

Reciprocity Form

Instructions: Please review the reciprocity requirements and process on the back of this form before completing. When you are ready to complete this form, please do so by printing the information in blue or black ink. This form is required if you are a licensee from another state/country and you want to become licensed in the state of Arkansas.

Applicant's Name

Last Name	First Name (no nickname)	Middle Name			
Maiden Name (if applicable)	List any other <i>last</i> names you have ever used				
Address	Apt. #	City	County	State	Zip Code
Telephone Number ()	Gender MALE FEMALE		Marital Status		
Social Security Number	Date of Birth	Place of birth (city/state/country)			
Race (circle one): Black White Am. Indian Hispanic Asian Alaskan Native					

Licensing Information

What type of license do you currently hold? (circle one)	Cosmetology	Manicure	Aesthetician	Instructor	Electrology
Did you take a State Board written examination? YES NO			Did you take a State Board practical examination? YES NO		
In what state did you take the examination?			Please list <u>all</u> the states that you have held a license.		
What is the name of the salon where you plan to work once you are licensed in Arkansas?			City		

Training Information

What cosmetology school did you attend?			City/State/County		
Date training began	Date training completed	Total number hours completed	Type of training completed		
What high school did you attend?		City/State/County			
Year Completed		Grade Completed			

Applicant Signature: By signing this application, I certify that the information provided is correct to the best of my knowledge. Further, I understand that false statements will be sufficient grounds for the Board to take disciplinary action.

Date	Applicant's Printed Name	Applicant's Signature
Date	Interpreter's Printed Name	Interpreter's Signature

Reciprocity Requirements

In order to reciprocate into the cosmetology industry in Arkansas, the following general requirements must be met:

1. The applicant must be at least 18 years of age;
2. The applicant must have passed both a written and practical national examination;
3. The applicant must have a current valid license issued under the laws of another state;
4. The scope of practice for which the applicant is licensed in another state must be equal to or greater than the particular class of license that the applicant is applying for in the State of Arkansas. To be licensed in this state in one of the occupations listed below, the scope of practice for which the applicant is licensed in another state must include the following:
 - Cosmetologist - hairdressing, manicuring, nail extensions, aesthetics
 - Manicurist - manicure, pedicure, nail extensions
 - Aesthetics - skin care, facials, cosmetic applications
 - Instructor - certified to teach the cosmetology course
 - Electrology - permanent hair removal by an electric needle or any other kind of device designed to permanently remove hair

Reciprocity Process

An applicant must complete the following process to be eligible for an Arkansas license through reciprocity:

1. Contact the State Board in which you are currently licensed and request that they send your license certification to the Arkansas State Board of Cosmetology. The address to send it is located at the top of the previous page.
2. Complete the Reciprocity Form (this form).
3. Wait for the Arkansas State Board of Cosmetology to receive the items in #1 and #2.
4. Once the items in #1 and #2 are received in the Board's office, and if you have passed a written and practical national examination, then you would be required to submit to a reciprocity interview at which time you would present the following to the Board's staff:
 - a. Applicant's current, original, out-of-state license.
 - b. Social security card.
 - c. Government-issued photographic identification card. This card must be current and contain the applicant's signature and date of birth. Examples of acceptable cards are a photographic driver's license from any state, an Arkansas photographic identification card, or a military photographic identification card.
 - d. A check or money order for the \$50.00 reciprocity licensing fee.
5. Once the items in #1 and #2 are received in the Board's office, and if you have not passed a written and practical national examination, then you would be required to apply to examine in Arkansas. To do this, you must submit an examination application and the following information:
 - a. Proof of training and licensure.
 - i. 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 the state/country. Either the licensing entity seal or notary public seal must be affixed to the certification.
 1. Cosmetologist – 1500 hours
 2. Manicurist – 600 hours
 3. Aesthetician – 600 hours
 4. Electrologist – 600 hours
 - ii. A breakdown of the curriculum requirements for said course.
 - iii. A license issued by the state/country and a diploma issued from the training institute where the applicant completed the course of study.
 - b. A legible copy of the applicant's social security card.
 - c. Verification of high school credit of not less than two years (10th grade) or its equivalency for cosmetologists, manicurists, or aestheticians, and four years (12th grade) or its equivalency for electrologists.
 - d. Birth certificate.
 - e. A legible copy of the applicant's photographic identification card.
 - f. A check or money order for the \$30.00 examination fee.

If English is not your first language, please contact our office to request a list of Board approved interpreters. Interpreters are provided at the expense of the applicant.

Warning: A practitioner and/or instructor working without a current Arkansas license is in violation of the Cosmetology law and will be subject to a disciplinary action by the Board.