

Instructor Reciprocity Application



Louisiana State Board of Cosmetology
 11622 Sunbelt Court Baton Rouge, LA 70809
 (225) 756-3404 Telephone – (225) 756-3410 Fax
 Web Address: www.lsbc.louisiana.gov

APPLICATION FOR RECIPROCITY – INSTRUCTOR

Applicant's Full Name: _____
First Name Middle Initial Maiden Name Last Name

Current Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone Number: _____

Social Security Number: _____ Gender: Male Female Date of Birth _____

State where training was acquired: _____
School Name School City State

State(s) in which you are **currently** licensed: _____

License Number _____ Expiration date _____ Initial Date _____

Did you obtain your license by apprenticeship/experience? Yes No

If yes, was it done in a school or a salon? School Salon

Did you take a hands-on practical examination for your instructor license? Yes No

Have you ever had a license, certification or registration suspended, revoked or denied in any state? Yes No

I have included the following items

- A current picture (passport size)
- A copy of my driver's license or state issued id card
- A copy of my social security card
- My current **original** cosmetology license
- Certification of licensure sent to state board (LA) from the state that I received my NIC score
- Copy of NIC score (Only if you have passed the NIC)
- Correct fee amount.

<p>FOR OFFICE USE ONLY</p> <p><input type="checkbox"/> P & S</p> <p><input type="checkbox"/> S ONLY</p>
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I UNDERSTAND THAT IF I FAIL TO SHOW FOR MY SCHEDULED EXAMINATION WITHOUT PROPER NOTIFICATION, A SEVEN DAY NOTICE OR 24 HOURS EMERGENCY NOTICE, I WILL BE REQUIRED UPON REAPPLICATION TO SUBMIT AN ADDITIONAL \$25.00 ADMINISTRATIVE FEE PER EXAM.

By signing this application, I certify that the information provided above is true and accurate under penalty of perjury. I also certify that I am aware that it is a violation of the Louisiana Cosmetology Laws for an individual to work without a valid Louisiana cosmetologist, manicurist, esthetician or instructor license.

 Applicant

 Date

APPLICATION FOR RECIPROCITY NATIONAL EXAM

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Please check one
<input type="radio"/> Cosmetology
<input type="radio"/> Manicurist
<input type="radio"/> Esthetician
<input type="radio"/> Instructor
<input type="radio"/> Alternative Hair

Choose language

- English
- Vietnamese
- Spanish

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Age: _____ Birthdate: _____ Social Security #: _____

Applicant's Individual Email Address: _____

****PLEASE PRINT****

Applicant's Telephone Number: _____

Applicant Signature: _____ Date: _____

NO MONEY REQUIRED WITH THIS APPLICATION

The fee for the exam will be paid through "IQTTesting's" website once you are preregistered.



John Bel Edwards
Governor

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TRANSFERRING YOUR LICENSE TO LOUISIANA

Follow the steps below to assist you with transferring your license to Louisiana.

Step One: Determine if your license can be transferred by reading the FAQ's and Helpful information contained in Section One. If your license can be transferred, move on to Step Two.

Step Two: Determine if you will need to have your licensing state send us an affidavit/certification of licensure by checking the certification list contained in Section Two. If your state is listed, you will need to have the affidavit sent to us as soon as possible. We cannot accept your application until we receive an official copy of the affidavit/certification of licensure from your licensing state. You may call to verify that we have received it. If your state is not listed, you will not need to send in the affidavit/certification and instead we will use the online verification of your licensing state.

Step Three: Determine what exams you will need to take by referring to the "Reciprocity by State List." Locate the state that you were originally licensed, and using your initial date of licensure, determine exactly what exams will be required to reciprocity your license. If your state is highlighted, please contact the office to determine what exams you will need to take. Study material, and information can be found on our website at www.lsbclouisiana.gov.

