

**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

**Being convicted of a felony as provided under § 17-3-102 may disqualify you from licensure, please complete and submit prelicensure petition (link below) before submitting a reciprocity application.**  
[https://www.healthy.arkansas.gov/images/uploads/pdf/Act\\_990\\_Prelicensure\\_petition\\_.pdf](https://www.healthy.arkansas.gov/images/uploads/pdf/Act_990_Prelicensure_petition_.pdf)

1) Fill out the Reciprocity Form (enclosed) and return it to the Cosmetology Section (address located at the top of this form) along with required documents and the \$50 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. **Read all instructions**, enclosed, for additional steps/requirements in obtaining an Arkansas license.

**A practitioner and/or instructor working without a current Arkansas license is in violation of the Cosmetology Code and will be subject to a disciplinary hearing before the Cosmetology Technical Advisory Committee.**

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# Reciprocity Application

**Instructions: Please review the reciprocity requirements and process before completing.** This form is required if you are transferring from another state and you want to become licensed in the state of Arkansas. **There is a \$50 non-refundable reciprocity fee due at the time you submit this form and the required attachments. This fee does not cover any examination costs. The fee and application expire one (1) year after application date. If convicted of a felony as provided under §17-3-102 could disqualify you from licensure.**

**Applicant's Name**

Last Name		First Name (no nickname)		Middle Name	
Maiden Name (if applicable)		Email Address (REQUIRED)			
Address		Apt. #	City	County	State Zip Code
Telephone Number		Gender MALE FEMALE		Marital Status	
Social Security Number	Date of Birth	If a written examination (not state law) is required, which language do you prefer? English Spanish Vietnamese Korean			
Race Black White Am. Indian Hispanic Asian Alaskan Native					

**Licensing Information**

What type of license do you currently hold?	Cosmetology	Manicure	Aesthetician	Instructor	Electrology
Did you take a national written examination? YES NO If yes, which State: _____			Did you take a national practical examination? YES NO If yes, which State: _____		
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?					
Year Completed	Grade Completed	City/State/County			

**Criminal Records**

Have you ever been convicted of or found guilty of or entered a plea of guilty or nolo contendere to any offense that would constitute a felony? If yes, please list felony(s) _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed and submitted a prelicensure petition? Yes ____ No ____	

**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 Cosmetology Technical Advisory Committee to take disciplinary action.

Applicant's Printed Name	Applicant's Signature	Date
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## 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 **not** have a **felony or misdemeanor** as provided under § 17-3-102 to qualify for licensure.
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 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 your driver's license or other government issued photo-identification license;
  - d. A check or money order for the \$50 reciprocity fee. (Fee is non-refundable)

When the Cosmetology Section receives all information listed above and is reviewed and approved, an email will be sent informing you how to take your Arkansas State Law examination. The email will provide a link with instructions on how to take the online State Law examination.

No person may practice or teach any phase of Cosmetology in this State until licensed by the Department of Health Cosmetology Section.