

WELCOME TO COSMETOLOGY

A small, light gray speaker icon with sound waves, positioned below the letter 'E' in the word 'COSMETOLOGY'.

Cosmetology | Department of State (ny.gov)

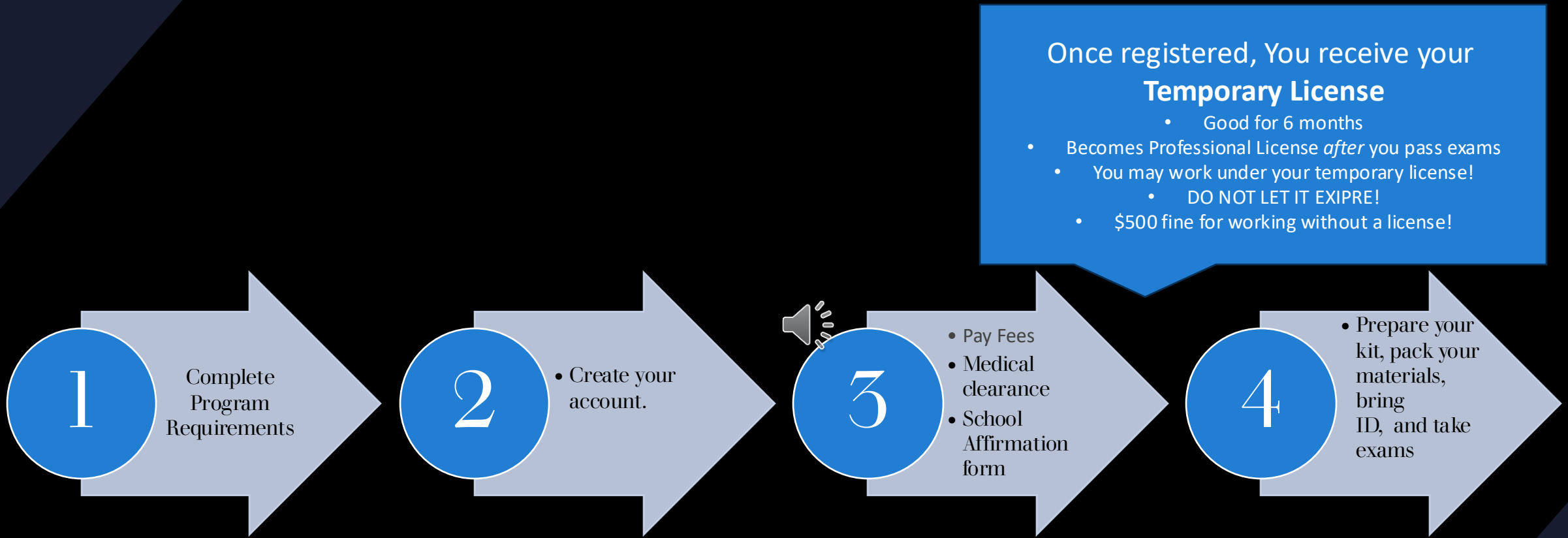
<https://dos.ny.gov/become-cosmetologist>



NYS
COSMETOLOGY
LICENSE



Becoming a Licensed Cosmetologist



Be sure to let us know when you are fully licensed!

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<https://dos.ny.gov/become-cosmetologist>



Services

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SECTIONS

Requirements

Fees

Requirements

Applicants are required apply for their license on the New York State e-Licensing system. You must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to sign up for an account.

To apply for a Cosmetology license, you must:



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Requirements <https://dos.ny.gov/become-cosmetologist>

Applicants are required apply for their license on the New York State e-Licensing system. You must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to sign up for an account.

To apply for a Cosmetology license, you must:

1. Be 17 years old
2. Complete a 1,000 hour approved course of study and pass both the New York State written and practical examinations. The affirmation of New York State Approved Schooling section of the application must be completed by your school director as proof of successful completion.
3. Be examined by a physician, physician's assistant or nurse practitioner. The physician, physician's assistant or nurse practitioner must complete and date the Health Certification section of the application. You must submit your application within 30 days after the health certification is signed and dated.

