Montana Department of LABOR & INDUSTRY

Montana Board of Barbers and Cosmetologists

Helena, MT
Phone: 406-444-6880
Email: dlibsdhelp@mt.gov **Website**: www.cosmetology.mt.gov

Licensing Requirements and Application Checklist
Esthetician

Below are the minimum requirements you must meet in order to be licensed in the state of Montana. Apply online at https://aca-prod.accela.com/pol/Default.aspx. Please note that paying the fee is what submits your application so our staff can begin reviewing it. Staff will contact you via e-mail within ten business days after you submit your application with any requests for additional documents or information.

1. At least 18 years old (37-31-304, MCA)
2. Have graduated high school or its equivalent (37-31-304, MCA)
3. Completed a 650-hour esthetics course from a licensed school (37-31-304, MCA, ARM 24.121.604)
4. Passed the National Interstate Council of State Boards of Cosmetology (NIC) Esthetician theory and practical exams with at least a 75% (ARM 24.121.611).
    - If you apply for a license and meet all the requirements except having passed the theory and/or practical exam, department staff will approve you to register to take the exam(s) through our exam administration contractor, Prov.

Checklist of Required Documents to Submit

The following documents and additional forms are required in addition to the basic application.

- ☐ Proof of completion of a 650-hour esthetics course.
- ☐ Proof of passage of the NIC theory and practical Esthetician exams.
- ☐ If you answered yes to personal history 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.).
- ☐ Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. Montana accepts whatever official form of verification is offered by other states or jurisdictions.

Application Fees

The following fees must be submitted with your application. Applicants can pay using a credit card or e-check. Do not mail cash.

- ☐ $80 application fee

You can apply for a license online at https://aca-prod.accela.com/pol/Default.aspx.

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 Employment Standards Division Professional Licensing Bureau using the contact information at the top of this checklist.