

State of Florida
Department of Business and Professional Regulation
Board of Cosmetology
Application for Initial License Based on Florida Education
Form # DBPR COSMO 1

APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.

APPLICATION	APPLICATION REQUIREMENTS
Cosmetology Initial Examination Application based on Florida Education	<input type="checkbox"/> Complete Sections I-III and V-VI of this application. <input type="checkbox"/> Pay \$45.00 fee (make check payable to Department of Business and Professional Regulation). <input type="checkbox"/> Submit certificate of completion of board-approved Initial HIV/AIDS course. <input type="checkbox"/> Submit evaluation documentation if selecting requirement 3 in Section III.
Nail Specialist or Facial Specialist or Full Specialist based on Florida Education	<input type="checkbox"/> Complete Sections I-II and IV-VI of this application. <input type="checkbox"/> Pay \$75.00 fee (Make check payable to Department of Business and Professional Regulation). <input type="checkbox"/> Submit certificate of completion of board-approved Initial HIV/AIDS course. <input type="checkbox"/> School official must complete the Certification of Eligibility portion of this application. <input type="checkbox"/> Submit previous course credit evaluation documentation per Section IV, if applicable.

Please mail your completed application, documentation and required fee(s) to:
 Department of Business and Professional Regulation
 2601 Blair Stone Road
 Tallahassee, FL 32399-0783

Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

1. General Requirements for Cosmetology License

- a. Applicant must be at least 16 years of age or have received a high school diploma.
- b. Applicant must possess a Social Security number to apply.
- c. Applicant must:
 - i. Complete at least 1,000 hours of training at a Florida cosmetology school and be determined competent by a school official to sit for the cosmetology exam, **OR**
 - ii. Complete a minimum of 1,200 hours of training at a Florida cosmetology school.
- d. Applicant must submit a course completion certificate from a board-approved Initial HIV/AIDS course provider with their application. Applicants who completed their education at a Florida school should submit a board-approved Initial HIV/AIDS course completion certificate from their school. The board-approved Initial HIV/AIDS course must have been completed within two years prior to submitting an application and the course must be at least 4 hours long. Refer to the list of board-approved Initial HIV/AIDS Courses.
- e. Applicant must pass both portions of the cosmetology examination within a two-year period from the date of the first attempt of either portion of the examination. If both portions of the examination are not passed within a two-year period, applicant is required to pass both portions of the examination again. If applicant fails either portion of the examination on the first attempt, applicant can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the cosmetology school.

2. General Requirements for Specialty Registration

- a. Applicant must be at least 16 years of age or have received a high school diploma.
- b. Applicant must possess a Social Security number to apply.

- c. Applicant must have completed at least 400 hours at a Florida school to qualify for a full specialty registration, 220 hours at a Florida school to qualify for a facial specialty registration, or 180 hours at a Florida school to qualify for a nail specialty registration.
- d. Applicant must submit a course completion certificate from a board-approved Initial HIV/AIDS course provider with their application. Applicants who completed their education at a Florida school should submit a board-approved Initial HIV/AIDS course completion certificate from their school. The board-approved Initial HIV/AIDS course must have been completed within two years prior to submitting an application and the course must be at least four hours long. Refer to the list of board-approved Initial HIV/AIDS Courses.

3. Application Instructions (by section)

a. Section I- Application Type

- i. Check only one of the application types based on the following:
 - (1) If you have completed your cosmetology education in Florida, then check “Cosmetology License by Initial Examination-based on Florida Education” and complete **Sections II, III, V and VI**.
 - (2) If you are applying for Specialty Registration and have completed your education in Florida, then check the appropriate specialty category you intend to apply for “based on Florida education,” and complete **Sections II and IV through VI**.

b. Section II- Applicant Information

- i. Fill out each section completely. A Social Security number is required in order to apply for any individual license within the Department of Business and Professional Regulation.
- ii. In the Full Legal Name section provide your full legal name as it appears on your Social Security card. Do not use any nicknames or initials. Please list any aliases or prior names in the prior name information section.
- iii. Provide your mailing address. This will be used for sending correspondence regarding your application and license.
- iv. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
- v. Applicant’s addresses are used only for Department purposes and will not be printed on the license.
- vi. Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.
- vii. Applicants must provide information on current or prior licenses held in Florida or any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction.
- viii. Applicants must provide information on any prior names or aliases used by applicant. If the name on supporting documentation does not match the applicant’s legal name, the alias used in the supporting documentation must be provided in this section. Failure to do so will result in a deficient application.

