**RECIPROCITY APPLICATION**

**(APPLICATION FOR EXAMINATION WHERE TRAINING WAS RECEIVED OUT OF STATE)**

**INSTRUCTIONS**

**PLEASE READ COMPLETELY**

**Step 1:**

**Fill out the Application of Intent and return the form to the office of the MS State Board of Cosmetology. Do not send any money with the form.**

**Step 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 MS 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.**

**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.**

**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*.**

**Step 3:**

**When steps 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.**

**Step 4:**

**If approved, you will be requested to complete an application for licensure, and pay the appropriate fee, as indicated below:**

 **Application for Reciprocity $55.00**

 **Licensure $50.00**

**ANY APPLICANT 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.**

**STEP 1**

**APPLICATION OF INTENT**

**(Document to be mailed to the MS Board of Cosmetology by the Applicant)**

**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 MS State Board of Cosmetology an Application of Intent 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.**

**STEP 2**

**REQUIREMENTS FOR LICENSURE BY *EXAMINATION***

**TRAINING WAS RECEIVED OUT OF STATE**

1. **Applicant must be at least 17 years of age;**
2. **Applicant must be able to read, write and speak English;**
3. **Applicant must have a high school education or its equivalent;**
4. **Applicant must have completed the required number of hours as prescribed by the 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 1,500 Hours**

**Esthetician 600 Hours**

**Manicurist 350 Hours**

1. **Applicant will be required to personally present specified credentials during an interview conducted at the office of the MS State Board of Cosmetology located at the address below. Unless it is a legal holiday, interviews are conducted every Wednesday between the hours of 9:00 am and 4:00 pm. The interview process will take approximately 20-30 minutes to conduct.**

**After interview, candidates will receive an Approval Letter to Test for both Theory and Practical Examination.**

**Mississippi State Board of Cosmetology**

**239 North Lamar Street, Suite 301**

**Jackson, MS 39201**

**STEP 2**

**REQUIREMENTS FOR LICENSURE BY *RECIPROCITY***

**TRAINING AND LICENSURE WAS RECEIVED OUT OF STATE**

1. **Applicant must be at least 17 years of age;**
2. **Applicant must be able to read, write and speak English;**
3. **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.**
4. **Applicant will be required to personally present specified credentials during an interview conducted at the office of the MS State Board of Cosmetology located at the address below. Unless it is a legal holiday, interviews are conducted every Wednesday between the hours of 9:00 am and 4:00 pm. The interview process will take approximately 20-30 minutes to conduct.**

**Mississippi State Board of Cosmetology**

**239 North Lamar Street, Suite 301**

**Jackson, MS 39201**

**CREDENTIALING REQUIREMENTS**

**The following documents must be submitted in accordance with the prescribed procedures. Only original documents will be accepted.**

**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.**

**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 MS State Board of Cosmetology. The affidavit must contain the following information.**

**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 MS State Board of Cosmetology directly from the school or in a sealed envelope bear the school “letterhead”, bear the seal-impress of the school, and be certified by an agent of the school.**

**If applicant is licensed out of state, the affidavit must contain:**

**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**

**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 MS State Board of Cosmetology.**

**STEP 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:**

1. **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.**
2. **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.**
3. **Two (2) current passport photographs - Full-face photo required; profile shot unacceptable. Photograph must be recognizable as the perform who is making application for examination.**
4. **Photographic Identification**

**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:**

**Driver’s License (any state)**

**Mississippi Photographic Identification Card from the Department of Motor Vehicles.**

**Two (2) additional forms of identification from the list below:**

**Passport**

**Alien Registration Card**

**College Identification Card**

**Birth Certificate**

**Social Security Card**

**All photographs must be recognizable as the person who is making application. Please note that the name on the application must match the name on the forms of identification. In the event of a name change, legal proof of the change must be presented.**

**STEP 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 the applicant has NOT met all statutory requirements, he or she will be advised of same.**