

## Montana Board of Barbers and Cosmetologists

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## Licensing Requirements and Application Checklist Manicurist by Credentialing

### License Requirements for Manicurist by Credentialing

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 [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE
2. Must be a high school graduate or equivalent [37-31-304](#) MCA [24.121.610](#) GRANTING EXCEPTION TO HIGH SCHOOL DIPLOMA OR EQUIVALENCY
3. Must have a current unencumbered license in another state in the profession they seek licensure [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE
4. All applicants are required to take the national written and practical portions of a Board approved exam unless their state of licensure currently accepts the National Interstate Council of Boards of Cosmetology (NIC) exam [37-31-304](#) MCA [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE
5. Applicant must have education/training substantially equivalent to the scope of practice of the Montana license they are applying for. [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE [24.121.604](#) LICENSURE EQUIVALENCY FOR PROFESSIONAL EDUCATION and

Applicant may attest to the minimum hours of work experience in their profession in another state that meet the requirements of [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE(4) as follows:

- a. Manicurist: either have completed at least 200 hours of manicuring training in a school or attest to at least 750 hours of work experience as a licensed manicurist.

### Checklist of Required Documents to Submit for Application for Manicurist by Credentialing

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 [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE
- Official license verification of current licensure in the profession from states and jurisdictions in which the applicant holds or has ever held a professional license of any type [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE
- License verification may state the educational hours to compare for equivalency, **or** applicant furnishes transcripts showing the required hours, **or** the applicant attests to experience as allowed in [24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE

- Proof of graduation from an approved school or course of Manicuring with the required hours of training (see above)
- Proof of high school diploma or its equivalent; [37-31-304 MCA 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 24.121.603](#) LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE 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 Credentialing**

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 [24.121.401](#) FEES

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.