c. Section III- Cosmetology License by Initial Examination Based on Florida Education

- i. Please have a school official complete all relevant data in Section III.
- ii. An applicant is eligible to sit for the examination following completion of 1,000 hours of course work provided that the school official of the school or program certifies that the applicant has met the minimum competency standards of performance as prescribed in Chapter 61G5-22, Florida Administrative Code. Please check box 1 and indicate date completed on space provided.
- iii. If applicant completed 1,200 hours or more of schooling prior to first examination, please check box 2 and indicate date schooling hours were completed.
 - (1) Please indicate the date the student actually achieved the minimum hours of schooling required.
 - (2) This section may not be completed until the student has fulfilled all schooling requirements. Projected dates are not accepted.
- iv. If the student is being given credit for educational hours obtained from another school or institution, please indicate the number of hours credited from the other school, as well as the hours of credits actually obtained through the current school.
- v. School official must sign, date, and print name.

d. Section IV- Specialty Registration Education

- i. Please have a school official complete all relevant data in Section IV.

- ii. Under the heading, **Hours completed at above named school**, please indicate the number of hours that the applicant has actually been credited with at the current institution.
 - iii. If the student is being given credit for educational hours obtained from another school or institution, please indicate the number of hours credited from the other school under the heading, **Previous schooling hours**.
 - iv. The total hours should reflect the total of the previous two columns. Only actual school hours may be counted toward or factored into the student's total. Credits for experience/apprentice training, seminars, etc. are not accepted as a basis for evaluation.
 - v. Please indicate the date the applicant completed their credit hours. This date may not be projected. An applicant must have completed the minimum hours required for a particular specialty registration prior to registration as a specialist.
 - vi. School official must sign, date, and print name.
- e. Section V (a), (b), and (c)- Background Questions**
- i. Applicants must submit answers to each of the background questions.
 - ii. Question 1:
 - (1) If you answer "yes" to this question, you must complete Section V (b) [*make additional copies as necessary*] of the application and provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. **You must supply this documentation for each occurrence.** If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.
 - (2) If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.
 - iii. Question 2:
 - (1) If you answer "yes" to this question, you must complete Section V (b) [*make additional copies as necessary*] of the application and provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.
 - iv. Question 3:
 - (1) If you answer "yes" to this question, you must complete Section V (c) [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action.
 - v. Question 4:
 - (1) If you answer "yes" to this question, you must complete Section V (c) [*make additional copies as necessary*] of the application and supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing the status of the pending action.
- f. Section VI- Affirmation by Written Declaration**
- i. Please read and sign the affirmation by written declaration.
 - ii. If the applicant fails to sign the affirmation statement, the Department will not process the application.
- 4. Other Information**
- a. Testing Information
 - i. The examination is administered via computer-based testing.
 - ii. You must keep the Department informed of any change of address immediately to ensure receipt of all pertinent information. The post office will **NOT** automatically forward your exam package to a new address.
 - iii. 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. The website for Pearson VUE is www.pearsonvue.com.
 - b. Employment Eligibility
 - i. **An applicant is eligible to begin working under the supervision of a licensed Cosmetologist upon passing both parts of the examination within a two-year period. Applicant must submit to the salon owner a copy of the results of the examination and the examination results must be posted at their work station.**
 - ii. **Please see Florida Board of Cosmetology FAQs for additional information.**

c. Post-Licensure Procedures

- i. A Cosmetologist, Nail Specialist, Facial Specialist and Full Specialist must renew his or her license on or before October 31 of every other year, according to the fee schedule as outlined in Rule 61G5-24.008, Florida Administrative Code.
- ii. Prior to the expiration of each licensure period, all licensed Cosmetologists, Nail Specialists, Facial Specialists and Full Specialists shall complete a minimum of 10 hours of continuing education. Please see Rule 61G5-32.001, Florida Administrative Code, for details concerning what subject areas must be completed for continuing education credit.