

COVER SHEET FOR OUT-OF-STATE COSMETOLOGISTS

PLEASE READ THIS AND ALL ATTACHED DOCUMENTS CAREFULLY

West Virginia requires 2000 hours training for a cosmetologist license.

The following requirements must be met to qualify for examination:

1. Completed examination application;
2. If licensed, a certification of hours from the State Board where cosmetology training was obtained - **must be mailed directly to our office from the state board, not applicant.** If not licensed, an original, notarized transcript from cosmetology school.
3. Notarized employment record, if less than 2000 hours of training (300 hours credit given for each year of experience, or 25 hours for each month.)
4. Proof of education, such as copy of diploma or school transcript.
5. \$35.00 examination fee in the form of money order, certified or cashier's check;
6. **Two** Recent photographs attached to application;

An instruction sheet is enclosed with this application to familiarize you with what is to be brought to the examination. The examination will include a practical examination, a multiple choice WV State law examination, and the national written examination. A copy of the West Virginia law is enclosed as a study guide for the law test. Also enclosed are diagrams of the State Board set and other diagrams.

An important notice regarding the required identification documents which must be submitted along with the examination application for applicants not born in the United States.

Upon receipt of your completed application and all required documents, your application will be placed in our files to be included in the next regularly scheduled examination. Please note that work permits are not issued.

Examinations are given in February, May, August and November. An official notice of the examination is mailed to each scheduled applicant approximately ten (10) days prior to the examination date. Please notify Board office with any change of address.

Any questions should be directed to our office at the above address or phone numbers.

NOTICE TO APPLICANT

1. Applicant must present certified evidence that he/she is eighteen years of age, has completed the twelfth grade of grammar school, or the equivalent thereof, and has graduated from a school of cosmetology or manicuring approved the State Board of that state.
2. The examination fee as stated must accompany this application, in the form of a money order, certified or cashier's check.
3. Certificates of registration must be renewed before January 1st of each year.
4. The Board may refuse to issue a certificate of registration to any applicant, and may refuse to renew, or may suspend or revoke the same of any holder thereof, for any of the following reasons:
 - (1) Conviction of the commission of a felony, as shown by a certified copy of the record of the court of conviction;
 - (2) Obtaining or attempting to obtain a certificate of registration to practice cosmetology, barbering or manicuring in this state by false pretenses, fraudulent misrepresentation, or bribery by the use of money or other consideration;
 - (3) Gross incompetency;
 - (4) The continued practice of barbering, cosmetology and/or manicuring by a person knowing himself to be afflicted with a contagious or infectious disease;
 - (5) The use of knowingly of any false or deceptive statements in advertising;
 - (6) Habitual drunkenness or habitual addiction to the use of morphine, cocaine or other habit-forming drugs;
 - (7) Conviction for illegal sale of any intoxicating beverage, as shown by a certified copy of the record of the court of conviction;
 - (8) Violation of any of the rules and regulations prescribed by the Board of Health;
 - (9) Violation of any of the rules and regulations prescribed by the Board of Barbers and Cosmetologists;
 - (10) Violation of any licensing or registration requirement of 30-27-10A of the WV Code.

ATTACH A RECENT PHOTO HERE

APPLICANT STATEMENT

I certify that all statements contained on this application are true in every respect, and that I have read the above notice and am familiar with and agree to abide by the law governing the practice of cosmetology in West Virginia.

Applicant Signature

Date

IMPORTANT NOTICE REGARDING REQUIRED MEDICAL INFORMATION

This application will not be considered complete without the inclusion of the results of a Mantoux method tuberculin skin test performed within the past six (6) months and, proof of having had a tetanus toxoid vaccination within the last ten (10) years.

****The results of the TB test and record of the tetanus must be attached to this application.****