There are several ways to apply for a license:

1. **New York State Education and Examinations** (*eligible for temporary license*)

You must complete a 1,000-hour approved course of study and pass both the New York State written and practical examinations to get a license to operate in this state. As proof of successful completion of schooling, you must have the Affirmation of New York State Approved Schooling section of the application completed by your school director.

Effective June 17, 2020, all operator applicants qualifying based on the completion of NYS education must complete a 1- hour course on Domestic Violence and Sexual Assault Awareness. Visit [this page](#) to complete the course before submitting your application.

After your application is reviewed and accepted, you will receive information that explains the exam process in detail

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Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Affirmation of New York State Approved School**INSTRUCTIONS:**

This should be used to affirm completion of New York State education for an Appearance Enhancement (Cosmetology, Esthetics, Nail Specialty, Natural Hair Styling, or Waxing) or Barber Operator License. This form must be completed by the school's director or principal.

School name		
School address (provide street number and street name)		
City	State	Zip+4
School curriculum code (five digit numerical code assigned by NYS Department of State)		
School director's or principal's name in full (print)		Title (director or principal)
Applicant's name in full (print)		

I subscribe and affirm under the penalties of perjury that the above named school is duly licensed pursuant to §5001 of the Education Law and/or approved by the Board of Regents of the State of New York. The person name on this application has successfully completed an approved course of instruction of training on _____
(Date)

X

(Signature of School Director/Principal)

(Date)

School Seal



Health Certification Form

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who need to be examined by a physician, physician assistant or a nurse practitioner to enhance or barber industry. Please complete the below portion of this form and

For Barber Applicant:

ion to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair physician, physician assistant or a nurse practitioner must complete, sign and date this our online license application within 30 days from the date of this examination.

and on the below certification when applying for your license online. You will be required to enter information from this form into the health certification fields within the system.

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for 3 years for audit purposes.

Health Certification:

I am a duly licensed Physician ☐, duly licensed Physician Assistant ☐, or duly licensed Nurse Practitioner ☐, and hereby state

that in the course of a routine examination of _____, on
(Applicant's Name)

_____. I found no clinical evidence of the presence of infectious or
(Date of Physical Examination)

communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation.

Print Name of Physician: _____ Date: _____

Address of Practice: _____

Physician's Signature: _____ Title: _____

- The medical professional is stating "In the course of a routine examination of NAME on DATE, I found no clinical evidence of the presence of infectious or communicable disease... which would pose a significant risk or direct threat to the health or safety of the public in the conduct of the applicant's occupation."

The date listed MUST BE WITHIN 30 days from when you submit the application!!!



Health Certification Form

1

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who need to be examined by a physician, physician assistant or a nurse practitioner to enhance or barber industry. Please complete the below portion of this form and

For Barber Applicant:

ion to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair
physician, physician assistant or a nurse practitioner must complete, sign and date this
our online license application within 30 days from the date of this examination.

Please utilize the information contained on the below certification when applying for your license online. You will be required to enter information from this form into the health certification fields within the system.

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for 3 years for audit purposes.

Health Certification:

I am a duly licensed Physician ☐, duly licensed Physician Assistant ☐, or duly licensed Nurse Practitioner ☐, and hereby state

Health Certification Form

The medical professional signs & stamps

"In the course of a routine examination of
NAME on **DATE**, I found no clinical
evidence of the presence of infectious or
communicable disease... which would pose
a significant risk or direct threat to the
health or safety of the public in the
conduct of the applicant's occupation."

The date listed **MUST BE WITHIN 30 days**
from when you submit the application!!!