Step Four: Determine the required fees by using the "How Much Should I Send" worksheet in section three. Please note, the national exam fee should not be sent into this office. Payment should be made directly to the company at a later date.

Step Five: Complete the application for reciprocity contained in this packet. If you are required to take the national examination, please complete the application for reciprocity national exam form as well. Gather all the required documents listed at the bottom of the application. We will need your **CURRENT ORIGINAL LICENSE**. **If your state allows you to print your license, the printed license will be considered an original.** Your license will be mailed back to you promptly. Don't forget to include a check or money order for the total amount you calculated in section four. Mail in your application, fees, and all required documents to this office. If your application is approved, you will receive your returned original license, and your exam date(s) in the mail. **If there are issues with the application, such as missing documents, or if we receive the application prior to receiving the affidavit/certification, you will receive your application back in the mail unprocessed.**



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SECTION ONE

HELPFUL INFORMATION & FREQUENTLY ASKED QUESTIONS

AFFIDAVITS/CERTIFICATIONS:

If your state requires an affidavit/certification of licensure for reciprocity, you must contact your state and follow their process for having an affidavit/certification of licensure sent to our board office. Your affidavit/certification must already be in the office before you submit your reciprocity application. If it has not been received when we get your application, we will return your application to you without processing it.

SCORE SHEETS:

If you have already taken the NIC exam, you will also need to provide a copy of your NIC score. The NIC score sheet can be printed after you have passed the exam. Please contact the company who administered the exam if you cannot figure out how to self-print. You must submit this with your application. If you cannot provide this, you will be required to take the NIC examination in Louisiana.

APPRENTICESHIP/EXPERIENCE:

Louisiana law requires attending a Louisiana State Board of Cosmetology (LSBC) registered school to be licensed by this board. State law also requires attending a state approved school for license transfers. Apprenticeship and/or experience does not meet this requirement, and therefore, we cannot transfer licenses obtained by years of experience or apprenticeship.

PRACTICAL EXAMINATIONS:

If your state board does not administer a hands-on practical examination, you will be required to take one here to obtain a LA license. If your state administers a written or computer based practical, or if your school administered the hands-on, written or computer based practical examination, you will have to take a practical examination here. Please refer to the practical exam information to prepare for this exam. This includes instructors as well. The cost is \$25.00 for the practical examination as well as retake exams.

Office Address:
Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809

Contact Information
Department: Reciprocity
Contact person: Stephanie Ricard
Email: stephanie.ricard@la.gov
Phone: 225-756-3404



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APPLICATION QUESTIONS

1. WHAT TYPES OF LICENSES CAN BE TRANSFERRED TO LOUISIANA?

LOUISIANA ACCEPTS COSMETOLOGY, MANICURING, ESTHETICS AND INSTRUCTOR LICENSES WITH CERTAIN EXCEPTIONS.

2. WHAT TYPES OF LICENSES CANNOT BE TRANSFERRED TO LOUISIANA?

HAIRDRESSING, HAIRSTYLING, HAIR DESIGN, COSMETICIAN, CLASS CA, CLASS CH, AND LICENSES OBTAINED BY EXPERIENCE, AND/OR APPRENTICESHIP. WE ALSO DO NOT ACCEPT THE FOLLOWING LICENSES FROM THE STATES LISTED BELOW:

CONNECTICUT - COSMETOLOGY/COSMETICIAN HAIRDRESSING/COSMETICIAN
FLORIDA- FACIAL SPECIALIST LICENSED BEFORE 2020 (CAN TRANSFER 260 HOURS TO A LA SCHOOL)
FLORIDA- FACIAL SPECIALIST LICENSED AFTER 2020 (CAN TRANSFER 220 HOURS TO A LA SCHOOL)
FLORIDA- FULL SPECIALIST LICENSED BEFORE 2020 (CAN TRANSFER UP TO 500 HOURS TO A LA SCHOOL)
FLORIDA- FULL SPECIALIST LICENSED AFTER 2020 (CAN TRANSFER UP TO 400 HOURS TO A LA SCHOOL)
FLORIDA- NAIL SPECIALIST LICENSED BEFORE 2020 (CAN TRANSFER 240 HOURS TO A LA SCHOOL)
FLORIDA- NAIL SPECIALIST LICENSED AFTER 2020 (CAN TRANSFER 180 HOURS TO A LA SCHOOL)
MASSACHUSETTS - INSTRUCTOR
MINNESOTA- INSTRUCTOR
MISSOURI - CLASS CA & CLASS CH
OKLAHOMA- COSMETICIAN
RHODE ISLAND- HAIRDRESSER/COSMETOLOGY
SOUTH DAKOTA- INSTRUCTOR
WEST VIRGINIA- INSTRUCTOR
NEW YORK- INSTRUCTOR

3. IF MY LICENSE IS ON THE LIST ABOVE AND CANNOT BE TRANSFERRED, WHAT ARE MY OPTIONS?

UNFORTUNATELY, THE ONLY OPTION WOULD BE TO FIND A LA SCHOOL TO ATTEND AND CLOCK THE HOURS THAT LOUISIANA REQUIRES FOR THE SPECIFIC LICENSE.

4. WHY WON'T YOU ACCEPT MY LICENSE?

LOUISIANA STATE LAW REQUIRES THAT RECIPROCITY APPLICANTS MUST HAVE ATTENDED SCHOOL, THEREFORE INDIVIDUALS WHO OBTAINED THEIR LICENSE BY EXPERIENCE AND/OR APPRENTICESHIP CANNOT TRANSFER HERE. ADDITIONALLY, LOUISIANA COSMETOLOGY LICENSES ARE INCLUSIVE OF ALL BRANCHES OF COSMETOLOGY. (HAIR, NAILS, SKIN) LICENSES THAT DON'T INCLUDE ALL THREE BRANCHES, MORE SPECIFICALLY, THAT DON'T INCLUDE SKIN, ARE NOT EQUIVALENT TO LOUISIANA COSMETOLOGY LICENSES, AND THEREFORE CANNOT BE TRANSFERRED.

5. DO I FILL OUT BOTH APPLICATIONS IN THE PACKET?

YES, IF YOU ARE REQUIRED TO TAKE THE NATIONAL (NIC) EXAM YOU SHOULD FILL OUT BOTH. IF YOU ARE UNSURE THEN YOU SHOULD FILL OUT BOTH APPLICATIONS. IF YOU ARE NOT REQUIRED TO TAKE THE NATIONAL EXAM, WE WILL JUST SHRED THE NATIONAL APPLICATION DURING PROCESSING.

6. DO I REALLY HAVE TO MAIL IN MY ORIGINAL LICENSE?

YES, YOU MUST MAIL IN YOUR CURRENT ORIGINAL LICENSE. IT WILL BE MAILED BACK TO YOU WITH YOUR EXAM DATE(S).



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7. DO I NEED TO HAVE A CERTIFICATION SENT TO THE LA STATE BOARD OF COSMETOLOGY?

IF YOU HAVE TAKEN THE NIC EXAM IN ANOTHER STATE, THEN YES, YOU WILL NEED TO HAVE A CERTIFICATION SENT DIRECTLY TO US FROM THE STATE THAT YOU TOOK THE EXAM.
IF YOUR STATE DOES NOT HAVE ONLINE VERIFICATION, THEN YES, YOU WILL NEED TO HAVE A CERTIFICATION SENT TO US FROM THE STATE THAT YOU ARE CURRENTLY LICENSED IN.

[PLEASE REFER TO SECTION TWO FOR A LIST OF STATES THAT DON'T HAVE TO SEND IN CERTIFICATIONS](#)

8. HOW WILL I KNOW IF YOU HAVE RECEIVED MY CERTIFICATION?

ONCE YOU HAVE REQUESTED THE CERTIFICATION TO BE SENT TO US, PLEASE WAIT 7-10 BUSINESS DAYS AND THEN CALL OUR OFFICE TO VERIFY THAT WE HAVE RECEIVED IT.

