

**ARKANSAS DEPARTMENT OF HEALTH  
COSMETOLOGY SECTION  
4815 West Markham, Slot 8  
Little Rock, AR 72205-- (501) 682-2168**

**HOW DO I GET AN ARKANSAS LICENSE?**

Reciprocity Requirements  
Summary

- 1) Fill out the Military Reciprocity Form (enclosed) and return it to the Cosmetology Section (address located at the top of this form) along with required documents and the \$150 non-refundable reciprocity fee. **(This fee does not cover any examination costs.)**
  
- 2) Contact your state board office where you are currently licensed and request that a certification of your licensure record (affidavit) be mailed directly to the Cosmetology Section
  - a) If you were examined in a state other than the state in which you are currently licensed, then you must request a certification of your examination record from that state board. (This is in addition to the certification listed in item #2.) The certification of your examination record must be mailed directly to the Cosmetology Section.
  
  - b) Proof of training must be certified by applicable state. Certification must provide name of school attended, city and state school is located and number of hours accrued.
  
- 3) You will be notified when items #1 and #2 are received.

**A temporary permit will be issued when all of the above has been received in the Section's office. The temporary permit will be valid for six months from date of issuance and will allow you to work at such time.**

**Read all instructions**, enclosed, for additional steps/requirements in obtaining an Arkansas license.

# Military Reciprocity Form

**Instructions:** Please review the reciprocity requirements and process on the back of this form before completing. When you are ready to complete this form, please do so by printing the information in blue or black ink. This form is required if you are transferring from another state/country and you want to become licensed in the state of Arkansas. **There is a \$150 non-refundable reciprocity fee due at the time you submit this form and the required attachments. This fee does not cover any examination costs.**

**Applicant's Name**

Last Name		First Name (no nickname)		Middle Name	
Maiden Name (if applicable)		List any other <i>last</i> names you have ever used			
Address		Apt. #	City	County	State Zip Code
Telephone Number ( )		Gender MALE FEMALE		Marital Status	
Social Security Number		Date of Birth		Place of birth (city/state/country)	
Race (circle one): Black White Am. Indian Hispanic Asian Alaskan Native			In what language do you prefer to take the written/state law exam? ENGLISH SPANISH VIETNAMESE KOREAN		

**Licensing Information**

What type of license do you currently hold? (circle one)	Cosmetology	Manicure	Aesthetician	Instructor	Electrology
Did you take a national written examination? YES NO			Did you take a national practical examination? YES NO		
In what state did you take the examination?			Please list <u>all</u> the states that you have held a license.		

**Training Information**

What cosmetology school did you attend?			City/State/County		
Date training began	Date training completed	Total number hours completed	Type of training completed		
What high school did you attend?			City/State/County		
Year Completed			Grade Completed		

**Miscellaneous Information**

Has your license been suspended or revoked? If yes, please provide details:
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**Applicant Signature:** By signing this application, I certify that the information provided is correct to the best of my knowledge and that I understand that false statements will be sufficient grounds for the Board to take disciplinary action.

Date	Applicant's Printed Name	Applicant's Signature
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**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Revised 10.09

Date _____	Date _____	Date _____	License # _____
Written Core Score _____	Written Law Score _____	Practical Score _____	Receipt # _____

## Military Reciprocity Requirements

In order to reciprocate into the cosmetology industry in Arkansas, the following general requirements must be met:

1. The applicant must be at least 18 years of age for Cosmetology, Manicure, or Aesthetics; the applicant must be 21 years of age for Instructor or Electrology.
2. The applicant must have passed both a **written and practical national or Department-approved** examination;
3. The applicant must have a **current, valid license** issued under the laws of another state;
4. The scope of practice for which the applicant is licensed in another state must be equal to or greater than the particular class of license that the applicant is applying for in the State of Arkansas. To be licensed in this state in one of the occupations listed below, the scope of practice for which the applicant is licensed in another state must include the following:
  - Cosmetologist - hairdressing, manicuring, nail extensions, aesthetics
  - Manicurist - manicure, pedicure, nail extensions
  - Aesthetics - skin care, facials, cosmetic applications
  - Instructor - certified to teach within the cosmetology industry
  - Electrology - permanent hair removal by an electric needle or any other kind of device designed to permanently remove hair
5. Pass an Arkansas state law exam.

## Reciprocity Process

An applicant must complete the following process to be eligible for an Arkansas license through reciprocity:

1. Contact the State Board in which you are currently licensed and request that they send your license certification to our office. The address to send it is located at the top of the previous page.
2. Complete the Military Reciprocity Form (this form) and submit it to our office, along with the following:
  - a. A copy of your current out-of-state license;
  - b. A copy of your social security card;
  - c. A copy of the Sponsors Active Duty Military Orders as required by §17-1-106;
  - d. A copy of your driver's license or other government issued photo-identification license;
  - e. A check or money order for the \$150 reciprocity fee. (Fee is non-refundable)

When the Cosmetology Section receives all information listed above, a determination will be made concerning the examination(s) you will be required to pass in order to become licensed in this state. At that time, a letter will be sent informing you how to schedule for your practical examination and/or how to contact PSI to schedule the written or State Law examination. Payment for the practical examination must be made to The Cosmetology Section and payment for the written examination must be paid directly to PSI, as the letter will explain.

- If you have passed a written and practical national or Department-approved examination, then you will only be required to pass an Arkansas state law exam.
- If you have not passed a written and practical national or Department-approved examination, then you will be required to pass the written, practical and state law exams administered in Arkansas.