Print Name of Physician: _____ Date: _____

Address of Practice: _____

Physician's Signature: _____ Title: _____



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If you have not completed your 1,000 hours:

- Summer Program @ Barry Tech (pre-registration closed)
- Adult Education @ Nassau BOCES
- Alternate schools (i.e., Long Island Nail Skin and Hair) *but you will likely need to retake the entire course*

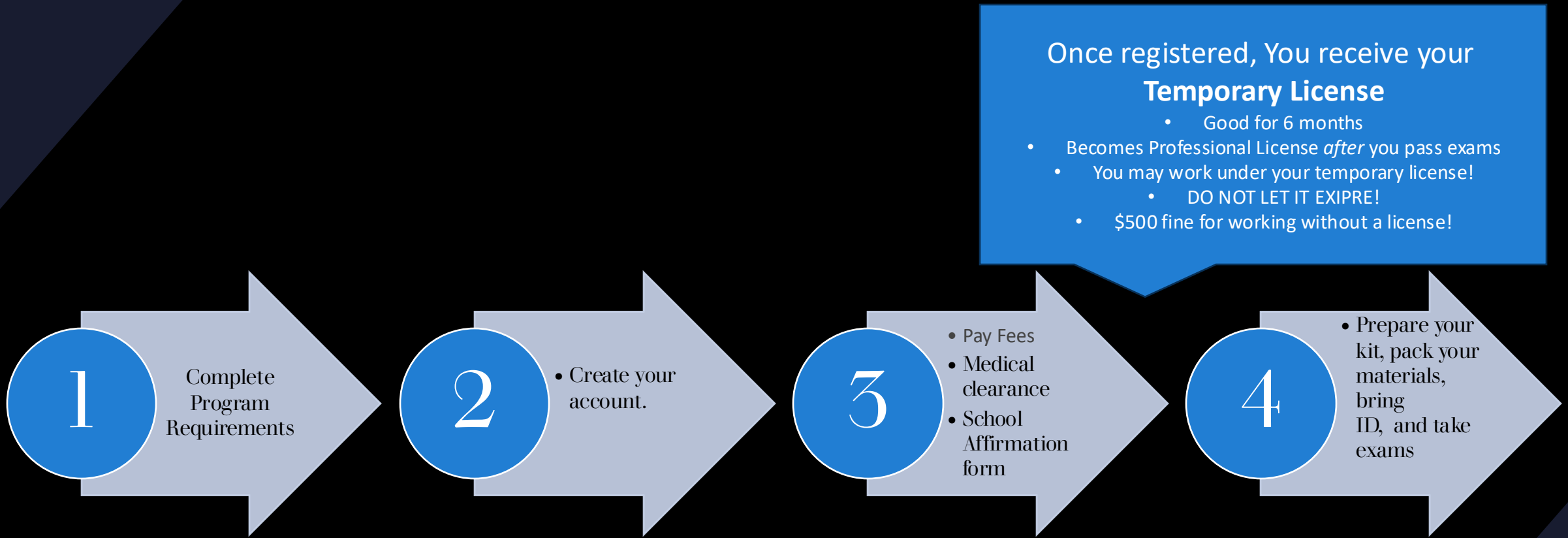


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- Completed 1,000 hrs
- Affirmation of New York State Approved School
- Health Clearance

Becoming a Licensed Cosmetologist



Be sure to let us know when you are fully licensed!

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• Create your
account.

Step 1:

Proceed to the following website: <https://aca.licensecenter.ny.gov>

The screenshot shows the homepage of the New York State License Center. At the top, there is a navigation bar with 'New York State' and 'State Agencies' links, and a search bar. Below the navigation bar is the 'LICENSE CENTER' logo. A 'Need Help?' section provides contact information for the help desk. A 'Welcome to New York State License Center' message is followed by a 'Get Started' section with two main options: 'I need a NY.gov ID' and 'I have a NY.gov ID'. The 'I have a NY.gov ID' option includes a note that users may already have an ID if they have paid state taxes or registered their vehicle online. A red box highlights these two options, with a callout bubble stating: 'If you already have an account select 'I have a NY.gov ID''. Below the 'I need a NY.gov ID' option, another callout bubble states: 'If you don't have an account select 'I need a NY.gov ID''. The bottom of the page features 'Other NYS' and 'Center Services' sections.

