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APPLICATION FOR LICENSE ACTIVATION		YOUR SECURITY NUMBER	
<p>INSTRUCTIONS:</p> <p>1. Complete Section I and II and activate license on-line.</p> <p>2. Complete Section III if necessary without a letter.</p> <p>3. Attach fee if required.</p> <p>4. Attach proof of all out-of-state hours, or a letter of reciprocity.</p>		<p>Security Number: _____</p> <p>Security Number: _____</p>	
<p>APPLICATION INFORMATION</p> <p>License Activation: <input type="checkbox"/> Barber Activation: <input type="checkbox"/> Reciprocity Only: <input type="checkbox"/></p>			
<p>APPLICANT INFORMATION</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p>			
<p>EXPIRATION DATE AND REASON FOR APPLICATION</p> <p>Expiration Date: _____</p> <p>Reason for Application: _____</p>			
<p>EDUCATION INFORMATION</p> <p>Education: _____</p> <p>Hours: _____</p>			
<p>SPECIAL NOTES</p> <p>All Applicable State Statutes are Applicable.</p> <p>NOTE: License cannot be assigned to another State.</p>			

This page provides information for Indiana license requirements including how to apply for a new license, renew an existing one, reactivate an expired license and Indiana license reciprocity for when you need to transfer a license to this state or out of state. If available, we provide other useful information such as cosmetology school hours requirements, how to apply for additional license for professions like manicurists, nail technicians, instructors etc. If you did not find the answer you were looking for on this page or if you have questions or issues pertaining to cosmetology, then we recommend you contact the Indiana State Board of Cosmetology and Barber Examiners. Indiana Cosmetology License Verification If you need to verify a license for a salon or person, then you can do so by visiting the Indiana Board of Cosmetology license verification website. From there you can search for the person or business and see if there are any disciplinary actions on record. This will allow you to make an informed decision about the person and or business providing your service. Indiana License Renewal You can either renew online or renew via mail by downloading the renewal form. Renewals that are mailed postmarked by the expiration date are considered timely. To renew your license by paper you must select a form below. Print and mail the completed form with the required renewal fee to the Indiana Professional Licensing Agency. The address is on the form and checks should be made out to Indiana Professional Licensing Agency. If you answer yes to any of the questions be sure to include a detailed response with your renewal form. Order a Indiana License Card License cards are available for purchase online. Most professions will have the option of choosing a license card with or without an expiration date. If you wish to purchase a larger decorative wall certificate you have the opportunity to do so by going to www.officialframes.com. Digitally Certify Your Professional License Verify your license to another state quickly and easily by using a credit card or subscriber account to obtain a digital certification. To get started, click here. Indiana License Name and Address Change Information You may have the name changed on your licensure records by submitting a legal name change document (marriage certificate, divorce decree, social security card or other legal name change documents). Submit name change requests and documentation to Indiana Professional Licensing Agency Attn: State Board of Cosmetology and Barber Examiners 402 West Washington Street, Room W072 Indianapolis, Indiana 46204 Please include your name as it is listed now, your new name, and your license number or social security number on all correspondence. You are required to notify the Indiana Professional Licensing Agency of any address change. Please contact us via phone at 317-234-3031, via email at pla12@pla.in.gov, or via fax at 317-233-4236 to report a change of address. You can also submit your address change in writing to Indiana Professional Licensing Agency Attn: State Board of Cosmetology and Barber Examiners 402 West Washington Street, Room W072 Indianapolis, Indiana 46204 Please include your name, license number or social security number, and both your old and new addresses on any written correspondence. Indiana Cosmetology School Hours Type Requirements Cosmetologist License 1500 Hours Barber License 1500 Hours Esthetician License 700 Hours Nail Technician License 450 Hours Electrologist License 300 Hours Cosmetology Instructor License Cosmetology License + 1000 Hours Massage Therapist License 500 Hours Indiana Barber Reciprocity Information All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee include a license certification from the state(s) or country you hold, or have held, a license in. (if from a foreign country, must include an English translation of the documents). Online certification is acceptable if it provides a field for possible disciplinary action The state or country you hold a license in must require at least 1500 hours of education or one year of licensed practice is equal to one hundred hours of education to an applicant who has completed a minimum of one thousand hours of education. The jurisdiction must also require at least 70% passing on the written and practical exams If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download the Barber Reciprocity Application* If the applicant's jurisdiction does not issue a license to practice barbering, the applicant may apply for a provisional barber license (see below). ** The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply. *** If the applicant's jurisdiction accepts apprenticeship hours as an option for licensure, the applicant should submit documentation showing proof of completing the education requirement; this may include a transcript from the applicant's beauty culture school, an official certification from the original jurisdiction that indicates the applicant received 1500 hours of barber education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 1500 hours of barber education from a beauty culture school. If an applicant comes from a jurisdiction that issues a barber license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from an out-of-state school, but are not required by the board to do so. Barber Application Instructions By Examination All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age or 17 years of age and a graduate of high school or equivalent 1500 hours of barbering education completed at an Indiana beauty culture school Pass written examination through PSI [those that have graduated before the exam was part of graduation (7/1/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it] If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Barber Examination Application Provisional Barber Application Instructions Applicant's jurisdiction does not issue a license to practice barbering (has only a school certificate to practice in the jurisdiction) Applicant must provide proof of sufficient training or experience as a barber. *File completed application, including the portion indicating your potential place of employment with your supervising licensee's signature. Include the application fee of \$40 If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. An applicant who has been granted an initial provisional license must work under the supervision of a licensed barber. Click here to download Provisional Barber Application* Applicant must provide proof of experience, such as proof of salon experience. Applicant must submit transcript of training from a beauty culture school. All