

ARKANSAS STATE BOARD OF COSMETOLOGY
101 EAST CAPITOL, SUITE 108
LITTLE ROCK, ARKANSAS 72201 -- (501) 682-2168

RECIPROCITY EXAMINATION REQUIREMENTS - Effective July 1, 1995

A) General Requirements: the general requirements for examination by reciprocity are as follows:

- 1) Only applicants who have completed the appropriate hours within the last three years will be accepted in this State for examination. **Affidavit must state dates of enrollment.** Applicant must have acquired training and completed the course as to scope of training and number of required hours as stated below.
 - a) Cosmetologist -- 1500 hours (hairdressing, manicuring, nail extensions, aesthetics)
 - b) Manicurist ----- 600 hours (manicure, pedicure, nail extensions)
 - c) Aesthetics ----- 600 hours (350 for licensed cosmetologist) (skin care, facials, cosmetic applications)
 - d) Instructor ----- 600 hours (certified to teach the Cosmetologist course)
 - e) Electrologist ----- 600 hours (permanent hair removal by an electric needle or any other kind of device designed to permanently remove hair)

OR

- 2) Applicant must have a license in another State and said license does not qualify applicant for a reciprocal license in the State of Arkansas, due to expiration of license or applicant was not licensed by an examination. **NOTE: If applicant holds a current, valid license in another State, but was not licensed by examination, said applicant must proceed with the following requirements for examination.** Further, 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 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 therapy)
Instructor (certified to teach the Cosmetologist Course)
Electrologist (permanent hair removal by an electric needle or any other kind of device designed to permanently remove hair)

B) Credentialing Requirements: The following documents must be submitted in accordance with the prescribed procedures. Only original documents will be accepted.

- 1) Certification of Licensure, Scope of Practice, and/or Certification of Training. **(Affidavit(s) to be completed and sent directly to the Arkansas State Board of Cosmetology by the appropriate licensing authority). Affidavit(s) submitted by the Applicant will not be accepted.**
 - a) Applicant must request, from the appropriate licensing authority, certification of his/her current licensing record and scope of practice and/or certification of his/her training. The affidavit(s) must be prepared and signed by an authorized designee and bear the impress of the licensing authority's state seal. The licensing authority must then send the affidavit directly to the Arkansas State Board of Cosmetology. If the state in which the Applicant was licensed is also the state that administered the examination then only one affidavit is required; otherwise, the Applicant must obtain two affidavits as applicable. The affidavit(s) must contain the following information:
 - i) Licensing Record: Name and address of Applicant, original date of issuance; certification of the date of expiration; certification of the license number, file number or identification number, etc. that said state uses for identification of each licensee; certification of the scope of the occupation for which at the Applicant was licensed to practice.
 - ii **The Applicant cannot proceed with the credentialing process until such time the certification record(s) from the appropriate licensing authority has been received by the Office of the Arkansas Board of Cosmetology.**
- 2) Photographic Identification:
 - a) Applicant must submit a current photograph to be attached to his/her application for examination. Minimum size 1" x 1" face photo required; profile shot unacceptable. Photograph must be recognizable as the person who is making application for examination.

- b) Applicant must submit a legible photocopy of a government-issued photographic identification card which contains the Applicant's signature and date of birth. Such forms of photographic identification are: a photograph License (any state) or an Arkansas Photographic I.D. card available from the Department of Motor Vehicles. All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the name on the photographic I.D. card.
- c) Two Additional Forms of Identification: Applicant must submit two additional forms of identification such as Passport, Alien Registration card, College Identification card, birth certificate, social security card, etc. The name on the application must match the name on the identification card.
- d) Examination fee of \$30.00. The fee includes the license. Applicants will be examined in Written and Practical. (Personal check from anyone other than the applicant will **not** be accepted; temporary checks will **not** be accepted.)
- e) A completed Arkansas Application for Examination.
- f) High school credits of not less than two years (10th grade) or its equivalent for cosmetologists, aestheticians or manicurists and four years (12th grade) or its equivalent for instructors and electrologists.
- g) Birth certificate if applicant is under 18 years of age.
- h) In addition to the above requirements, any Applicant applying for the Instructor examination must also hold a current Arkansas Cosmetologist license.

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

EXAMINATION INFORMATION

Examinations for cosmetology are held the third week in February, April, June, August, October and the first week in December. Examinations for aestheticians, manicurists, electrologists and instructors are held the third week in January, March, May, July, September and November. All applications and requirements must be in our office at least 10 days prior to the exam date. (Contact our office for deadline dates for examination.) Notifications will be mailed 10 days prior to the examination stating the time, date, place and the supplies you will be required to furnish.

- 1) Application form, as well as items listed above, must be received by the Board's office **ON OR BEFORE** deadline date.
- 2) Applications that are not submitted properly will be refused and will be returned. Further, any application submitted in proper form, but is received after deadline date will be automatically scheduled for the next examination period.