



# North Dakota STATE BOARD OF COSMETOLOGY

## RECIPROCITY APPLICATION

6-2024

ND State Board of Cosmetology  
4719 Shelburne St, Suite 1  
Bismarck, ND 58503  
www.ndcosmetology.com

- Complete this application to transfer a license from a different state to North Dakota.
- Complete application must be submitted along with the other required information before you will be considered for reciprocity. **See Page 3 for the checklist and requirements.**
- Once all information is received, you will be notified by mail if you are approved for reciprocity.

### APPLICANT INFORMATION

Name		Date of Birth	Social Security Number	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Telephone Number	Email Address		
Address		City	State	ZIP Code
Military Status: Are you a member, or spouse of a member, of the active or a reserved armed services of the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes - provide proof of military/spouse status, such as military orders or a current base identification				

### CURRENT LICENSING

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

### EDUCATION

Hours of School Training Completed
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### WORK EXPERIENCE

Length of Work Experience in Cosmetology
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In the past 5 years, have you been charged or convicted of an offense other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes - attach a written explanation, including nature of offense, action taken, and a copy of the criminal judgment
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I, as the Applicant, 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.

Applicant Signature	Date
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**Privacy Act Statement:** The disclosure of the individual's Social Security Number on this form is mandatory pursuant to North Dakota Century Code 43-50-02. Social Security Number is used for identification and verification purposes. Not providing the Social Security Number will cause the application to not be processed.

### 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
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**TO BE COMPLETED BY APPLICANT (top section only)**

Applicant Name			
Address	City	State	ZIP Code

**TO BE COMPLETED BY SALON OWNER OR MANAGER**

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

**APPLICANT WORK EXPERIENCE - To Be Verified by Salon Owner/Manager (and notarized below)**

Applicant Employed As a <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Esthetician <input type="checkbox"/> Manicurist	Begin Date	End Date	Hours Completed
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**CERTIFICATION/NOTARY SECTION (to be completed by the Salon Owner/Manager and Notary)**

I, as the Salon Owner/Manager, 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.

Salon Owner or Manager Signature <i>(must sign in front of notary)</i>
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Signed and sworn to before me this	Date	Affix Notary Stamp
Signature of Notary Public or Other Authorized Officer		
Commission Expiration Date		

\*This page is not required. If you do not meet the ND education requirements for licensure, 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; or worked in the licensed profession from at least three of the past five years. If either of these scenerios apply, you may want to fill out this page.

**Submit Completed Application to:**

ND State Board of Cosmetology  
 4719 Shelburne St Suite 1  
 Bismarck, ND 58503

**Questions:**

Email: [bocinfo@nd.gov](mailto:bocinfo@nd.gov)  
 Call: (701) 224-9800  
[www.ndcosmetology.com](http://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:

1. Applicant holds a current out-of-state license
2. Completion of required education hours:
  - Cosmetologist = 1500 hours
  - Manicurist = 350 hours
  - Esthetician = 600 hours
3. Must have taken and passed a practical test, the NIC National Theory test, and the North Dakota Laws, Rules, & Regulations test
4. 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**
2. Copy of a **Birth Certificate** or **US Passport** (documents must be in English)
3. Copy of a **Current Picture Government Issued 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. Please provide official school transcript if licensed less than 5 years.
6. Proof of **Licensure**  
Please contact your current State Board for a letter of certification to be sent directly to the North Dakota State Board of Cosmetology at [bocinfo@nd.gov](mailto:bocinfo@nd.gov). 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 emailed to you if approved.

All applicants are required to take the North Dakota Laws, Rules & Regulations exam. Applicants may schedule the examination with Prov Exams at <https://www.provexam.com/register> or call 1-801-733-4455.

Laws, rules and regulations are available on the board's website: [www.ndcosmetology.com](http://www.ndcosmetology.com)

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