



Nevada State Board of Cosmetology

INDIVIDUAL APPLICATION INFORMATION GUIDE

This document is an Individual Application Information Guide, which summarizes the application requirements, fees, timeline to complete, and other important information to individuals that are applying for a Nevada license.

Which application should I submit?

Individuals that...	...should submit the...
are licensed in another US State/Territory	Reciprocity Application
are licensed/earned hours in a country other than US	Out of Country Application
have completed the license hours requirement in a licensed Nevada school, but are not licensed	Nevada Student Testing Application
have completed the license hours requirement outside of a licensed Nevada school, but are not licensed	Out of State Testing Application
are hair braiders	Hair Braiding Application
have at least 50 hours in hair design or cosmetology program or completed an approved shampoo program	Shampoo Technologist Application

What are the application requirements?

Application Type	Requirement/Document/Information	App. Fee
Reciprocity Application	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Notarized Statement 5. License Certification 	\$325.00
Out of Country Application <i>All non-English foreign documents must be translated into English.</i> <i>Las Vegas- 8th District Court Translators- 702-671-4578</i> <i>Reno- The Language Connection- 775-323-7883</i> <i>Reno-Nevada Hispanic Services- 775-826-1818</i> <i>Reno- U.N.R. Language Bank- 775-784-7515 ext: 227</i>	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Notarized Statement 5. Transcripts / License Certification 	\$325.00
Nevada Student Testing Application	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Notarized Statement 5. Submitted Completion Form 	\$125.00 <i>(License Fee Separate)</i>
Out of State Student Testing Application	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Notarized Statement 5. Transcripts 	\$125.00 <i>(License Fee Separate)</i>
Hair Braiding Application	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Notarized Statement 	\$125.00 <i>(License Fee Separate)</i>
Shampoo Technologist Application	<ol style="list-style-type: none"> 1. Passport Photo 2. Valid Government-Issued ID 3. Work Authorization 4. Online Course Completion or 50 Hours in Approved Program 	\$65.00 <i>(License Fee Separate)</i>



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What are acceptable forms of documentation?

Requirement/Document/Information	Acceptable Forms/Additional Details
Passport Photo	Photos must have a white background and be 2 X 2 with passport quality.
Valid Government-Issued ID	A non-expired government-issued photo identification card. (<i>Driver's license, passport, state-issued identification card</i>)
Work Authorization	A document that establishes authorization to work in the United States. (<i>Social Security Card, US Birth Certificate, Work Visa, Permanent Resident Card, other US agency authorization documentation</i>)
Notarized Statement	A statement that affirms that you meet the educational or minimum experience requirements. (<i>Included in application</i>)
License Certification	<p>An official document with your important license information from your current licensing state.</p> <p>If you are licensed in one of the following states, we will look up your licensing information online when we receive your application. No need to contact your current licensing state.</p> <p>Alabama, California, Colorado, Connecticut, Delaware, Idaho, Illinois, Indiana, Maine, Massachusetts, Minnesota, Missouri, Montana, Nebraska, New Mexico, Oregon, Pennsylvania, Rhode Island, South Carolina, Utah, or Wisconsin.</p> <p>However, if you are licensed in a state listed below, you must contact your state board and have a License Certification sent to us.</p> <p>Alaska, Arizona, Arkansas, Florida, Georgia, Hawaii, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Mississippi, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, and Wyoming or other US Territory.</p>
Transcripts	A summary of the hours earned in each subject matter learned in beauty school. Transcripts should indicate the subject titles, program enrolled, school information, and hours earned. Out of Country Applicants that do not have a license must provide a transcript/license certification.
Submitted Completion Form	An internal online process between a licensed Nevada School of Cosmetology and the Board of Cosmetology that indicates whether a student is eligible for testing.
Online Course Completion	An online course delivered via Milady to teach infection prevention and general scopes of service for a Shampoo Technologist. http://cosmetology.nv.gov/Licensing/ShampooTechnologistOnlineCourseEnrollment/
50 Hours in Approved Program	Students enrolled in Hair Design or Cosmetology with at least 50 hours.

What tests must I take? (All passing scores must be 75% or higher.)

