

BOARD OF COSMETOLOGY

FREQUENTLY ASKED QUESTIONS AND ANSWERS

BOARD INFORMATION

1. What are the functions of the Board of Cosmetology?

The Board of Cosmetology regulates cosmetologists, nail specialists, facial specialists, full specialists, hair braiders, hair wrappers, body wrappers and cosmetology salons.

2. Does the board have a website?

Yes, the board's website can be accessed via www.MyFloridaLicense.com > Doing Business With Us > Cosmetology.

3. What are the statutes and rules that govern cosmetology?

Chapter 477 of the Florida Statutes and Rule 61G5 of the Florida Administrative Code are the rules and laws that govern the cosmetology profession.

4. Where can I obtain the laws and rules of the Board?

The laws and rules may be obtained on the Board's website at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology > Statutes and Rules. If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

5. When and where is the next board meeting?

The dates and locations are available online at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology > Board Meeting Information.

6. Where can I obtain a copy of the board meeting agenda or past minutes?

Agendas and minutes are available online at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology > Board Meeting Information.

LICENSURE INFORMATION

1. How do I become a licensed Florida cosmetologist?

To become a licensed cosmetologist in the State of Florida you must attend a Florida school of cosmetology and successfully complete a minimum of 1,200 hours of education. Upon the successful completion of the educational hours, a completed cosmetology examination application should be submitted to the department along with the applicable fees. Once the examination application has been approved, you will receive written notification from the department's examination vendor, Pearson VUE, to schedule a date and time for your written cosmetology examination. After successfully passing both portions of the cosmetology examination, you will be issued a cosmetology license. The website for Pearson VUE is www.pearsonvue.com.

Exception: Florida cosmetology students qualified to take the examination after completion of only 1,000 hours of education and fail the examination must complete the full 1,200 hours of education before reexamination.

2. How do I become a registered nail specialist?

To become a registered nail specialist in the State of Florida you must enroll in a nail specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 240 hours of education. Upon the successful completion of the educational hours, a completed nail specialty registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the nail specialist registration will be issued.

Note: A licensed cosmetologist is not required to have a separate nail specialist registration.

3. How do I become a registered facial specialist?

To become a registered facial specialist in the State of Florida you must enroll in a facial specialist program offered by a Florida school of cosmetology and successfully complete a minimum of 260 hours of education. Upon the successful completion of the educational hours, a completed facial specialty registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the facial specialist registration will be issued.

Note: A licensed cosmetologist is not required to have a separate facial specialist registration.

4. How do I become a registered hair braider?

To become a registered hair braider in the State of Florida you must complete a two-day, 16-hour Board of Cosmetology approved hair braiding course. Upon the successful completion of the educational course, a completed hair braider registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the hair braider registration will be issued.

Note: A licensed cosmetologist is not required to have a separate hair braider registration.

5. How do I become a registered hair wrapper?

To become a registered hair wrapper in the State of Florida you must complete a one-day, six-hour Board of Cosmetology approved hair wrapping course. Upon the successful completion of the educational course, a completed hair wrapper registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the hair wrapper registration will be issued.

Note: A licensed cosmetologist is not required to have a separate hair wrapper registration.

6. How do I become a registered body wrapper?

To become a registered body wrapper in the State of Florida you must complete a two-day, 12-hour Board of Cosmetology approved body wrapping course. Upon the successful completion of the educational course, a completed body wrapping registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the body wrapping registration will be issued.

Note: A licensed cosmetologist is not required to have a separate body wrapper registration.

7. What is licensure by endorsement for cosmetology applicants?

You are eligible for a Florida license by endorsement if you have a current and active license in another state, with the requirements of the other state being equal to or greater than the requirements of Florida cosmetology students. Florida cosmetology applicants are required to have 1,200 school hours and pass a licensing examination. If you meet those requirements, you are not required to take the Florida cosmetology examination. Also, if your initial hours of study were completed abroad, and you hold a cosmetology license from another state and the requirements of the other state are equal to or greater than the requirements for Florida cosmetology students, you may be eligible for a Florida license by endorsement.