EXAMINATION QUESTIONS

9. WHAT EXAMS WILL I HAVE TO TAKE?

ALL RECIPROCITY APPLICANTS ARE REQUIRED TO TAKE OUR STATE EXAM. IT IS A 25-QUESTION EXAM BASED ON THE RULES AND REGULATIONS AND IS ONLY ADMINISTERED AT OUR BATON ROUGE TESTING CENTER.

SOME APPLICANTS WILL ALSO HAVE TO TAKE THE NATIONAL (NIC) EXAM AND/OR THE PRACTICAL EXAM DEPENDING ON WHEN AND WHERE YOU WERE LICENSED. [PLEASE REFER TO THE RECIPROCITY BY STATE LISTS IN YOUR PACKET TO HELP YOU DETERMINE EXACTLY WHAT EXAMS YOU WILL BE REQUIRED TO TAKE.](#)

10. HOW DO I SCHEDULE MY NATIONAL EXAM?

USING THE INFORMATION THAT YOU PROVIDED ON YOUR NATIONAL APPLICATION, YOU WILL RECEIVE AN EMAIL FROM "SMT" (SMT NOTICE) OR "ISO QUALITY TESTING," REQUESTING THAT YOU SCHEDULE YOUR EXAM.

11. THE LIST SAYS THAT I NEED TO TAKE THE NIC EXAM, BUT I'VE TAKEN IT ALREADY. DO I HAVE TO TAKE IT AGAIN?

NO, YOU DO NOT. YOU MUST PROVIDE PROOF THAT YOU HAVE ALREADY TAKEN THE EXAM BY SUBMITTING YOUR NIC SCORE SHEET. YOU MUST ALSO HAVE A CERTIFICATION SENT DIRECTLY TO US FROM THE STATE WHERE YOU TOOK THE EXAM.

12. THE LIST SAYS THAT I HAVE TO TAKE THE PRACTICAL EXAMINATION. WHY?

IF YOUR STATE DOES NOT GIVE A [HANDS-ON STATE BOARD ADMINISTERED](#) PRACTICAL EXAM, YOU WILL HAVE TO TAKE THE PRACTICAL EXAMINATION HERE, INCLUDING INSTRUCTORS.

13. HOW MUCH MONEY DO I SEND IN WITH THE APPLICATION?

PLEASE REFER TO SECTION THREE TO DETERMINE HOW MUCH YOU SHOULD SEND IN WITH YOUR APP.



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SECTION TWO

RECIPROCITY AFFIDAVIT/CERTIFICATION /SCORE SHEET REQUIREMENT

THE FOLLOWING STATES **DO NOT HAVE TO** PROVIDE AN AFFIDAVIT/CERTIFICATION OF LICENSURE AND NIC SCORE SHEET

FLORIDA	ILLINOIS
MARYLAND	MASSACHUSETTS
MICHIGAN	MINNESOTA
PENNSYLVANIA	TENNESSEE
TEXAS	

ALL OTHER STATES MUST PROVIDE AN AFFIDAVIT/CERTIFICATION OF LICENSURE AND THEIR **NIC SCORE SHEET**

* THE AFFIDAVIT/CERTIFICATION OF LICENSURE MUST BE SENT DIRECTLY TO US, UNOPENED. WE MUST HAVE IT BEFORE YOU SUBMIT YOUR APPLICATION. CALLING YOUR LICENSING BOARD AND OUR OFFICE TO CHECK THE STATUS IS RECOMMENDED PRIOR TO MAILING YOUR APPLICATION.

