



RECIPROCITY APPLICATION
NORTH DAKOTA BOARD OF COSMETOLOGY
 SFN 11800 (04-2017)

ND State Board of Cosmetology
 4719 Shelburne St.; Suite 1
 Bismarck, ND 58503
 701-224-9800

- Complete this application to transfer a license from a different state to North Dakota.
- This application must be submitted along with the other required information before you will be considered for reciprocity. See page two for the checklist and requirements.
- Once all the information is received, you will be notified by mail if you are approved for reciprocity.

Name		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Address			
City		State	ZIP Code
Telephone Number		Email Address	
*Social Security Number		Date of Birth	
Military Status Are you a member of OR a spouse of a member of the armed forces of the United States or a reserve component of the armed forces of the United States? <input type="checkbox"/> Yes (If "yes," please provide proof of military spouse status, such as military orders or a current base ID.) <input type="checkbox"/> No			

**In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code 43-50-02. The individual's social security number is used for identification purposes. Online renewal will not be available unless this information is provided.*

Current licensing

Current Valid License Number	Held in the State of	Expiration Date
Type of License		
Has your license ever been suspended or revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach a written explanation.		

Education

Hours of School Training Completed

Work experience

Hours of Work Experience Completed

Have you ever been charged or convicted of an offense other than minor traffic violations? <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach a written explanation including the nature of the offense, action taken, and copy of the criminal judgements.

I hereby certify under penalty of perjury under the laws of the State of North Dakota that the information stated is true and correct to the best of my knowledge.

Signature of Applicant	Date
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For office use only

Applicant has submitted <input type="checkbox"/> birth certificate <input type="checkbox"/> photo ID <input type="checkbox"/> work experience <input type="checkbox"/> proof of training <input type="checkbox"/> proof of licensure

To be completed by employee (top section only)

Employee Name		License Number
Employee Address		
City	State	ZIP Code

To be completed and notarized by salon owner or manager

Owner/Manager Name		
Name of Salon		
Salon Address		
City	State	ZIP Code
Salon Telephone Number		

Employee work experience

Employed as a <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Esthetician <input type="checkbox"/> Manicurist	
Beginning Date	Ending Date
Hours Completed	

I hereby certify under penalty of perjury under the laws of the State of North Dakota that the information stated is true and correct to the best of my knowledge.

Signature of Salon Manager or Owner	Date
Signed and sworn to before me this	Affix Notary Stamp
Signature of Notary Public	
Commission Expiration Date	

Questions

Email: bocinfo@nd.gov
 Call: (701) 224-9800
 Fax: (701)222-8756
www.ndcosmetology.com

Checklist to complete reciprocity requirements

You may become a licensed cosmetologist, esthetician or manicurist in North Dakota through reciprocity if you meet North Dakota license requirements. If you do not qualify for reciprocity, you may apply for a license by examination.

License requirements are as follows:

- Applicant holds a current out of state license.
- Completion of required education hours:
 - 1,800 hours for cosmetology
 - 350 hours for manicure
 - 600 hours for esthetician
- Must have taken and passed a State Practical test, the NIC National Theory test, and the North Dakota Laws, Rules, & Regulations test.
- Pay the reciprocity and license fees. Fees are non-refundable and not required to be paid until you are approved for reciprocity.

To apply for a North Dakota license by reciprocity, you must submit the following documents:

1. **Completed reciprocity application.** See first page.
2. **Copy of a birth certificate or U.S. Passport.** Documents must be in English.
3. **Copy of a current picture ID.**
4. **Work experience affidavit, if needed.**

If you do not meet the education requirements as stated above, 3,000 hours or more of work experience may be considered substantially equal to 300 hours of school training. 300 hours are the maximum you can apply toward education hours and is only applicable for cosmetology; or worked in the licensed profession from at least three of the past five years.
5. **Proof of training.**

Must have successfully completed course curriculum hours in a Cosmetology School.
6. **Proof of licensure.**

Must be completed by the State Board where your current license is being held. Please contact your State Board for a letter of certification and a copy of your state license requirements to be sent directly to the North Dakota State Board of Cosmetology. Certifications can take time to obtain so please call and get this process started immediately. A copy of your license is NOT proof of licensure.

The North Dakota State Board of Cosmetology will contact you on what procedures you qualify for licensure. If approved for reciprocity, you will have to pass the North Dakota Laws, Rules & Regulations test, and pay the reciprocity fee of \$105.00 plus the original license fee. The payment form will be mailed to you if approved.

All applicants are required to take the North Dakota Laws, Rules & Regulations test. Applicants may schedule the examination with PSI Services at www.psiexams.com or call (855)746-8173. A Laws & Rules booklet is available at our office. Please call to our office and a booklet will be mailed to you.

YOU MAY NOT WORK IN THE STATE OF NORTH DAKOTA UNTIL YOU GET A NORTH DAKOTA LICENSE