If you have a current and active license in another state based upon completion of 1,000 school hours you can attend (in or outside of Florida) any cosmetology school to obtain the additional 200 educational hours to qualify for endorsement. In addition, you must provide proof of passing a state written examination.

OR

If you have a current and active license in another state based upon completion of 1,000 school hours and you do not want to complete the additional 200 school hours may apply to take the Florida cosmetology examination. However, if you fail the examination twice there is a requirement for 40 remedial hours before being eligible to re-examine and if you fail the examination three times, there is a requirement for 80 remedial hours before being eligible to re-examine. This option does not require you to return to complete the deficient 200 school hours.

Apprenticeship licenses and apprenticeship education are not eligible for endorsement.

8. What is licensure by endorsement for registrants (facial specialist, manicure/pedicure/nail extension specialist, full specialist) applicants?

You are eligible for a Florida registration by endorsement if you have a current and active registration or license in another state, with the requirements of the other state being equal to or greater than the requirements of Florida applicants. Hair braiders, hair and body wrappers and apprenticeship licensees are not eligible for endorsement.

- Florida requirements are as follow:
 - Nail specialist - 240 school hours.

- Facial specialist - 260 school hours.
- Full specialist - 500 school hours (240 nail hours, plus 260 facial hours).

9. I have a cosmetology license from another country. Would I be able to apply for a Florida license by endorsement?

No. Out of country license holders are not eligible for licensure by endorsement. Out of country license holders must apply by examination.

10. When is a cosmetology examination applicant eligible to work?

As a Florida cosmetology school graduate, you are eligible to work once you have taken the cosmetology exam and received notification that you have passed both parts of the examination on the first attempt. You are eligible to practice cosmetology under the supervision of a licensed cosmetologist in a licensed cosmetology salon. You must provide the salon owner or representative with a copy of the exam results.

The supervised practice exception does not apply to individuals who did not qualify for endorsement but did qualify for examination based on their out-of-state license. Those individuals must have their Florida cosmetology license before they are eligible to work.

11. Can I still work if I fail the examination?

No. If you fail any portion of the examination, you may immediately reapply for reexamination but you are not eligible to practice cosmetology until you have passed both parts of the examination and have been issued a license.

12. What does “under the supervision” of a licensed cosmetologist signify?

The term “under the supervision” of a licensed cosmetologist refers to an individual who holds a current and active Florida cosmetology license that must physically be present at all times when the applicant is performing cosmetology services.

13. When is a registrant (facial, manicure/pedicure/nail extension, and full specialty applicants) eligible to work?

After successfully completing all school hours and submitting an application along with the required fees to the department, and pending the issuing of the registration, an applicant is eligible to practice under the supervision of a registered specialist in a licensed cosmetology salon with the following conditions:

- Prior to beginning the performance of the specialty service, you must provide the salon owner a copy of the completed licensing application and school transcripts that you submitted to the department.
- However, if notified by the department that the application is incomplete or deficient, you must immediately inform the salon owner and/or licensed supervisor of the notification and you shall immediately stop working under this exception until the correction of the deficiencies.

14. What does “under the supervision” of a registered specialist signify?

“Under the supervision” of a registered specialist refers to an individual who holds a current and active specialty registration that must be physically present at all times when the applicant is performing the specialty services. This work practice exception does not apply to an individual who has applied by endorsement from another state. Endorsement applicants must have their Florida license prior to practice.

15. How do I make a personal name change on my license?

Requests for a name change should be directed to Department of Business and Professional Regulation, Central Intake Unit, License Maintenance Section, 1940 North Monroe Street, Tallahassee, Florida, 32399. A name change must be submitted in writing along with a copy of the legal document granting the name change.

16. How may I obtain a list of Cosmetology Schools in the State of Florida?

You may contact the Department of Education at 850.245.9899 or online at www.fldoe.org for a list of public schools, or you may contact the Commission for Independent Education at 850.245.3200 or online at www.fldoe.org/cie for a list of private schools.

17. How may I obtain a list of board-approved providers of hair braiding, hair wrapping and body wrapping courses?

The lists of approved providers are available online at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology.

18. For the purpose of my initial licensure application, I took an HIV/AIDS course from the Florida Department of Health. Can I get credit for this course?

