

## WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

1716 Pennsylvania Avenue, Suite 7, Charleston, WV 25302

Phone (304) 558-2924 - Fax (304) 558-3450

Adam Higginbotham, Director

### REGISTRATION BY RECIPROCITY

Any applicant for registration by reciprocity must submit the following:

**PLEASE READ CAREFULLY AND COMPLETE APPLICATION LEGIBLY – UNCOMPLETE AND ILLEGIBLE APPLICATIONS WILL BE RETURNED**

#### REQUIREMENTS FOR REGISTRATION BY RECIPROCITY:

1. Equivalent of 2000 hours training for a cosmetology or barber/perm license; equivalent of 600 hours for aesthetician license. Credit is given for work experience at the rate of 25 hours per month, which is equal to 300 hours for 1 year.
2. Applicant must have worked at least 2 years of the past 5 years.
3. Submit a completed reciprocity application.
4. Submit a copy of a current license of cosmetology, barbering or manicuring.
5. Submit a negative TB result or TB risk assessment completed no more than 1 year from date of application.
6. State Board certification from the **original** licensing Board. **(You will need to contact the State Board office in the state where you were originally licensed and request a certification of your hours and license be mailed directly to our office.)**
7. Submit a copy of education record (or High school diploma/GED).
8. Submit a copy of notarized employment record. **(Statement must include EXACT dates of employment and employment must be at least 2 of the past 5 years.)**
9. The fee for reciprocity is \$100.00 and must accompany the application. Please make the check or money order out to "Board of Barbers and Cosmetologists". Returned checks will void the application.

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#### The hour requirements for West Virginia are:

Managing Cosmetologist	2000
Master Barber/Perm	2000
Aesthetician	600
Manicurist	400*

**\*NOTICE: Manicurists are not eligible for licensure by reciprocity, but must pass a Board examination of WV State Law, practical skills and the National Written examination.**

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Upon receipt of a **completed** application, the applicant will be placed on the agenda for the next regularly scheduled Board meeting. **Board meetings are scheduled for February, May, August and November. Your application will not be given consideration before scheduled Board meetings.** If the Board approves an application for licensure, a license will be issued at that time. If it fails to meet the Board's approval, a letter explaining why the Board rejected the application will be sent to the applicant. An applicant has the right to resubmit corrected applications for the next scheduled Board meeting. **If you are unsure if you meet minimum qualification for licensure in West Virginia, or you have questions regarding the reciprocity process, please contact the office prior to sending your application for reciprocity.**

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### IMPORTANT NOTICE

Applicants applying for licensure in West Virginia by reciprocity are **NOT** permitted to work until the approval of application and a license is issued. Anyone caught working in West Virginia without a valid West Virginia license will be fined (See Series 7 of Legislative Rules). **Work permits are not issued.**

(THIS SPACE FOR OFFICE USE ONLY)

DATE APPROVED: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_

DATE REGISTERED: \_\_\_\_\_

TYPE OF LICENSE: \_\_\_\_\_

## STATE OF WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

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Phone (304) 558-2924 Fax (304) 558-3450  
www.wvdhhr.org/wvbc

### APPLICATION FOR REGISTRATION BY RECIPROCITY

**INSTRUCTIONS:** Complete entire application. Please type or print legibly.  
Read **all** information on back and sign. Submit to Board office, with **all** requirements listed on back.

**TYPE OF LICENSE APPLYING FOR:** ( ) BARBER ( ) COSMETOLOGIST ( ) AESTHETICIAN

#### APPLICANT INFORMATION

NOTE: PLEASE PROVIDE BOTH MAILING ADDRESS AND RESIDENCE ADDRESS IF DIFFERENT FROM MAILING ADDRESS.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(SSN)

\_\_\_\_\_  
(DOB)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Residence Address)

\_\_\_\_\_  
(Phone)

#### EDUCATION INFORMATION

LIST BELOW INFORMATION REGARDING YOUR PROFESSIONAL TRAINING:

\_\_\_\_\_  
(Name of School Attended)

\_\_\_\_\_  
(Date Enrolled)

\_\_\_\_\_  
(Date Graduated)

\_\_\_\_\_  
(Address of School)

\_\_\_\_\_  
(Total Hours)

#### LICENSING INFORMATION

\_\_\_\_\_  
(State Licensed)

\_\_\_\_\_  
(Date of Exam)

\_\_\_\_\_  
(Date Licensed)

\_\_\_\_\_  
(Expiration Date)

**PLEASE READ AND SIGN BACK.**

(revised 10/08)

**NOTICE TO APPLICANT**

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, manicuring or aesthetics 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, manicuring and/or aesthetics by a person knowing himself to be affected 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 requirements of §30-27-10A of the West Virginia Code.

**ATTACH  
RECENT PHOTOGRAPH  
HERE**

No glamour photos accepted

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**TRAINING REQUIREMENTS FOR REGISTRATION BY RECIPROCITY:**

The hour requirements to qualify for registration are as follows:

Managing Cosmetologist License: ..... 2000 hours

Master Barber/Perm: .....2000 hours

Aestheticians: ..... 600 hours

**Manicurists are not eligible for reciprocity.**

Reciprocity applicants must have worked at least two out of the past five years and hold a current license to qualify. Credit is given for work experience at the rate of 25 hours per month (300 per year).

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**APPLICATION MUST INCLUDE THE FOLLOWING:**

1. Notarized record of employment. Must include exact dates of employment, and CANNOT be signed by applicant.
2. Proof of education, such as high school diploma, GED, Grade transcript or education form completed by school.
3. Recent photograph, no glamour shots.
4. Copy of current license.
5. \$100.00 Money Order made out to Board of Barbers and Cosmetologists.
6. State Board certification must be submitted by the State Board where originally licensed.
7. The results of a Mantoux method tuberculin skin test performed within the past twelve (12) months, and
8. **Individuals not born in the U.S. must provided documents that establish identity and employment eligibility.**  
(A list of acceptable documents is included in application packet).

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**APPROVAL OF APPLICATIONS:**

Upon receipt of completed application, it will be placed on the agenda for the next Board meeting. Board meetings are scheduled for February, May, August and November. If application is approved for licensure, a license will be issued the following week after approval. **Please note that one may not work in West Virginia without a valid WV license.**

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**APPLICANT ACKNOWLEDGEMENT:**

Upon submitting this application, I certify that all information provided is true in every respect. I also acknowledge that I have read the application and the law book included in their entirety, and agree to abide by all rules and regulations of the West Virginia State Board of Barbers and Cosmetologists.

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Signature

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Date