New York State State Agencies Search all of NY.gov

NY LICENSE CENTER

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Announcements Accessibility Support

Home Manage My Licenses Consumer Complaints

Welcome to New York State License Center

Get Started

- Apply for a new license
- Manage and renew your business and individual licenses

I need a NY.gov ID

I have a NY.gov ID
You may already have an ID if you have paid state taxes or registered your vehicle online.

Other NYS Center Services

Individuals licensed to do business in the
for licenses your business needs
questions

If you already have an account select 'I have a NY.gov ID'

If you don't have an account select 'I need a NY.gov ID'

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• Create your
account.

NY.gov

The steps shown in this guide are subject to change as NY.gov makes updates. For the most up to date information and for questions see the FAQs on NY.gov.

If you already have a NY.gov ID, you may skip this section. For example, you may already have a NY.gov account if you performed any of your Department of Motor Vehicle (DMV) information online.

NOTE: If you are creating your account from one of the NYS License Center links, your account process starts on the 'NY.gov Self Registration' page. This guide is showing the complete set of steps from My NY.gov.

On My.NY.gov, select the option 'Don't have an Account?'

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center
(518)-474-7494

Sign In

Forgot your [Username](#) or [Password](#) ?

[NY.gov ID - Terms of Service](#)

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Access to online services

Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.

[Learn More](#)

Convenience

Access many online services with a single NY.gov ID account.

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

BUILDING BACK BETTER

#NYRISING

WHAT'S NEW

December 18, 2013
[Governor Cuomo Announces Appointment of Rachel Hao...](#)

December 18, 2013
[Governor Cuomo Announces East](#)

Select the option that is best for your ny.gov needs:

Please select one of the following account types:



PERSONAL

I want to access services for my personal use.
My identity must be verified. ➤



GOVERNMENT EMPLOYEE

Information for New York State or local government employees. ➤



BUSINESS

I want to access services in a business capacity.
My personal, business or organization's identity must be verified. ➤

Go Back

This guide is showing the steps as if selecting 'Personal.'

Read the information about setting up your personal account and click 'Sign Up for a Personal NY.gov ID.'

Obtain an NY.gov ID Personal User Account

Personal NY.gov ID – Allows you to access Online Services that require your verified identity and where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- i. Enter Basic User information(along with a valid email address) and select a User ID.
- ii. Confirm Basic User information is correct.
- iii. Finish the Online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

Sign Up for a Personal NY.gov ID



If you want a Personal NY.gov ID, please click the button to start the process.

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account.

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account.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

- Online Services
- FAQs**
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name *

Last Name *

Email *

Confirm Email *

Login Information

Preferred User Id *

Captcha * 

Annotations:

- Enter your 'User Information' here.
- Choose an easy User ID to remember as this will be used for all of your NY.gov needs.

Step 1 of 3

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- Create your account.

Review your information; if it is all correct click the 'Continue' button.

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name	Jenn
Last Name	James
Email	jennjames99@
Username	JennJames99

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

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• Create your
account.

Review the instructions and click 'Finish.'

NY.gov ID SELF REGISTRATION

An activation email has been sent to – jennjames99@

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Finish



Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

After clicking 'Finish' you are returned to the NY.gov registration page. You do NOT need to complete this again. Instead go to your email.

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• Create your
account.

Login to your email and review the email sent from NY.gov.

Select the 'click here' link to continue your registration.

Welcome to NY.gov ID, Jenn James

Inbox x



Ny.govId@cio.ny.gov

9:07 AM (4 minutes ago) ☆

to me ▾

Dear Jenn James,

Thank you for registering a NY.gov ID.

Your user ID is JennJames99

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://ws04.nyenet.state.ny.us/Activate/activate.xhtml?rid=6db26444-0ba9-4599-9201-009c994f8360>

Thank You
New York State

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Complete
Program
Requirements

2

• Create your
account.

