

MISSISSIPPI STATE BOARD OF COSMETOLOGY  
P O BOX 55689  
JACKSON, MS 39296-5689  
MAIN: (601) 359-1820 FAX: (601) 354-6639

APPLICATION FOR EXAMINATION WHERE TRAINING WAS  
RECEIVED OUT OF STATE;

APPLICATION FOR LICENSURE BY RECIPROCITY

SUMMARY

1. Fill out Application of Intent (Green Form) and return to the office of the Mississippi State Board of Cosmetology. **DO NOT SEND ANY MONEY.**
2. Contact the state board office in which your training was acquired, and request that a certification of your training (affidavit) be mailed directly to the office of the Mississippi State Board of Cosmetology. Certification must provide the name of school attended, city and state in which school is located, and number of hours earned.
  - (a) If you hold a current license in a state other than the state in which your training was required, then you must request a certification of your licensure record from that state board.
  - (b) If you are applying from a state with which we have provisional reciprocity, the certification **must state** that the training was **not acquired by apprenticeship.**
3. When items #1 and #2 are received in the Board's office, you will be scheduled for an interview. **Failure to Appear** on the date and at the time scheduled, will result in undetermined delay of interview. **Read all instructions**, enclosed, for additional steps/requirements for the interview and application process.
4. If approved, you will be requested to complete an application for licensure, and pay the appropriate fee, as indicated below:

Application for Reciprocity and License Fee           \$105.00

Fees may be paid by cash, personal check , cashier's check or money order.

**ANY INDIVIDUAL WORKING WITHOUT A MISSISSIPPI LICENSE IS IN VIOLATION OF THE COSMETOLOGY LAW, AND SUBJECTS THEMSELVES TO THE PROBABILITY OF LEGAL ACTION BEING TAKEN BY THE BOARD.**

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**REQUIREMENTS FOR LICENSURE BY EXAMINATION WHERE  
TRAINING WAS RECEIVED OUT OF STATE**

REQUIREMENTS FOR LICENSURE BY RECIPROCITY

**A) General Requirements:**

**1) The general requirements for licensure by examination are as follows:**

- a) Applicant must be at least 17 years of age
- b) Applicant must be able to read, write and speak English
- c) Applicant must have a high school education or its equivalent
- d) Applicant must have completed the required number of hours as prescribed by law in this state, in a licensed school of cosmetology, over a period of time not less than that prescribed by law. To be licensed in this State in one of the occupations listed below, the hours of training must be:

Cosmetologist	1500 hours
Manicurist	350 hours
Esthetician	600 hours

- e) Applicant will be required to personally present specified credentials during an interview conducted at the office of the Mississippi State Board of Cosmetology located at the above address. Unless it is a legal Holiday, interviews are conducted every Wednesday between the hours of 9:00 A.M. and 4:00 P.M. The interview process will take approximately 20 to 30 minutes to conduct.

**2) The general requirements for licensure by reciprocity are as follows:**

- a) Applicant must be at least 17 years of age
- b) Applicant must be able to read, write and speak English
- c) Applicant must be licensed, in good standing, with a state which offers reciprocity licensure to applicants from the state of Mississippi. Refer to approved list, attached.
- d) Applicant will be required to personally present specified credentials during an interview conducted at the office of the Mississippi State Board of Cosmetology located at the above address. Unless it is a legal Holiday, interviews are conducted every Wednesday between the hours of 9:00 A.M. and 4:00 P.M. The interview process will take approximately 20 to 30 minutes to conduct.

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

**1) Certification of Training (and current licensure, if applicable).** Affidavits attesting to applicant's training and licensure, where applicable, must be completed and sent directly to the Mississippi State Board of Cosmetology by the appropriate licensing authority. Affidavits submitted by the applicant *will not be accepted.*

A) Applicant must request from the appropriate licensing authority, a certification of his/her occupational training, and (if applicable) current licensure. The affidavit 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 Mississippi State Board of Cosmetology. The affidavit must contain the following information:

I) Training Record: Name and address of Applicant; Social Security Number; school attended; total hours completed; date of completion. If the Applicant did not complete the course, then the date of last attendance must be provided. In the event the information cannot be provided by the licensing authority, it may be obtained from the attendant school, however, it must be submitted to the Mississippi State Board of Cosmetology directly from the school or in a sealed envelope bearing the school "letterhead", bear the seal-impress of the school, and be certified by an agent of the school.

II) If Applicant is licensed out of state, the affidavit must contain: an original date of issuance; date of expiration; registration number, license number, or file number, etc. used by the state for identification of each license; examination record.

III) The Applicant cannot proceed with the Credentialing process until such time as the certification record from the appropriate licensing authority has been received by the office of the Mississippi State Board of Cosmetology.

**2) Application of Intent: (Document to be mailed to the Mississippi State Board of Cosmetology by the Applicant)**

A) At the time the applicant requests the certification record(s) from the appropriate licensing authority, as prescribed in Section B (1) she or he must submit to the Mississippi State Board of Cosmetology an Application of intent to apply for examination, or licensure by reciprocity. Applicant must provide a mailing address, home telephone number and a message number where she or he may be contacted. This information will be used to notify the applicant of receipt of his/her certification records from the out-of-state licensing authority. The information contained on this application form must be current and accurate since the Applicant cannot proceed with the Credentialing process until such time notice has been given of receipt of his/her certification records.