transcripts must be accompanied by a certified translation in English. Cosmetology Application Instructions By Reciprocity All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed tenth grade education or equivalent Include a license certification from the state(s) or country you hold, or have held, a license in. (if from a foreign country, must include an English translation of the documents). Online certification is acceptable if it provides a field for possible disciplinary action The state or country you hold a license in must require at least 1500 hours of education or one year of licensed practice is equal to one hundred hours of education to an applicant who has completed a minimum of one thousand hours of education. The jurisdiction must also require at least 70% passing on the written and practical exams If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Cosmetologist Reciprocity Application* If the applicant's jurisdiction does not issue a license to practice cosmetology, the applicant may apply for a provisional cosmetologist license (see below). ** The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply. *** If the applicant's jurisdiction accepts apprenticeship hours as an option for licensure, the applicant should submit documentation showing proof of completing the education requirement; this may include a transcript from the applicant's beauty culture school, an official certification from the original jurisdiction that indicates the applicant received 1500 hours of cosmetologist education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 1500 hours of cosmetologist education from a beauty culture school. If an applicant comes from a jurisdiction that issues a cosmetologist license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from an out-of-state school, but are not required by the board to do so. Cosmetologist Application Instructions By Examination All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed tenth grade education or equivalent 1500 hours of cosmetology education completed at an Indiana beauty culture school Pass written examination through PSI [those that have graduated before the exam was part of graduation (7/1/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it] If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Cosmetologist Examination Application Instructions By Reciprocity Applicant must have a valid equivalent license in another jurisdiction* and hold a valid Indiana cosmetology license or Indiana esthetician license. All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed tenth grade education or equivalent Include a license certification from the state(s) or country you hold, or have held, a license in. (if from a foreign country, must include an English translation of the documents). Online certification is acceptable if it provides a field for possible disciplinary action Applicant's jurisdiction must require 300 hours of education. Indiana does not accept apprenticeship hours. ** One year of licensed practice may substitute for one hundred hours of education to an applicant who has completed a minimum of 200 hours of education The jurisdiction must also require at least 70% passing on the written and practical exams For jurisdictions outside the United States only: Please submit high school diploma (or record of last year attended) and beauty culture school transcript. If the original documents are in a foreign language, a certified translation in English must accompany the original documents If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Electrologist Reciprocity Application* If the applicant's jurisdiction does not issue a license to practice esthetics, the applicant may apply for a provisional esthetician license (see below). ** The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply. *** If the applicant attended a nail school (and has not been licensed in another state which requires graduation from a manicurist program in a beauty culture school), the applicant does not meet minimum reciprocity requirements. If an applicant comes from a jurisdiction that issues a manicurist license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana-approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from out-of-state schools, but are not required by the board to do so. Manicurist Application Instructions By Examination All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed eighth grade education or equivalent 450 hours of manicuring education completed at an Indiana beauty culture school Pass written examination through PSI [those that have graduated before the exam was part of graduation (7/1/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it] If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Manicurist Examination Application Esthetician Application Instructions By Reciprocity All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed tenth grade education or equivalent 700 hours of esthetics education completed at an Indiana beauty culture school Pass written examination through PSI [those that have graduated before the exam was part of graduation (7/1/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it] If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Esthetician Reciprocity Application* If the applicant's jurisdiction does not issue a license to practice esthetics, the applicant may apply for a provisional esthetician license (see below). ** The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply. *** If the applicant's jurisdiction accepts apprenticeship hours as an option for licensure, the applicant should submit documentation showing proof of completing the education requirement; this may include a transcript from the applicant's beauty culture school, an official certification from the original jurisdiction that indicates the applicant received 700 hours of esthetics education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 700 hours of esthetician education from a beauty culture school. If an applicant comes from a jurisdiction that issues an esthetician license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from an out-of-state school, but are not required by the board to do so. Esthetician Examination Application Instructions All applications must be complete and accurate upon receipt to be fully processed All applications must be accompanied by the \$40.00 application fee Applicant must be at least 18 years of age Applicant must have completed tenth grade education or equivalent 700 hours of esthetics education completed at an Indiana beauty culture school Pass written examination through PSI [those that have graduated before the exam was part of graduation (7/1/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it] If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed. Click here to download Esthetician Examination Application Beauty Culture Salon & Mobile Salon License Information Applicant must select a site for the salon; if the site is in the same building as a residence, it must be separated from the residence by a substantial partition to ceiling partition and have a separate entry Applicant must obtain any building permit, certificate of occupancy, or other approval action required under IC 22-15-3 and IC 36-7-4 to operate the cosmetology salon Applicant must install the furnishings and obtain the salon equipment required under rules adopted by the board The beauty culture salon must be under the personal supervision of a person who is licensed as a beauty culture professional Click here to download Beauty Culture Salon Application report this ad

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