Application Type	Test Types
Reciprocity Application	1- Nevada State Law
Out of Country Application	1- Nevada State Law, 2- National Theory*, 3- National Practical*
Nevada Student Testing Application	1- Nevada State Law, 2- National Theory, 3- National Practical
Out of State Testing Application	1- Nevada State Law, 2- National Theory, 3- National Practical
Hair Braider Application	1- Nevada State Law, 2- National Theory, 3- National Practical
Shampoo Technologist Application	1- Nevada State Law

*If applicant does not have active license in country.



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Are there any special instructions that I should be aware of?

Application Type	Special Instructions
Reciprocity Application	<p>Please review the License Certification definition that is described in the accepted forms of documentation area of this guide. You may have to contact the state board in which you are licensed in order to have a License Certification sent to us.</p> <p>Also, you may test at any Board Location, Monday through Thursday, between 8:00 am to 4:00 pm.</p>
Out of Country Application	<p>If an out of country license cannot be verified or obtained, you will have to pass the 1-Nevada State Law and 2-National Theory, and 3-National Practical tests.</p> <p>Please be sure to have any documents that are not in English translated. You must provide a copy of both the original and translated version.</p>
Nevada Student Testing Application	<p>After you have passed all three required tests, you will have to pay for an Initial License. You may select a 2 year license for \$70 or a 4 year license for \$140.</p> <p>If you fail any tests, you may reschedule a test for \$75.</p>
Out of State Testing Application	<p>After you have passed all three required tests, you will have to pay for an Initial License. You may select a 2 year license for \$70 or a 4 year license for \$140.</p> <p>If you fail any tests, you may reschedule a test for \$75.</p>
Hair Braider Application	<p>After you have passed all three required tests, you will have to pay for an Initial License. You may select a 2 year license for \$70 or a 4 year license for \$140.</p> <p>If you fail any tests, you may reschedule a test for \$110.</p>
Shampoo Technologist Application	<p>After you have passed the state law test, you will have to pay for an Initial License. You may select a 2 year license for \$50 or a 4 year license for \$100.</p>

How long does it take to get licensed once a **COMPLETED** application has been submitted?

Application Type	Estimated Time
Reciprocity Application	Once the application has been reviewed and approved, as quick as 30 minutes – or –as long as it takes to pass the Nevada State Law test and/or our receipt of your License Certification.
Out of Country Application	Typically 5-12 business days, depending on test schedule. License issued immediately after passing applicable tests.
Nevada Student Testing Application	Typically 5-12 business days, depending on test schedule. License issued after passing scores and Initial License fee has been paid.
Out of State Testing Application	Typically 5-12 business days, depending on test schedule. License issued after passing scores and Initial License fee has been paid.
Hair Braiding Application	Typically 5-12 business days, depending on test schedule. License issued after passing scores and Initial License fee has been paid.
Shampoo Technologist Application	As soon as you pass the Nevada State Law test.



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Where can I get study material for the test(s)?

Test Type	Link
Nevada State Law	Please visit our website or the link below: http://cosmetology.nv.gov/Resources/TestingGuidelines/
National Theory Test	Contracted Test-Content Provider website: https://nictesting.org/testing-program/
National Practical Test	Contracted Test-Content Provider website: https://nictesting.org/testing-program/

Where can I have my documents translated to English or obtain a translator for my tests?

Provider Location	Translation Service Provider	Telephone Number
Las Vegas	8 th District Court Translators	702-671-4578
Reno	The Language Connection	775-323-7883
Reno	Nevada Hispanic Services	775-826-1818
Reno	U.N.R. Language Bank	775-784-7515 ext: 227

What are the required documents for each application in this Guide?

Required Documents or Information	Reciprocity Application	Out of Country Application	Nevada Student Testing Application	Out of State Student Testing Application	Hair Braiding Application	Shampoo Technologist Application
Passport Photo	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Valid Government-Issued ID	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Work Authorization	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Notarized Statement	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	N/A
License Certification	REQUIRED	YES (If Applicable)	N/A	N/A	N/A	N/A
Transcripts	N/A	YES and License Certification	N/A	REQUIRED	N/A	N/A
Submitted Completion Form	N/A	N/A	REQUIRED	N/A	N/A	N/A
Online Course Completion	N/A	N/A	N/A	N/A	N/A	YES, or 50 Hours
50 Hours in Approved Program	N/A	N/A	N/A	N/A	N/A	YES, or an Approved Online Course



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Las Vegas Office: 1785 East Sahara Avenue, Suite 255, Las Vegas, NV 89104

Reno Office: 4600 Kietzke Lane, Building O, Suite 262, Reno, NV 89502

licensing@nvcosmo.com

INDIVIDUAL APPLICATION

If you haven't done so, please review the Individual Application Information Guide to ensure there are no delays in getting you licensed.

