



**APPLICATION FOR OUT OF STATE/COUNTRY COSMETOLOGY INSTRUCTOR
LICENSURE BY RECIPROCITY
GEORGIA STATE BOARD OF COSMETOLOGY**

**237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440**

www.sos.ga.gov/plb/cosmetology

Please read the instructions carefully and be familiar with the laws and rules governing the practice of cosmetology in the State of Georgia.

****Important****

The Board cannot process incomplete applications. If any item is missing, incomplete, or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year. Furthermore, because application information is time sensitive, documents cannot be transferred from old applications to new applications.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

- NON-REFUNDABLE APPLICATION FEE:** \$75.00 – Cosmetology/Nail Technician/Esthetician.
- NOTARIZED APPLICATION:** The complete application must be mailed to the Board's office at the address listed above, along with your **FEE**.
- OTHER STATE LICENSURE CERTIFICATION:** If you are or have ever been licensed in another state, please have that/those state(s) officially certify that license to the Board's office. A letter of certification from EACH state in which you were issued a license must be submitted.
- EDUCATION:** All applicants are required to present proof of high school graduation, or GED, or a postsecondary education, or a college degree (copy of high school or college transcript).
- CERTIFICATION OF LICENSURE REQUIREMENTS FOR INSTRUCTOR TRAINING:** Certification of Licensure must indicate how many hours taken and if a written and practical exam was administered.

COSMETOLOGY INSTRUCTOR: 750 credit hours within (1) one year.

NAIL TECHNICIAN INSTRUCTOR: 250 credit hours within four (4) months.

ESTHETICIAN INSTRUCTOR: 500 credit hours within nine (9) months.

HAIR DESIGNER INSTRUCTOR: 750 credit hours within (1) one year.

MASTER TRAINING: If you do not have the number of cosmetology (1,500), esthetics (1,000), Hair Designer (1,325) or nail care (525) school hours required by the State of Georgia, you may be allowed to sit for the exam without acquiring the additional hours pending Board review of documentation of work experience and transcripts of training. *Include documentation if applicable.* **You must obtain a master level license in Georgia prior to applying for an instructor license.**

COPY OF LICENSE: All applicants are required to submit a copy of current Georgia license at the appropriate level.

CITIZENSHIP/QUALIFIED ALIEN STATUS: Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 8 & 9 of this application.

SUBMIT APPLICATION IN A 9X12 or LARGER ENVELOPE – Do not staple pages or check/money order. Do not fold pages of the application.

Other Board Reciprocity Guidelines:

Georgia does *not* reciprocate with California, Connecticut, Florida, Hawaii, Oregon, Washington state, or New York. For all other states, reciprocity will be granted or denied on an individual basis in accordance with the law. Georgia may reciprocate with Florida if the applicant's license was issued prior to August, 1986, and all other requirements are met. Georgia may reciprocate with New York if the applicant's license was issued prior to June 1, 2001, and all other requirements are met. Georgia may reciprocate with Illinois if the applicant's license was issued prior to December 1984, and all other requirements are met. Please review the Frequently Asked Questions on our website at www.sos.ga.gov/plb/cosmetology for more detailed information.

**Georgia does not reciprocate the nail technician license with Mississippi and South Carolina.

**The Georgia State Board of Cosmetology requests that all "OUT-OF-COUNTRY APPLICANTS" provide a copy of the transcripts of training with an official translation of the training. An applicant's documentation of education must be translated to English and must accompany this application.

Translation of documents must be completed by a translator on the board approved list of translators (see webpage for a list of approved translators).

All out of state applicants must take the exam in the state from which they are reciprocating. Out of state training hours cannot be transferred to Georgia for examination.

O.C.G.A. 43-10-9(d) states: "Should an applicant have a CURRENT cosmetology license in force from another state or country, or territory of the United States, or the District of Columbia, where SIMILAR RECIPROCITY IS EXTENDED TO THIS STATE AND LICENSURE REQUIREMENTS ARE SUBSTANTIALLY EQUAL TO THOSE IN THIS STATE, and pays a fee and submits an application, the applicant may be issued, without examination, a certificate of registration at the appropriate level, entitling the applicant to practice the occupation of cosmetology or the teaching of cosmetology at that level, UNLESS THE BOARD, IN ITS DISCRETION, SEES FIT TO REQUIRE A WRITTEN OR A PRACTICAL EXAMINATION subject to the terms and provisions of this chapter.



GEORGIA STATE BOARD OF COSMETOLOGY
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APPLICATION FOR COSMETOLOGY INSTRUCTOR LICENSE BY RECIPROCITY

Application Fee \$75.00 (non-refundable)

License Type: Cosmetology Instructor _____
 (check one) Esthetician Instructor _____
 Nail Tech. Instructor _____
 Hair Designer Instructor _____

List Additional License Types and number (currently or previously issued by the Georgia Professional Licensing Boards): _____

Name as desired on License: _____
 (Please Print) First Middle Last

Name as shown on transcripts or board verification of licensure:
 (if different) _____
 First Middle Last

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

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Physical Address _____
P.O. Box not acceptable- Number and Street Apt. No City/State Zip

Mailing Address _____
 (if different) Number and Street Apt. No City/State Zip

(If you are granted a license, your name, mailing address and license number become public information and will be posted on the Secretary of State's website. The mailing address is used for renewal notices, and application processing.)

 Telephone Number Day Telephone Number Evening Email* FAX

***Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email will not be shared with third parties.**

Applicant History

Instructor License Number: _____

* Attach copy of the license. (If license was held in any state(s) other than Georgia, attach a certification of licensure from each state in a sealed envelope.)

Initial Master Level Cosmetology Training (such as Cosmetologist, Hair Designer, Nail Technician or Esthetician)

*Attach copy of license and a licensure certification (in a sealed envelope).

Name of School: _____

Address of School: _____

Date of Enrollment: ____/____/____ Date of Completion: ____/____/____

High School Education

Name of School: _____

Address of High School: _____

Graduation date: ____/____/____ *Attach copy of high school diploma or GED.

Initial Instructor Training

*Attach copy of license and certification of license (in a sealed envelope).

Instructor Training

Name of School: _____

Address of School: _____

Date of Enrollment: ____/____/____ Date of Completion: ____/____/____

This application will be returned if you do not answer the questions on this page.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations. Yes No 

If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?

Yes No



If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. Your application will not be processed until this information is received and reviewed by the Board.

APPLICANT AFFIDAVIT:

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Cosmetology and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on pages 8 & 9 of this application.

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Cosmetology and/or criminal prosecution.

Signature of Applicant Date

Print Applicant’s Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

_____ who deposes and swears that he/she is the person who executed this
(Applicant’s Name)
application for a license by examination for Cosmetology in the State of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public Signature _____ County _____ State _____

My Commission Expires _____

(seal)

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- _____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]