



Montana Board of Barbers and Cosmetologists

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Licensing Requirements and Application Checklist For Manicurist by Exam

License Requirements for Manicurist by Exam

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Must be at least 18 years or older [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION
2. Must be a high school graduate or equivalent [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION [24.121.610](#) GRANTING EXCEPTION TO HIGH SCHOOL DIPLOMA OR EQUIVALENCY
3. Completion of approved school or course of Manicuring with the required hours of training [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION
4. All Applicants are required to take the national written and national practical portions of the Board approved exam. [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION
5. Students are eligible to take the board approved exam upon completion of 90 percent of their curriculum and prior to graduating per board rule [24.121.805](#) SCHOOL OPERATING STANDARDS
Schools will verify student school hours to insure eligibility for taking the national exam and will issue the eligibility to test letter for the exam. A person may submit a license application when the person is no more than 90 days from completing the requisite course of study given the person's current and expected rate of progression, however a license will not be issued until all requirements for licensure are met. [24.121.805](#) SCHOOL OPERATING STANDARDS

Checklist of Required Documents to Submit for Application for Manicurist by Exam

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- proof of age; current driver's license or other legal document confirming age [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION
- proof of graduation from an approved school or course of Manicuring with the required hours of training; [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION
- proof of high school diploma or its equivalent; [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION [24.121.610](#) GRANTING EXCEPTION TO HIGH SCHOOL DIPLOMA OR EQUIVALENCY
- proof of passage of both the written **and** practical NIC (National Interstate Council of State Boards of Cosmetology) exam at 75% proficiency or higher. [37-31-304](#) MCA [24.121.601](#) LICENSURE BY EXAMINATION [24.121.611](#) EXAMINATION REQUIREMENTS AND PROCESS
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).



Application Fee(s) for Manicurist by Exam

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$80 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.