

**ARKANSAS DEPARTMENT OF HEALTH  
COSMETOLOGY SECTION  
4815 West Markham, Slot 8  
Little Rock, AR 72205 – (501) 682-2168**

**RECIPROCITY REQUIREMENTS  
For HOURS**

Any person who is transferring hours from another state and does not hold a current license in another state is required to pass a written and practical examination administered by the Cosmetology Section to qualify for a license in this State.

**EXAMINATION REQUIREMENTS:**

1. Complete an Application for Practitioner Examination form.
2. Proof of Training. Submit the following requirements:
  - a) An affidavit certifying that you have completed the minimum number of clock-hours in one of the prescribed courses of study listed below. The affidavit must be completed and signed by an Official of the licensing entity that has jurisdiction over the practice of Cosmetology in said state. Either the licensing entity seal or notary public seal must be affixed to said document.

1) 1500 hours for cosmetologist	3) 600 hours for electrologist
2) 600 hours for manicurist	4) 600 hours for aesthetician
  - b) A breakdown of the curriculum requirements for said course.
  - c) A diploma issued from the training institute where applicant completed the course of study.
3. A legible copy of applicant's Social Security Card.
4. High school credit of not less than two years (10<sup>th</sup> grade) or its equivalent for cosmetologists, aestheticians or manicurists and four years (12<sup>th</sup> grade) or its equivalent for electrologist.
5. Photostatic copy of photo ID (must be legible)
6. Practical Examination Fee of \$65.00

All requirements for the examination must be submitted on or before the deadline date of the examination you wish to take (contact the Cosmetology Section's office for a list of dates or visit our website at [www.arkansas.gov/cos](http://www.arkansas.gov/cos))  
When the Cosmetology Section receives all information listed above, a letter will be sent informing you about the practical examination and how to contact PSI to schedule the written examination. Payment for the written examination must be paid directly to PSI, as the letter will explain.

**NO PERSON MAY PRACTICE OR TEACH ANY PHASE OF COSMETOLOGY IN THIS STATE UNTIL LICENSED BY THE COSMETOLOGY SECTION.**