* IF YOUR LICENSING STATE DOES NOT APPEAR ABOVE, THAT MEANS THAT YOU DO NOT HAVE TO PROVIDE AN AFFIDAVIT BECAUSE THE STATE HAS ONLINE VERIFICATION THAT WE CAN USE TO VERIFY YOUR LICENSE STATUS.

*** IF YOU HAVE TAKEN THE NIC NATIONAL EXAM YOU MUST PROVE IT BY PROVIDING A CERTIFICATION TO US FROM YOUR STATE EVEN IF YOUR STATE DOES ONLINE VERIFICATION AS WELL AS SUBMITTING YOUR NIC SCORES WITH YOUR APPLICATION.**



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SECTION THREE

HOW MUCH SHOULD I SEND?

1. DO YOU HAVE TO TAKE THE PRACTICAL EXAMINATION? (SEE STEP THREE IF UNSURE)

YES \$25.00 NO \$ 0.00

2. STATE EXAM - REQUIRED \$25.00

3. INITIAL LICENSE FEE - REQUIRED \$35.00

4. TOTAL FEES REQUIRED

TOTAL FROM # 1 _____

+

TOTAL FROM # 2 \$25.00

+

TOTAL FROM # 3 \$35.00

TOTAL TO SEND IN= _____

*** NATIONAL EXAMINATION FEES SHOULD NOT BE SENT INTO THIS OFFICE. (SEE BOTTOM OF THE NATIONAL EXAM APPLICATION FOR INFORMATION).**

**RECIPROCITY REQUIREMENTS BY STATE FOR
COSMETOLOGY INSTRUCTORS, ESTHETICIAN INSTRUCTORS, &
MANICURIST INSTRUCTORS**

STATES WITH (*) NEXT TO THEM HAVE CERTAIN LICENSES THAT CANNOT BE TRANSFERRED TO LOUISIANA. SEE END OF LIST FOR THE SPECIFIC TYPES OF NON -TRANSFERRABLE LICENSES

*** N/A- DOES NOT HAVE A TRANSFERRABLE INSTRUCTOR LICENSE**

*** CANNOT TRANSFER- STATE LICENSING REQUIREMENTS DO NOT MEET LA TRANSFER REQUIREMENTS**

STATE	IF LICENSED BEFORE	YOU MUST TAKE	IF LICENSED	YOU MUST TAKE	IF LICENSED AFTER	YOU MUST TAKE
Alabama	1999	NIC & STATE	AFTER 1999	STATE		
Alaska	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
Arizona	8/1987	STATE, NIC & PRACTICAL	AFTER 8/1987	PRACTICAL & STATE		
Arkansas	2002	NIC & STATE	2002-12/31/17	STATE	12/31/2017	PRACTICAL & STATE
California	N/A	N/A	N/A	N/A	N/A	N/A
Colorado	N/A	N/A	N/A	N/A	N/A	N/A
*Connecticut		STATE, NIC & PRACTICAL		STATE, NIC & PRACTICAL		STATE, NIC & PRACTICAL
Delaware		STATE ONLY		STATE ONLY		STATE ONLY
District of Columbia		STATE ONLY		STATE ONLY		STATE ONLY
Florida	N/A	N/A	N/A	N/A	N/A	N/A
Georgia		STATE ONLY		STATE ONLY		STATE ONLY
Hawaii	3/24/20	STATE, NIC & PRACTICAL	AFTER 03/24/20	STATE & PRACTICAL		
Idaho	10/1999	NIC & STATE	AFTER 10/1999	STATE		
Illinois	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
Indiana	2006	PRACTICAL & STATE	AFTER 2006	STATE, NIC & PRACTICAL		
Iowa	2000	STATE, NIC & PRACTICAL	After 2000	STATE & PRACTICAL		
Kansas	7/1995	STATE, NIC & PRACTICAL	7/1/1995-12/31/1998	STATE & PRACTICAL	1998	STATE, NIC & PRACTICAL

