

FOR OFFICE USE ONLY

Cosmetology Checklist

- Endorsement Examination
- App. & Fee
- Date: _____ Check _____
- High School Diploma
- Transcript
- Lic. Verification from other States



FOR OFFICE USE ONLY

Application Approved:

License Number:

Issue Date:

Signature of Board Administrator

ID#:

Receipt #:

**Rhode Island
Board of Hairdressing & Barbering**

Room 104
3 Capitol Hill
Providence, RI 02908-5097

***Instructions and Application For
License As A***

FOR OFFICE USE ONLY

License # _____
Name _____

Barber
(Requires 1000 Hours of Training)

Hairdresser
(Requires 1000 Hours of Training)

Manicurist
(Requires 300 Hours of Training)

Esthetician
(Requires 600 Hours of Training)

Endorsement **Examination**

Temporary Permit
 yes no

Retake? yes no
Spanish? yes no

MILITARY STATUS ELIGIBILITY *(Documentation Required)
see next page for instructions*

Please check ONE of the following criteria for expedited application:

- I am in active military duty or a reservist
- I am a military veteran with honorable discharge
- I am the spouse of someone in active military duty or the spouse of a reservist

Applicant - Print Name

LAST NAME

FIRST NAME

MI

Phone: (401) 222-2828

TTY/TDD: (800) 745-5555

Fax: (401) 222-1272

LICENSURE REQUIREMENTS

- Completed Application with Cover Page - Applications are valid for 1 year from the day they are received at RIDOH. If you are not licensed within the year you must submit a new application.
- Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer in the amount of **\$25.00** and attached to the upper left-hand corner of the first (Top) page of the application. **THIS APPLICATION FEE IS NONREFUNDABLE.**
- Photocopy of Driver's License or State Issued ID
- Copy of high school diploma or GED. If you graduated from a foreign High School, you must contact the Center for Education, Boston MA at (617-338-7171) for High School Verification, or other recognized educational documentation evaluation center for equivalency.
- Official transcript from a qualifying school of Hairdressing/Barbering/Esthetics/Manicuring sent directly to the Board. **Fascimiles will not be accepted.** This transcript includes the date of completion, graduation, and number of hours.
- Photo Copy of an **out-of-state license** . A 90 Day Temporary License will be issued after receipt of a completed application, fee and a photocopy of an active out-of-state-license. Only one temporary license will be issued per applicant and is non-renewable.
- If you have ever been licensed in another state, license verification(s) must be sent directly from the state(s) in which you hold or have held a license including the state of original licensure verifying that you have passed a written and practical examination. (Interstate Verification Form included in this application can be used for that purpose)
- If applying for expedited military status, please complete the Military Expedition Form at the end of this application packet.

Written Examination Information

Applicants by exam must schedule their own appointment with our testing service for the NIC written exam. Contact PSI at www.psiexams.com to schedule your appointment. **No applicant should schedule the written exam until he/she has completed all of the required hours for licensure.**

Foreign-Trained Applicants - Compliance with the Rules and Regulations R5-10 HAIR, “Requirements for Applicants from Another Country”

Please refer to our Rules and Regulations to be sure you meet our licensing requirements. You must have passed both a written and practical examination in the state where you were licensed. If you did not take both examinations, you will be required to take the missing examination(s) here in Rhode Island.

You must have completed the necessary hours of training: Barber, 1000; Esthetician, 600; Hairdresser, 1000; Manicurist, 300 and those hours must be verified by the receipt of a transcript directly from your school.

Licensure Information

Please visit the RIDOH website at <http://www.health.ri.gov/licenses> to Verify your license, download Rules and Regulations/Laws for your profession, download change of address forms, other licensing forms or obtain our contact information. HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others.

Applicant: Print your complete last name >

7. Preferred Mailing Address

Please check ONE

- Please use my Home Address as my preferred mailing address
Please use my Business Address as my preferred mailing address

8. Qualifying Education

Please list the name and information about the school that you attended that qualifies you for this license.

Type of School (High School, University, College, Trade/Technical School etc.)

Type of School (High School, University, College, Trade/Technical School etc.)

Name of School

Name of School

Date Graduated: Month Year

MANDATORY

Name of School of Cosmetology

Name of School of Cosmetology

Date Graduated: Month Year Total Number of Classroom Hours

9. Other State License(s)

Please answer the question and list state(s), if applicable

Have you ever held, or do you currently hold, a license in another state? Yes No

If the answer to this question is "yes", list the original state of licensure, license number, and, if applicable, enter all other state abbreviation(s) of licenses in Question 10 (below). Send "Interstate Verification Form" (page 10) to each state in which you are, or ever have been, licensed:

Original Licensure

State License Number

10. Licensure

List all states or countries in which you are now, or ever have been licensed to practice your profession.

State/Country: Active Inactive

DOCUMENTATION NEEDED: YOU must send an "Interstate Verification Form" to each state in which you are, or ever have been, licensed (Make copies as needed)

11. Criminal Convictions

Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided.

If necessary, you may continue on a separate 8 1/2 x 11 sheet of paper.

Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending? Yes No

Abbreviation of State and Conviction (e.g. CA - Illegal Possession of a Controlled Substance):

Month Year

12. Disciplinary Questions

Check either Yes or No for each question.

1. Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending? Yes No

2. Have you ever been denied a license, certificate, registration or permit in any state? Yes No

Note: If you answer "Yes" to any question, you are required to furnish complete details, including date, place, reason and disposition of the matter on a separate sheet of paper.

13. Affidavit of Applicant

Complete this section and sign in front of a notary.

Make sure that you have completed all components accurately and completely.

I, _____, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as a Hairdresser/ Barber/Manicurist/Esthetician/Instructor in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Hairdressing & Barbering of any change in the answers to these questions after this application and this affidavit is signed.

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Signature of Applicant _____

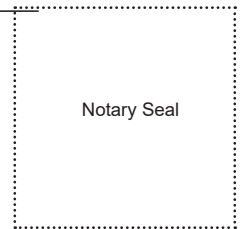
Date of Signature (MM/DD/YY) _____

Name of Notary (Print, Type or Stamp) _____

Signature of Notary _____

Notary No/Commission No. _____

Commission Expiration Date (MM/DD/YY) _____



NOTE:

In accordance with the RI Rules and Regulations, specifically (Section 4.7.1 General Requirements, Subsection C), "Persons working in a shop who are independent contractors, not considered to be employees of the shop for tax purposes, are considered to be an independent business requiring a separate hair design shop license".

Please visit <https://health.ri.gov/applications/ShopSpace.pdf> to obtain the application.



Rhode Island Board of Hairdressing & Barbering

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

Substitute forms are not acceptable - Copy this form as needed.

INTERSTATE VERIFICATION FORM - ORIGINAL AND ALL OTHER STATES OF LICENSURE

I am applying for a license to practice as a Hairdresser/Barber/Manicurist/Esthetician/Instructor in the State of Rhode Island. The Rhode Island Board of Hairdressing & Barbering requires that the following form be completed by the jurisdiction in which I obtained my original license and all other states of licensure. This constitutes your authority to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Hairdressing & Barbering at the above address.

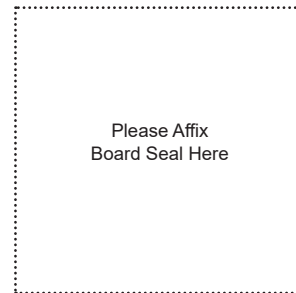
Print/Type Full Name _____	Signature _____	Date _____
Previous Names Used _____	Social Security Number _____	Date of Birth _____
License Number _____	Date Issued _____	

THIS SECTION TO BE COMPLETED BY THE COSMETOLOGY BOARD

Cosmetology Program Completed:		Graduation Date:	
Location:		Number of Hours Completed:	
Licensed by Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has completed and passed both Written & Practical Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No		
License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed	Original Date Issued:	Expiration Date:	
<p>Questions:</p> <p>1. Does the applicant have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Has this licensee ever been investigated by your Board? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Do you know of any information that may discredit this person? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answer "Yes" to questions 2-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

Certification:

Signature _____	Date _____
Type or Print Name _____	
Title _____	
Full Name of Licensing Board _____	



Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Rhode Island Department of Health Military Expedition Form

Please attach this form to the *front* of your completed application and mail to the address shown on the application cover.

Pursuant to Rhode Island General Laws § [5-88-1](#) et seq., upon application, this state may recognize occupational licenses, certificates or permits obtained from other states for military members and their spouses who relocate to this state pursuant to military orders. The Rhode Island Department of Health (RIDOH) will expedite your or your spouse's health professional license application provided the following conditions are met.

I. PROFESSION/LICENSE TYPE

Please indicate the profession and/or license type you are applying for so that your application can be routed to the correct office:

Profession/License Type: _____

II. MILITARY STATUS

Please check ONE of the following criteria for expedition:

I am in active military duty or a reservist.

I am the spouse of someone in active military duty or the spouse of a reservist.

I am a military veteran with honorable discharge. *You do not need to complete the rest of this application – please skip to the signature line.*

III. PROOF OF MILITARY STATUS

Please attach a copy of proof of your military status such as one of the following: Leave Earning Statement (LES), Letter from Command, or Copy of Orders

IV. MILITARY CHANGE OF STATION ORDER

Permanent Change of Station Order

V. PROOF OF GOOD STANDING

Proof of good standing from the board in the other state in which the person has a license.

VI. Criminal Background Check (a "BCI") (*unless required in the initial license application*)

BCI completed from the RI Attorney General's Office.

VII. ATTESTATIONS:

Check all that apply:

No board in any other state has revoked the license for which I am applying as a result of negligence or intentional misconduct.

I have never surrendered an occupational license, certificate, or permit because of negligence or intentional misconduct.

I do not have a complaint, allegation, or investigation currently pending before a board in another state which relates to unprofessional conduct or an alleged crime.

I attest that the above responses and information are true and accurate to the best of my knowledge and that none of the information set forth above is false, erroneous, or defective in any important, as set forth in R.I. Gen. Laws § 11-18-1. I understand that this application is being made to the Rhode Island Department of Health, which shall rely upon my attestation and the information provided in this document.

Signature of Applicant

Date

On a case-by-case basis RIDOH may grant a temporary license should the military member or spouse need additional time to complete education, training, and/or experience for the licensure in Rhode Island. RIDOH will contact the applicant directly should that be needed.