Yes. The Board of Cosmetology accepts courses presented by the Florida Department of Health, or other state health departments. Please ensure that the course completion certificate reflects that the course was at least 4-credit hours.

19. How can I obtain a cosmetology salon license?

You must complete the salon application and pay the required application fee. The application also inquires about items such as square footage, the number of sinks and chairs in the salon, how many individuals you will employ at any time, the salon ownership, and other salon questions included in the cosmetology laws and rules. After your salon license is issued, within approximately 90 days, an inspector will visit your salon unannounced for the initial inspection. You can open your salon when you receive your license. You do not need to wait to open until you are inspected.

20. Can I operate a licensed cosmetology salon out of my home?

Yes. You can operate the salon out of your home as long as the salon facilities are separated from the living quarters by a permanent wall. There must be a separate entrance to the salon other than through the living quarters. The toilet and lavatory facilities must be separate than those used by the household. The home salon must also

meet all other minimum salon requirements. You must complete a salon application and pay the required application fee.

21. I am moving to another state. How do I obtain a license certification?

Submit a written license certification request to the Department of Business and Professional Regulation, Florida Board of Cosmetology, 1940 North Monroe Street, Tallahassee, Florida, 32399-0790. Your request should include your name, license number, where you would like the certification to be mailed, and your payment of \$25. Please allow 30 to 45 days for processing.

22. I submitted \$25 and a request for license certification and was told by the department it was mailed more than 30 days ago. I have yet to receive the requested document. What do I do?

Please submit a new request with the required \$25 fee and a new certification will be processed.

23. My salon name has changed. How do I make this change?

The salon license is not a transferable document. You must submit a new salon application and fee of \$105. If the salon name, address, or ownership changes, there must be a new salon license application submitted.

24. Can I change my address online?

Yes. Visit our website at www.MyFloridaLicense.com > For Businesses > Change My Address. You can also change your telephone number and email address here.

25. Your website provides for "main", "mailing", and "location" addresses. What are the differences?

Three types of addresses have been established to support your needs: main, license mailing, and license location.

Main Address - This address is the primary address on file.

License Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

License Location Address - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

26. Can I change all license addresses online?

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

27. How can I change my address if I do not have a computer?

You may submit the change in writing or by fax to:
Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, FL 32399-0783
Fax: 850.922.2918

APPLICATION ASSISTANCE

1. How can I obtain assistance on completing my application?

If you have any questions or need assistance completing your application, please contact the department's Customer Contact Center at 850.487.1395.

2. Where do I mail my application?

Department of Business and Professional Regulation
Central Intake Unit
1940 North Monroe Street
Tallahassee, FL 32399-0783

3. What are the fees for the various cosmetology applications?

- Initial Cosmetology Examination Application - \$53
- Cosmetology Re-examination Application - \$23
- Initial Specialty Registration Application - \$85
- Initial Hair Braider, Hair Wrapper, Body Wrapper Registration Application - \$30
- Cosmetology Endorsement Application - \$80
- Specialty Registration Endorsement Application - \$85
- Initial From Null & Void Application - \$30 (Cosmetology, Hair Braiding, Hair Wrapping, Body Wrapping) \$85 (Nail, Facial or Full Specialty)
- Cosmetology Salon Application - \$105

4. Where can I find the various cosmetology applications?

Board forms are accessible online at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology > Forms.

RENEWAL INFORMATION

1. How do I renew my license?

You may activate a personal account with the department by going online at www.MyFloridaLicense.com and renew your license by paying the required renewal fee. You may also make an electronic renewal payment by calling the Customer Contact Center at 850.487.1395 or by returning the renewal notice along with a check made payable to the Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, Florida 32399-0783. Please note that the license renewal will not be processed until your continuing education hours have been completed.

2. My Florida license is null and void. Can the license be reinstated?

A null and void license cannot be reinstated; however, you may reapply for licensure. Your previous license must have been obtained with the current hour requirements. If not, you will be required to complete additional school hours before a new license can be issued.

3. How do I change the status on my license from active to inactive?

Please submit a written request to change the status of your license from active to inactive along with a \$50 processing fee.

How do I change the status on my license from inactive to active?