Login to your email and review the email sent from NY.gov.

Select the 'click here' link to continue your registration.

Welcome to NY.gov ID, Jenn James

Inbox x



Ny.govId@cio.ny.gov

9:07 AM (4 minutes ago) ☆

to me ▾

Dear Jenn James,

Thank you for registering a NY.gov ID.

Your user ID is JennJames99

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://ws04.nyenet.state.ny.us/Activate/activate.xhtml?rid=6db26444-0ba9-4599-9201-009c994f8360>

Thank You
New York State

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Complete
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2

• Create your
account.

By clicking on the link you are directed back to NY.gov and prompted to complete 3 'Shared Secret Questions.' These will help you in the future with your account needs. For more information see the FAQs on NY.gov.

Complete the questions and then click the 'Continue' button.

NY.gov ID ACTIVATION

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

You must set all 3 'Shared Secret Questions'

Shared Secret Questions

* Question 1

* Answer * Confirm Answer

* Question 2

* Answer * Confirm Answer

* Question 3

* Answer * Confirm Answer

Continue

1

Complete
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• Create your
account.

By clicking on the link you are directed back to NY.gov and prompted to complete 3 'Shared Secret Questions.' These will help you in the future with your account needs. For more information see the FAQs on NY.gov.

Complete the questions and then click the 'Continue' button.

NY.gov ID ACTIVATION

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

You must set all 3 'Shared Secret Questions'

Shared Secret Questions

* Question 1

* Answer * Confirm Answer

* Question 2

* Answer * Confirm Answer

* Question 3

* Answer * Confirm Answer

Continue

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• Create your
account.

NY.gov ID ACTIVATION

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue



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• Create your
account.

You are now prompted to set your password. Choose a password, confirm your password and click 'Set Password.'

Password Change Request

JennJames99 , please change your current password before continuing.

New Password*

Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password*

Set Password

Clear this form

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• Create your
account.

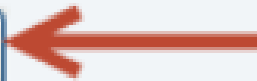
A password confirmation is displayed. Click 'Continue.'

Password Change Information

JennJames99 your new password has been set.

Use this new password the next time you log into your account.

CONTINUE



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• Create your
account.

Your NY.gov account is successfully created. Click the 'Go to MyNy' button.

NY.gov ID ACTIVATION

Log out

You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

Continue to Enrollment

This is where you sign up for various NYS applications.

Go to MyNy

A portal to view the NYS applications you have access to.

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account.

Once you are on MyNy select the option for NYS License Center.

The screenshot displays the MyNy portal interface. At the top, a dark blue header reads "You have access to the following services". Below this, another dark blue header reads "You can sign up for the following services". The main content area features five service tiles, each with an image, a title, a description, and a red "SIGN UP" button. The tiles are: 1. SLMS (Statewide Learning Management System) with an image of a woman at a desk. 2. Labor Online (Department of Labor Online Services) with an image of a man in a server room. 3. MyDMV (Motor Vehicles Online Services) with an image of two people at a laptop. 4. TEACH Application (Teacher Certification) with an image of children raising their hands. 5. NYS License Center (NYS License Center) with an image of a hand pointing at a cloud on a screen. A yellow callout box points to the NYS License Center tile with the text: "Select NYS License Center - Note: This selection may look different when you login." A sixth tile, "Plan Marketplace", is partially visible at the bottom right.

You have access to the following services

You can sign up for the following services

- SLMS**
Statewide Learning Management System.
SIGN UP
- Labor Online**
Department of Labor Online Services
SIGN UP
- MyDMV**
Motor Vehicles Online Services
SIGN UP
- TEACH Application**
Teacher Certification
SIGN UP
- NYS License Center**
NYS License Center
SIGN UP
- Plan Marketplace**
SIGN UP

Select NYS License Center - Note: This selection may look different when you login.

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account.

NYS License Center Account

When in the NYS License Center click on the 'Account Management' link. From here you complete the rest of your personal information required for your licensing needs.

