the following application page and return it to the Ohio State Board of Cosmetology. Once the application and the required board certification have been received and verified, you will be mailed an examination application. The examination application will need to be completed and submitted along with the required fee. Upon receipt of the examination application an examination date will be mailed to you. On the date of your examination you will need to provide the confirmation that you have completed the required one (1) hour training on Human Trafficking.



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OUT OF STATE LICENSE APPLICATION

FEE: \$ 0.00

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 Manager's exam:	No	Yes	If yes, you must complete and submit the one (1) year work experience form.
Have you ever been licensed in Ohio	If yes, when	Ohio License #	
List only the state in which you currently hold an active license			

The following information must be submitted along with this application. Failure to provide the required information will cause the application to be rejected and delay the process.

- **A copy of your current, active Cosmetology, Esthetician, Natural Hair Stylist (Braiding), Hair Designer, or Manicuring license.**
- **A copy of applicant's current, valid driver's license.**
- **One (1) photograph with an unobstructed full head view, no smaller than 2.5 x 3.5. Digitally produced photos MUST be printed on photo quality paper. Photo paper weight must be at minimum 60 lb. and/or 200 GSM. Polaroid or photos printed on basic printer paper will be rejected.**
- **No fee is required with this application, a fee will be required with your examination application.**



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WORK EXPERIENCE VERIFICATION (1 YEAR ~ 2000 HOURS)

Documentation of one (1) year of work experience **must** be verified by your employer (s). If you worked for more than one (1) employer in that one (1) year, please have each employer complete the form below and substantiate your work experience which would be equal to 2000 hours. Part time work can be counted only for the actual hours worked. **Each signature must be notarized.**

I _____, being the salon owner or manager hereby swear or affirm that
(Name of owner or manager)

_____ had been an employee of _____
(Name of employee) (Name of salon)

located at _____
(Street address of salon including city, state and zip code)

From _____ / _____ / _____ to _____ / _____ / _____.
Month Date Year Month Date Year

Affidavit – Must Be Notarized

State of: _____

County: _____

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 Salon Owner or Manager (must be signed in presence of the notary)

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

Notary Seal

Notary Public – Commission Expiration Date is required

If documentation is needed from more than one (1) employer, please copy this page.