

Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Cosmetology and Barbering
One Federal Street, Suite 600, Boston, MA 02110
www.mass.gov/cosmetology
617-701-8792

COSMETOLOGY OUT OF STATE APPLICATION CHECKLIST

Your application must include:

- One 2" x 2" photo
- A copy of your driver's license
- A copy of your cosmetology, aesthetics, or manicuring license from another state
- You must have the state in which you are licensed send a verification (also sometimes called a certification) of your license directly to the Board whether or not your license is current. This verification or certification should indicate the status of your license, information on any pending actions, and any disciplinary information.

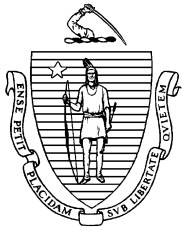
NOTE: If you obtained your current license in another state through reciprocity, you must also arrange to have the state where you were originally licensed send the Board a verification of your original license, even if it is expired.

- A money order or check payable to the Commonwealth of Massachusetts in the following amount, depending on your application:
 1. Applying **for a license without exam**: \$204
 2. Applying **for a license with exam**: \$136

Please review the **Exam Requirements Section** of this application to determine whether you need to take an exam. All money orders must be signed and dated. ***Application fees are non-refundable.***

- An official transcript from your cosmetology school in an envelope sealed by the school showing the subjects and the number of hours in each subject that you completed, and your graduation from the program. If your school is closed, and you are unable to provide a transcript, you must include a letter or communication from the State where your school was located confirming that it is closed.
- Proof of passage of a licensure examination in a state or jurisdiction in the United States. This can be confirmed on the verification letter from your state or your exam score results.
- A notarized Division of Occupational Licensure Criminal Offender Record Information (CORI) Acknowledgment Form.

APPLICATIONS WITHOUT ALL OF THE ABOVE ITEMS WILL BE CONSIDERED INCOMPLETE



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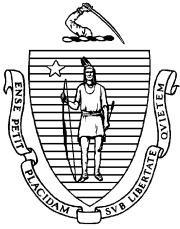
EXAM REQUIREMENTS:

Applicants are required to take an exam if any of the following apply:

- You do not have a current license in another state or jurisdiction
- You have completed a program in a school substantially equivalent to the Board's requirements, but you do not have a license in any state or jurisdiction
- You have not passed an exam for your license in a state or jurisdiction in the United States
- Your license(s) in another state or jurisdiction have been suspended or revoked at any time.
- Your completed education is less than the Board's required education hours:
 - 1000 hours for cosmetology, including 50 hours of manicuring and 80 hours of aesthetics
 - 600 hours for aesthetics after June 1, 2019; 300 hours of aesthetics prior to June 1, 2019
 - 100 hours for manicuring
- You completed your training through an apprenticeship rather than a school
- Your license in another state or jurisdiction does not cover all of the services that the Board's license covers (for example, a hairstyling license that does not cover manicuring or aesthetics services).
 - Please note that you will also need to go back to school to obtain the Board's required hours in any area that you have not received training in that is applicable to the license you are applying for. For example, if you have a hairstyling license that does not include a manicuring or aesthetics services, you will need to obtain 50 hours in manicuring and 80 hours in aesthetics training in a school to meet the Board's requirement for a cosmetologist license.

Applicants do not have to take an exam if all the following applies:

- You have a current license in another state or jurisdiction
- You have obtained a related license by passing an exam in a state or jurisdiction in the United States
- None of your licenses have ever been suspended or revoked
- You have completed a school program substantially equivalent to the Board's requirements (see hour requirements above)
- Your current license's scope is equivalent to the scope of practice of the license you are applying for (for example, your cosmetologist license from another state must permit you to provide hairdressing, manicuring, and aesthetics services)



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Cosmetology Out of State Application

Please check one of the following after reviewing the Exam Requirements Page:

- ☐ **Exam Required – Please include Fee of \$136**
☐ **Exam Not Required – Please include Fee of \$204**

BOARD USE ONLY

Board: _____
License #: _____
Type: _____
Cash #: _____
Cash Date: _____

Please attach recent

2" X 2"

passport photograph here

Type of License applying for (check one):