[Announcements](#) | Logged in as: **Test Everything** | ☐ Accessibility Support | [Collections \(0\)](#) |  [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

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2

- Create your account.

Your account information, with your personal data from NY.gov, is populated and ready for your edits. In the 'Contact Information' section and under the 'Actions' menu, click 'View.'

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

Manage Your Account

To add contacts to your account if you intend to file applications on behalf of another party, click on the "Add a Contact" button on the right side of the Contact Information heading.

To view or remove existing contact information, click on the "Actions" drop-down link to the right of the contact and select "View".

Account Type

Citizen Account

Contact Information

Add a Contact

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything				Individual	Actions ▼

<

View

1


Complete
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• Create your
account.

Complete the remaining 'Contact Information.' Scroll down to see the 'Contact Information' portion of the screen. The information you provide here will automatically populate on your applications created through this system.

All fields with an asterisk (*) are required fields. You are not able to continue until all required fields are complete.

* First:	Middle:	* Last:	Suffix:
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Everything"/>	<input type="text"/>
* Country:			
<input type="text" value="United States"/>			
* Primary Phone:	Secondary Phone:	Mobile Phone:	
(+ <input type="text" value="001"/>) <input type="text" value="555-555-5555"/>	(+ <input type="text" value="001"/>) <input type="text"/>	(+ <input type="text" value="001"/>) <input type="text"/>	
Fax:	* Email:		
(+ <input type="text" value="001"/>) <input type="text"/>	<input type="text" value="charee.hendricks@dos.ny.gov"/>		
Birth Date:	SSN:	Gender:	
<input type="text" value="07/15/1990"/> 	<input type="text" value="***-**-6546"/>	<input type="radio"/> Female <input type="radio"/> Male	
Preferred Channel:			
<input type="text" value="--Select--"/>			
Driver's License State:		Driver's License Number:	
<input type="text" value="--Select--"/>		<input type="text"/>	

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• Create your
account.

Select the 'Add Contact Address' button to open the 'Contact Address Information' screen.

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Enter address information and click the 'Save and Close' button. If you want to add an additional contact address click the 'Save and Add Another' button.

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• Create your
account.

Adding a 'Home' address is mandatory. All other types of addresses are optional for an operator type license.

All fields with an asterisk (*) are required fields. You will not be able to continue until all required fields are completed.

Contact Address Information [X]

* Address Type:

* Address Line 1/POB:

Address Line 2:

City: State: ZIP Code: Country/Region:

County

[Discard Changes](#)

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• Create your
account.

Once the 'Save and Close' button is selected a 'Matching Address Results' window displays. Select the radio button for the correct address if it appears then click 'Select' to validate.

If the address you have entered does not display, verify you have entered the data correctly. If the address is correct click the 'Add not valid address' link.

Matching Address Results [X]

▼ Contact Addresses

Showing 1-1 of 1

<u>Address Line 1</u>	<u>Unit # (start)</u>	<u>Address Line 2</u>	<u>County</u>	<u>Co</u>
<input checked="" type="radio"/> 28 Dove St			Albany	Un

< [Progress Bar] >

Select Add not valid address

After you have added the address, you will see a message on the screen indicating it was added successfully.

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• Create your
account.

To add additional addresses click the 'Add Contact Address' button. When your address information is complete click the 'Save' button.

*** First:** **Middle:** *** Last:** **Suffix:**

*** Country:**

*** Primary Phone:** (+) **Secondary Phone:** (+) **Mobile Phone:** (+)

Fax: (+) *** Email:**

Birth Date: **SSN:** **Gender:** ☐ Female ☐ Male

Preferred Channel:

Driver's License State: **Driver's License Number:**

▼ Contact Addresses

To edit a contact address, click the address link.

✓ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address	Status	Start Date	End Date	Action
Home	123 1st St, Albany	Active			Actions ▼

[Back to Account Management](#)

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• Create your
account.

