

**MONTANA BOARD OF
BARBERS AND COSMETOLOGISTS**

PO Box 200513

301 S PARK, 4TH FLOOR

Helena, Montana 59620-0513

PHONE 406-444-6880 FAX 406-841-2305

EMAIL: dlibsdlhelp@mt.gov **WEBSITE:** www.cosmetology.mt.gov

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

Please allow 10 days for processing from the date the Board receives a completed routine application

BARBERS, COSMETOLOGISTS, ELECTROLOGISTS, ESTHETICIANS AND MANICURISTS ARE NOT PERMITTED TO PRACTICE COSMETOLOGY, BARBERING, ELECTROLOGY, ESTHETICS OR MANICURING IN MONTANA IN ANY MANNER WITHOUT AN ACTIVE MONTANA LICENSE. ALL SERVICES MUST BE PERFORMED IN A LICENSED BARBERSHOP OR SALON.

NOTE: Any application requiring review by the Board must be complete (all documents and required information received by the Board) no later than 15 working days prior to the Board's next meeting. Please visit www.cosmetology.mt.gov for information on board meeting dates and plan accordingly.

FEES

\$ 80.00 Barber License Application Fee

\$ 80.00 Barber Nonchemical License Application Fee

\$ 80.00 Cosmetology License Application Fee

\$ 80.00 Electrologist License Application Fee

\$ 80.00 Esthetician License Application Fee

\$ 80.00 Manicurist License Application Fee

****Make check or money order payable to the Montana Board of Barbers and Cosmetologists****

ALL CREDENTIALING APPLICANTS

- Must be at least 18 years or older
- Must be a high school graduate or equivalent
- All applicants are required to take the written and practical portions of the Board approved national exam.
- Upon completion of all required curriculum hours, applicants must submit a complete license application and fee in order to become eligible to receive an Admission letter for the board approved national exam from the Board office.

LICENSURE BY CREDENTIALING WITH AN OUT-OF-STATE LICENSE

Applicants for licensure by credentialing must submit a completed application electronically or by paper, including appropriate fees and required documentation.

To qualify for licensure by credentialing the applicant must submit the following documentation:

For a **BARBER** license:

- proof of age;
- proof of current unencumbered barber license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) barber exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- the applicant must possess a license type in good standing that includes scope of training and practice in *haircutting with proper uses of tools (e.g., shears, razor, clippers, and thinning shears); shampooing and scalp treatments; hairstyling, including weaves, braiding, and extensions; wet setting, blow drying, curling, and flat ironing; and the arranging of dry hair; hair coloring, hair lightening, waving, and relaxing; facial shaving with straight razor; and skin care; and*

- either have completed a course of training of at least 1,100 hours in a school or attest to 2,200 hours of work experience as a licensed barber.

For a **BARBER NONCHEMICAL** license:

- proof of age;
- proof of current unencumbered barber license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) barber exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- either have completed a course of training of at least 900 hours in a school or attest to 1,800 hours of work experience as a licensed barber.

For a **COSMETOLOGY** license:

- proof of age;
- proof of current unencumbered cosmetology license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) cosmetology exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- the applicant must possess either:
 - (a) a license type in good standing that includes scope of training and practice in *manicuring and pedicuring, including massage and polishing, nail art, and use of an electric nail file; application and removal of artificial nails, gels, tips, and wraps; skin care, skin exfoliation, facials, makeup application, epilation, electricity and light therapies, and application of artificial lashes; hair coloring, hair lightening, waving, and relaxing; shampoo and scalp treatments; hairstyling, including weaves, braiding, and extensions; wet setting, blow drying, curling and flat ironing, and the arranging of dry hair; and haircutting with proper uses of tools (e.g., shears, razor, clippers, and thinning shears); and*
 - (b) either have completed a course of training of at least 1,500 hours in a school or attest to 3,000 hours of work experience as a licensed cosmetologist; **or**
 - (a) a combination of licensure in good standing that includes scopes of training and practice equal to:
 - (i) *hair coloring, hair lightening, waving, and relaxing; shampoo and scalp treatments; hairstyling, including weaves, braiding, and extensions; wet setting, blow drying, curling and flat ironing, and the arranging of dry hair* and have completed a course of training equal to or exceeding 900 hours in a school;
 - (ii) *manicuring; pedicuring; and applying and removing artificial nails, gels, tips, and wraps and use of an electric nail file* and have completed a course of training equal to or exceeding 200 hours in a school; and
 - (iii) *skin care; skin exfoliation, facials, and makeup application; epilation; electricity and light therapies; and application of artificial lashes* and have completed a course of training equal to or exceeding 400 hours in a school.

For an **ELECTROLOGY** license:

- proof of age;
- proof of current unencumbered electrology license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) electrology exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- the applicant must possess a license type in good standing that includes the scope of training and practice in *electrolysis; thermolysis; the blend; electricity, chemistry, and light therapy; and epilation* and either

have completed at least 600 hours of electrology training in a school or attest to at least 1,200 hours of work experience as a licensed electrologist.