- ☐ Cosmetologist ☐ Aesthetician ☐ Manicurist

1. Applicant Name: _____
Last First Middle

2. Maiden Name: _____

3. Date of Birth: _____

4. Permanent Address: _____
No. Street Apt. #

City/Town State Zip Code

5. Contact Phone Number: _____

6. Email Address: _____

7. Social Security Number (**Mandatory**): _____

Pursuant to G.L. c. 62C, s. 47A, the Division of Occupational Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Background Questions

1. Has any disciplinary action been taken against you by a licensing board in any jurisdiction?

Yes: ☐ No: ☐

If yes, a notarized letter must be submitted with this application. The letter should contain an explanation and description of the incident.

2. Do you hold or have you held a professional license in any jurisdiction?

Yes: ☐ No: ☐

If your license is with the Board, please list your license number:

For other licenses, please contact the jurisdiction's licensing authority and arrange for that authority to send a certificate of standing directly to the Board indicating the status of your license, information on any pending actions, and any disciplinary information.

For questions 3-6, if you answer yes, you must submit a notarized letter explaining the incident.

3. Are you the subject of pending disciplinary action by a licensing board in any jurisdiction?

Yes: ☐ No: ☐

4. Have you ever voluntarily surrendered a professional license to a licensing board in any jurisdiction?

Yes: ☐ No: ☐

5. Have you ever applied for and been denied a professional license in any jurisdiction?

Yes: ☐ No: ☐

6. Have you ever been convicted of a felony or misdemeanor in any jurisdiction?

Yes: ☐ No: ☐

Certification

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Registration of Cosmetology and Barbering to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c. 62C, §49A, to the best of my knowledge and belief, I and/or the business entity I represent have filed all state tax returns and paid all state taxes required by law.

Signature of Applicant

Date

COMMONWEALTH OF MASSACHUSETTS
1000 Washington Street, Suite 710
Boston, MA 02118-6100

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM

The Division of Occupational Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Occupational Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Occupational Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Occupational Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

I understand that the Division of Occupational Licensure may conduct a subsequent CORI check within one year of the date this Form was signed by me. I understand that if my licensure is not completed within one year from the date of this authorization, I will be required to submit a new authorization form prior to licensure.

By signing below, I provide my consent to an initial CORI check and a subsequent CORI check, both within one year of the date of this Form, and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

Please provide the name of the board of registration and license type for which you are applying or currently hold:

Board of Registration

License Type

NOTE: DOL CANNOT ACCEPT THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM UNLESS IT IS EITHER (1) SIGNED IN PERSON AT THE BOARD'S OFFICES IN THE PRESENCE OF A DOL EMPLOYEE WHO HAS VERIFIED THE APPLICANT'S IDENTITY THROUGH ACCEPTABLE IDENTIFICATION, OR (2) SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKEWISE VERIFIED IDENTITY AND THEN MAILED OR OTHERWISE DELIVERED TO THE BOARD'S OFFICES AT THE ADDRESS SET FORTH ABOVE.

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name	*First Name	Middle Name	Suffix
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*Maiden Name (or other name(s) by which you have been known)

*Date of Birth	Place of Birth
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* Social Security Number: _____ - _____ - _____

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____

Driver's License or ID Number: _____ State of Issue: _____

Current and Former Addresses:

Street Number & Name	City/Town	State	Zip
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Street Number & Name	City/Town	State	Zip
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IDENTITY VERIFICATION SECTION: If this form is submitted by hand at DOL Offices, Section A must be completed. Otherwise, Section B must be completed.

SECTION A: VERIFICATION BY DOL EMPLOYEE: I hereby certify that I verified the identity of the above-referenced subject by reviewing the following form(s) of government-issued identification:¹

☐ Passport ☐ State-issued driver's license ☐ Military identification ☐ State-issued identification card

VERIFIED BY: _____
Name of Verifying DOL Employee (Please Print)

Signature of Verifying DOL Employee Date

SECTION B: VERIFICATION BY NOTARY:

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:¹

☐ Passport ☐ State-issued driver's license ☐ Military identification ☐ State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public: Notary Commission Expires On

¹ If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).