State	IF LICENSED BEFORE	YOU MUST TAKE	IF LICENSED	YOU MUST TAKE	IF LICENSED AFTER	YOU MUST TAKE
Kentucky	7/2018	NIC & STATE	AFTER 7/2018	STATE		
Maine		STATE ONLY		STATE ONLY		STATE ONLY
Maryland	1992	NIC & STATE	1992-12/16/08	STATE	12/16/08	STATE & NIC
Massachusetts	CANNOT	TRANSFER	CANNOT	TRANSFER	CANNOT	TRANSFER
Michigan	3/15/2000	STATE, NIC & PRACTICAL	3/15/2000-07/31/2002	PRACTICAL & STATE	07/2002	STATE, NIC & PRACTICAL
Minnesota	CANNOT	TRANSFER	CANNOT	TRANSFER	CANNOT	TRANSFER
Mississippi	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
*Missouri	10/1974	STATE & NIC	AFTER 10/1974	STATE		
Montana		STATE ONLY		STATE ONLY		STATE ONLY
Nebraska		PRACTICAL & STATE		PRACTICAL & STATE		PRACTICAL & STATE
Nevada	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
New Hampshire		STATE ONLY		STATE ONLY		STATE ONLY
New Jersey	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
New Mexico		STATE ONLY		STATE ONLY		STATE ONLY
New York	CANNOT	TRANSFER	CANNOT	TRANSFER	CANNOT	TRANSFER
North Carolina	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
North Dakota	1973	STATE & NIC	1973	STATE		
Ohio	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
Oklahoma	05/07/2003	STATE & NIC	After 5/7/2003	STATE		
Oregon	05/01/2006	STATE, NIC & PRACTICAL	05/01/2006-02/09/2010	PRACTICAL & STATE	02/09/2010	PRACTICAL STATE & NIC
Pennsylvania	CALL	OFFICE	CALL	OFFICE	CALL	OFFICE
*Rhode Island		STATE ONLY		STATE ONLY		STATE ONLY
South Carolina		STATE ONLY		STATE ONLY		STATE ONLY
South Dakota	CANNOT	TRANSFER	CANNOT	TRANSFER	CANNOT	TRANSFER
Tennessee		STATE & NIC		STATE & NIC		STATE & NIC
Texas	N/A	N/A	N/A	N/A	N/A	N/A
Utah		PRACTICAL & STATE		PRACTICAL & STATE		PRACTICAL & STATE
Vermont	01/2022	STATE, NIC & PRACTICAL	AFTER 12/31/2021	PRACTICAL & STATE		
Virginia	07/01/2014	PRACTICAL & STATE	07/01/2014-12/31/2016	STATE, NIC & PRACTICAL	12/31/2016	PRACTICAL & STATE
Washington	10/01/2013	STATE & NIC	After 10/02/13	STATE		
West Virginia	CANNOT	TRANSFER	CANNOT	TRANSFER	CANNOT	TRANSFER

State	IF LICENSED BEFORE	YOU MUST TAKE	IF LICENSED	YOU MUST TAKE	IF LICENSED AFTER	YOU MUST TAKE
Wisconsin	05/01/2016	STATE & NIC	After 5/1/2016	STATE		
Wyoming	07/1998	STATE & NIC	After 07/1998	STATE		

THE FOLLOWING INSTRUCTOR LICENSES CANNOT BE ACCEPTED FROM THE FOLLOWING STATES:

***CONNECTICUT-COSMETOLOGY/COSMETICIAN INSTRUCTOR, ANY TYPE OF HAIRDRESSING INSTRUCTOR, ANY TYPE OF COSMETICIAN INSTRUCTOR**

***MISSOURI- HAIRDRESSING INSTRUCTOR, HAIRDRESSING AND MANICURING INSTRUCTOR**

***RHODE ISLAND- HAIRDRESSER /COSMETOLOGIST INSTRUCTOR, HAIRDRESSER INSTRUCTOR, COSMETICIAN INSTRUCTOR,**