<p>1. Application Type</p> <p> <input type="radio"/> Reciprocity Application <input type="radio"/> Nevada Student Testing Application <input type="radio"/> Out of Country Application <input type="radio"/> Out of State Testing Application <input type="radio"/> Hair Braiding Application <input type="radio"/> Shampoo Technologist Application </p> <p>3. Contact and Basic Information</p> <p>Social Security # <input style="width: 100%;" type="text"/></p> <p>Date of Birth <input style="width: 100%;" type="text"/></p> <p>First Name <input style="width: 100%;" type="text"/></p> <p>Middle Name <input style="width: 100%;" type="text"/></p> <p>Last Name <input style="width: 100%;" type="text"/></p> <p>High School <input style="width: 100%;" type="text"/></p> <p>Highest Grade Completed <input style="width: 100%;" type="text"/></p> <p>Street Address <input style="width: 100%;" type="text"/></p> <p>Zip Code <input style="width: 15%;" type="text"/> City <input style="width: 20%;" type="text"/> State <input style="width: 15%;" type="text"/></p> <p>Cell Phone # <input style="width: 20%;" type="text"/> Alt Phone # <input style="width: 20%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> <p>5. Reciprocity and Out of Country Application Information</p> <p>Licensing State <input style="width: 100%;" type="text"/></p> <p>License Type?</p> <p> <input type="radio"/> Cosmetologist <input type="radio"/> Hair Designer <input type="radio"/> Hair Braider <input type="radio"/> Aesthetician <input type="radio"/> Electrologist <input type="radio"/> Nail Technologist <input type="radio"/> Instructor (Also select Primary License Type) </p> <p>Current License Number <input style="width: 100%;" type="text"/></p> <p>License Expiration Date <input style="width: 100%;" type="text"/></p> <p>Beauty School Attended <input style="width: 100%;" type="text"/></p> <p>OFFICE USE: Please Leave Blank</p>	<p>2. Application Documentation Requirement Checklist</p> <p>1-Passport Photo 2- Valid Government Issued ID 3- Work Authorization 4- Notarized Statement (if required) 5- License Certification (If required) 6- Transcripts (If required) 7- Completion Form (If required) 8- Online Course Completion (If required) 9- 50 Hours in Approved Program (If required)</p> <p>4. Questionnaire</p> <p>A- Are you subject to a court order in regards to child support? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, answer A.1, if No, skip to B</i></p> <p>A.1- Are you financially current with the Court Order? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, skip to B. If no, please contact us at info@nvcosmo.com.</i></p> <p>B- Are you a United States Citizen? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, then skip to C. If No, answer B.1 and B.2</i></p> <p>B.1- Country of Citizenship <input style="width: 100%;" type="text"/></p> <p>B.2- Work Authorization Expiration Date <input style="width: 100%;" type="text"/></p> <p>C- Have you/spouse served in the United State military? <input type="radio"/> No <input type="radio"/> Applicant <input type="radio"/> Spouse <input type="radio"/> Both <i>If answered No, skip to D. If Yes, complete C.1-C.3</i></p> <p>C.1- Which Branch? <input style="width: 100%;" type="text"/></p> <p>C.2- Occupation <input style="width: 100%;" type="text"/></p> <p>C.3- Service Dates <input style="width: 100%;" type="text"/></p> <p>D- Have you ever been convicted of a felony? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, answer all questions below. If No, then skip to Section 5</i></p> <p>D.1- Date of Act <input style="width: 100%;" type="text"/></p> <p>D.2- Conviction Date <input style="width: 100%;" type="text"/></p> <p>D.3- Sentence End Date <input style="width: 100%;" type="text"/></p> <p>D.4- Are you on parole/probation? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, answer D.5</i></p> <p>D.5- Parole/Probation End Date <input style="width: 100%;" type="text"/></p> <p><i>If you have been convicted of a felony, you must submit the Court Order and Final Judgement. If you are on parole, a status letter must be provided.</i></p>
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