For a **MANICURIST** license:

- proof of age;
- proof of current unencumbered manicurist license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) manicurist exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- the applicant must possess a license type in good standing that includes the scope of training and practice in *manicuring; pedicuring; and applying and removing artificial nails, gels, tips, and wraps and use of an electric nail file* and either have completed at least 400 hours of manicuring training in a school or attest to at least 800 hours of work experience as a licensed manicurist.

For an **ESTHETICIAN** license:

- proof of age;
- proof of current unencumbered esthetician license in another state;
- license verification from each state or jurisdiction the applicant has been licensed in, whether the license is current or not; and
- proof of passage of both the written **and** practical **NIC** (National Interstate Council of State Boards of Cosmetology) esthetician exam at 75% proficiency or higher. If you have taken and passed the NIC exam in your state, you must submit proof of passage with your application. Otherwise, you will be required to take both the written and practical NIC examinations. Individual state board examinations are not acceptable. Please do not schedule your examinations without first obtaining prior approval from the Board.
- the applicant must possess a license type in good standing that includes the scope of training and practice in *skin care; skin exfoliation, facials, and makeup application; epilation; electricity and light therapies; and application of artificial lashes* and either have completed at least 650 hours of esthetician training in a school or attest to at least 1,300 hours of work experience as a licensed esthetician.

APPLICATION PROCEDURES

When the application file is complete, it will be processed by Board staff for permanent licensure.

An incomplete or non-routine application may be a delayed. You may be requested to provide additional information or to make a personal appearance before the Board during a regularly scheduled Board meeting. These applications may take up to 120 days to process.

All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Some states may charge a fee for verification. Contact each state board for its requirements.

Keep the Board office informed at all times of any address change, change in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

PROCESSING PROCEDURES

Once a complete routine application is received, processing may require up to 10 days to process.

The applicant will be notified in writing of any deficient or missing items from the application file.

All applicants will be issued appropriate eligibility and/or Admission letters to take both portions of the required National Exam.

Once a routine application is processed and approved, a permanent license will be issued.

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P. O. Box 200513
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EMAIL: dlibsdhel@mt.gov WEBSITE: www.cosmetology.mt.gov

Application for Licensure By Credentialing with an Out-of-State License

All fees are Non-Refundable and are not pro-rated.

Please allow 10 days for processing a completed routine application.

- Barber by Credentialing with an Out-of-State License (\$80.00)
- Barber Nonchemical by Credentialing with an Out-of-State License (\$80.00)
- Cosmetologist by Credentialing with an Out-of-State License (\$80.00)
- Electrologist by Credentialing with an Out-of-State License (\$80.00)
- Esthetician by Credentialing with an Out-of-State License (\$80.00)
- Manicurist by Credentialing with an Out-of-State License (\$80.00)

1. FULL NAME:

Last
First
Middle

2. OTHER NAME(S) KNOWN BY:

3. HOME ADDRESS:

Street or PO Box #
City and State
Zip

4. TELEPHONE:

Home
Work or Cell
E-mail Address

5. SOCIAL SECURITY NUMBER: FOREIGN ID NUMBER:

6. DATE OF BIRTH: MALE FEMALE

7. LICENSE NAME:
 (State your name as it should appear on the license if granted.)

8. GENERALEDCATION:

Name of High School	City and State	Date of Graduation/Equivalent	Degree Earned
			<input type="radio"/> Yes <input type="radio"/> No

9. PROFESSIONAL EDUCATION:

Name of Cosmetology School/College	City and State	Dates Attended	Hours Completed	Diploma Received
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No

10. List all professional licenses you hold or ever have held. Verification must be sent directly to Montana from each state/province/territory.

State	License#	Issue Date	Expiration Date	License Method			Requested State Verification	
				Exam	Endorse	Other	<input type="radio"/> Yes	<input type="radio"/> No
				Exam	Endorse	Other	<input type="radio"/> Yes	<input type="radio"/> No
				Exam	Endorse	Other	<input type="radio"/> Yes	<input type="radio"/> No
				Exam	Endorse	Other	<input type="radio"/> Yes	<input type="radio"/> No

11. If a cosmetologist/esthetician is offering microdermabrasion, has the licensee received an endorsement from the Board? Yes No
12. Has the microdermabrasion machine that is being used for the services been approved by the Board? Yes No
13. Which written examination did you take for initial licensure?
 NIC National Examination State Examination (indicate which state) _____
14. Which practical examination did you take for initial licensure?
 NIC National Examination State Examination (indicate which state) _____
15. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
16. Have you ever withdrawn an application for licensure prior to the Licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
17. Have you ever been denied the privilege of taking an examination required for required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
18. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes No
19. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
20. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
21. Have any civil legal proceedings been filed against you by a client, former client or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No
22. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. If you answer yes, you must Yes No

submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for:

- 1) Misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.

23. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.

Yes No

24. Have you ever been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.

Yes No

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Barbers and Cosmetologists

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant

Date

For information regarding the processing of this application or other licensing concerns, please contact the Board of Barbers and Cosmetologists staff at 406-444-6880 or email us at: dlibsdhcp@mt.gov

PLEASE BE SURE TO REVIEW THE MONTANA LAWS AND RULES FOR THE PRACTICE OF COSMETOLOGY, ELECTROLOGY, ESTHETICS OR MANICURING ON OUR WEBSITE:
www.cosmetology.mt.gov