**3) Interview: Applicant must appear in person, and may not have any other individual present during the interview process.** Documents to be presented by the Applicant at the time of the interview are:

A) Applicants intending to acquire licensure by examination must provide proof of completion of high school education, or its equivalent. The documentation must be an original high school diploma, high school transcript, or GED certificate. If the education was obtained outside the continental United States, Applicant must submit an original translation, completed by a Board approved translation service. The graduation document will be returned to the applicant; however, the original of the translation will be retained as a part of the Applicant's file.

B) Applicants intending to acquire licensure by examination must present an original, out of state license which is current, and which matches all other information on the certification record which has been previously provided by the appropriate licensing authority.

C) Photographic identification:

I) Applicant must present two (2) current passport photographs to be attached to his/her application for examination. Full-face photo required; profile shot unacceptable. Photograph must be recognizable as the person who is making application for examination.

II) Applicant must present a government issued photographic identification card which contains the Applicant's signature and date of birth. Such forms of photographic identification are: a photographic Driver's License (any state) or a Mississippi 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. In the event of a name change, legal proof of the change must be presented.

III) Applicant must present 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. In the event of a name change, legal proof of the change must be presented.

D) Additional requirement for manicuring applicant:

Any individual planning to utilize a power drill or electric file in any manicuring procedure, must present a certification indicating that they have been properly trained in its usage.

**4) Application:** If it is determined that the Applicant has met all statutory requirements, he or she will be required to complete an application form for licensure (i.e. by examination or by reciprocity), and to pay the required fee for same. If it is determined that Applicant has not met all statutory requirements, he or she will be advised of same.



Mississippi State Board Of Cosmetology  
Approved Translators  
August 26, 2014

Catholic Charities  
(Various Locations)

Jackson State University  
Division of International Studies  
JSU Box 17103  
Jackson, MS 39217-0103  
Contact: Inesissa  
Phone: (601) 979-1611

Mississippi Valley State University  
Office of International Programs  
MVSU 5209  
14000 Hwy 82 W.  
Itta Bena, MS 38941-1400  
Contact: Christina Radu  
Phone: (662-254-3092)

Transperfect Translation  
1170 Peachtree Suite 1725  
Atlanta, GA 30309  
Phone: 404-525-7788 Fax: 404-525-2808

Tien Phong Translation Services  
15 Highland Street  
Arlington, VA 22201  
Phone: 703-522-7151

Travel and Translation Services  
2116 George Drive  
Opelousas, LA 70570  
Phone: 337-308-9030 Fax: 337-942-5013

NOTE:In order to be considered for reciprocity licensure, the training must not have been received by apprenticeship, and the applicant must have taken an examination without the use of language aids.

**MANICURISTS:**Mississippi State Board of Cosmetology (MSBC) does not offer reciprocity licensure to manicurists.  
Applicants for manicuring license must make application by examination.

STATE	RECIPROCITY STATUS		STATE	RECIPROCITY STATUS	
Alabama	School, Yes	Apprenticeship, No	Oklahoma	School, Yes	Apprenticeship, No
Alaska	NO			Unaided, Yes	Language Aids, No
Arizona	YES		Oregon	YES	
Arkansas	NO		Pennsylvania	NO	
California	NO		Puerto Rico	NO	
Colorado	School, Yes	Apprenticeship, No	Rhode Island	NO	
Connecticut	NO		South Carolina	YES	
District of Columbia	School, Yes	Apprenticeship, No	South Dakota	NO	
Delaware	Unaided exam, Yes	Language Aids, No	Tennessee	Unaided, Yes	Language Aids, No
Florida	School, Yes	Apprenticeship, No	Texas	YES	
Georgia	NO		Utah	NO	
	School, Yes	Apprenticeship, No	Vermont	School, Yes	Apprenticeship, No
		Language Aids, No	Virginia	School, Yes	Apprenticeship, No
Hawaii	NO		Washington	NO	
Idaho	NO		West Virginia	YES	
Illinois	NO		Wisconsin	NO	
Indiana	NO		Wyoming	NO	
Iowa	NO				
Kansas	Cosmetology, Yes	Esthetics, No			
Kentucky	NO				
Louisiana	Unaided exam, Yes	Language Aids, No			
Maine	School, Yes	Apprenticeship, No			
	Unaided exam, Yes	Language Aids, No			
Maryland	School, Yes	Apprenticeship, No			
	Unaided exam, Yes	Language Aids, No			
Massachusetts	NO				
Michigan	NO				
Minnesota	NO				
Missouri	Cosmetology, Yes	Esthetics, No			

		Apprenticeship, No
Montana	NO	
Nebraska	NO	
Nevada	School, Yes	Apprenticeship, No
	Unaided exam, Yes	Language Aids, No
New Hampshire	School, Yes	Apprenticeship, No
New Jersey	YES	
New Mexico	NO	
New York	Cosmetology, Yes	Esthetics, Yes
North Carolina	School, Yes	Apprenticeship, No
	Unaided exam, Yes	Language Aids, No
North Dakota	Unaided exam, Yes	Language Aids, No
Ohio	YES	

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