Please submit a written request to change the status of your license from inactive to active along with a \$50 processing fee. Please be aware that for Cosmetologists, Nail Technicians, Facial Specialists, and Full Specialists, you are required to take 16 hours of board approved continuing education each renewal period that the license was inactive. For Hair Braiders, Hair Wrappers, and Body Wrappers, you are required to take a two hour, board approved HIV/AIDS course each renewal period.

4. I sent in my renewal fee but did not receive a license because I did not complete my continuing education requirements. Can I obtain a refund of my payment?

The payment is not refundable. The department has processed your renewal and notified you that continuing education is required for issuance of the license. You may renew as inactive without the required continuing education if you prefer; however, you may owe a delinquent fee if you did not submit your payment prior to the expiration date.

CONTINUING EDUCATION INFORMATION

1. What are the continuing education requirements to renew my license?

The Cosmetology Board requires all cosmetologists, facial specialists, nail specialists and full specialists to complete 16 hours of board-approved continuing education prior to the license/registration renewal. For hair braiders, hair wrappers and body wrappers, the continuing education requirement for registration renewal is an update of the HIV/AIDS course. All continuing education courses must be completed from a Cosmetology Board approved continuing education provider.

2. How may I obtain a list of board-approved continuing education providers?

The list of approved continuing education providers and their courses are available through the department's Customer Contact Center at 850.487.1395 or online at www.MyFloridaLicense.com > Doing Business With Us > Cosmetology > Continuing Education Information.

3. I took an HIV/AIDS course from The Florida Department of Health can I receive continuing education credit for the renewal of my license or registration?

No; all continuing education courses must be completed from a cosmetology Board approved continuing education provider. If the Florida Department of Health is not listed as an approved continuing education provider then course credits are not acceptable for the purpose of renewal.

COMPLAINTS

1. I have a complaint about a cosmetologist or salon. Whom do I contact?

You may contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at www.MyFloridaLicense.com.

2. I have a complaint about an unlicensed cosmetologist or salon. Whom do I contact?

Please contact the department's toll-free unlicensed activity hotline at 1.866.532.1440 or file a complaint online at www.MyFloridaLicense.com > File a Complaint.

3. I recently visited a salon where smoking is allowed. Whom should I contact to lodge a complaint?

Please contact the Florida Department of Health at 1.800.337.3742 for assistance.

SPECIAL BOARD ISSUES

1. Can a barber work in a cosmetology salon or a cosmetologist work in a barbershop?

A licensed barber is allowed to work in a cosmetology salon as long as a licensed cosmetologist is also employed. A licensed cosmetologist is allowed to work in a barbershop as long as a licensed barber is also employed.

2. Can I have an animal in my cosmetology salon?

No. Animals are not permitted inside a cosmetology salon, with the exception of closed aquariums or service animals.

3. I want to cut hair in a community care facility or nursing home. What do I need to do?

There is a provision in the laws and rules allowing licensed cosmetologists to perform cosmetology services on individuals residing in these facilities and exempting these cosmetologists from having to offer their services in the otherwise required licensed salons. The arrangements for cosmetologists to offer their services in a community care facility or nursing home must be made through a licensed salon and the information as to the name of the client and the address at which the services are to be performed shall be recorded in the appointment book which must remain at the salon and be made available upon request to any department inspector.

4. What type of license is required to perform eyebrow threading?

A licensed cosmetologist, registered facial specialist or full specialist is authorized to perform eyebrow threading.

5. Are Fish Pedicures allowed in Florida cosmetology salons?

No. The fish pedicure is not allowed in Florida cosmetology salons. The practice is a violation of the cosmetology rule, 61G5-20.002, Florida Administrative Code, and could result in a citation.

6. Is a cosmetology or barber's license required to perform make-up and/or hair arranging services on a deceased person in a funeral home?

Performing make-up and/or hair arranging services on a deceased person in a funeral home is not regulated by the Department of Business and Professional Regulation. For further clarification, please contact the Department of Financial Services, Division of Funeral, Cemetery & Consumer Services at www.myfloridacfo.com/funeralcemetery or by calling 850.413.3039.

7. Is a cosmetology license required to perform hair shampooing services?

No. A cosmetology license is not required to perform hair shampooing. But to rinse or do any work involving other chemicals in the hair, or drying or styling of the hair a cosmetology license is required.