The following displays under your contact information. This section will be populated with information as you submit applications through your NY License Center Account. **Note:** This section is for informational purposes and will only appear if you have exam or education information on file.

Education

[Add New](#)

Education List

Showing 0-0 of 0

Discipline	Provider Name	Provider Number	Degree	Year Attended	Year Graduated	Approved	Action
No records found.							



Examination

[Add New](#)

Examination List

Showing 0-0 of 0

Examination Name	Provider Name	Provider Number	Examination Date	Start Time
No records found.				



Continuing Education

[Add New](#)

Continuing Education List

Showing 0-0 of 0

Continuing Education Name	Provider Name	Provider Number	Class	Completion Date	Completed Hours	Final Score
No records found.						


[Back to Account Management](#)

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- Create your account.

Your updated information displays in the 'Contact Information' section and your complete information is always viewable by clicking on 'Actions' and selecting 'View' from the dropdown.

From this point forward your Social Security Number is masked to only show the last four digits.

Contact Information

[Add a Contact](#)

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Business Name</u>	<u>SSN</u>	<u>FEIN</u>	<u>Contact Type</u>	<u>Action</u>
Test		Everything		***-**-6546		Individual	Actions ▼



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• Create your
account.

To reach the main screen click on the 'Home' tab.

Home**Manage My Licenses****Consumer Complaints**

Manage Your Account

To add contacts to your account if you intend to file applications on behalf of another party, click on the **"Add a Contact"** button on the right side of the Contact Information heading.

To view or remove existing contact information, click on the **"Actions"** drop-down link to the right of the contact and select **"View"**.

Account Type

Citizen Account

Contact Information

[Add a Contact](#)

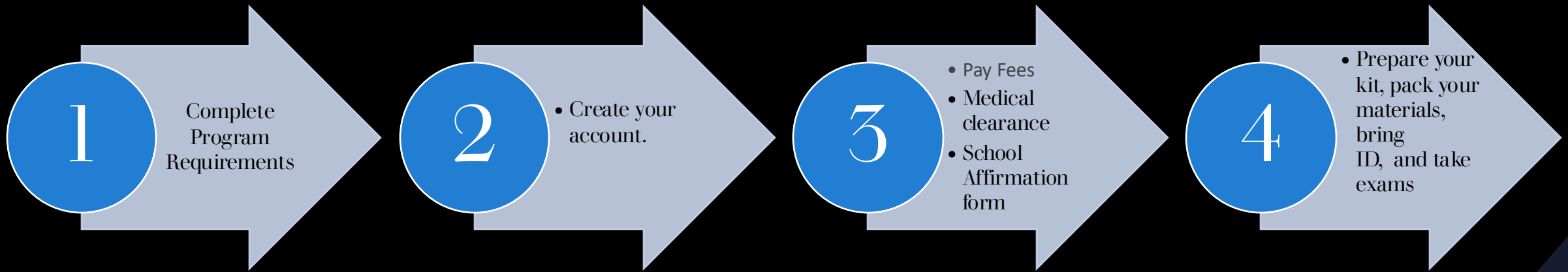
You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Business Name</u>	<u>SSN</u>	<u>FEIN</u>	<u>Contact Type</u>	<u>Action</u>
Test		Everything		***-**-6546		Individual	Actions ▼



Becoming a Licensed Cosmetologist



Be sure to let us know when you are fully licensed!

1

Complete
Program
Requirements

2

• Create your
account.

To reach the main screen click on the 'Home' tab.

Home**Manage My Licenses****Consumer Complaints**

Manage Your Account

To add contacts to your account if you intend to file applications on behalf of another party, click on the **"Add a Contact"** button on the right side of the Contact Information heading.

To view or remove existing contact information, click on the **"Actions"** drop-down link to the right of the contact and select **"View"**.

Account Type

Citizen Account

Contact Information

[Add a Contact](#)

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Business Name</u>	<u>SSN</u>	<u>FEIN</u>	<u>Contact Type</u>	<u>Action</u>
Test		Everything		***-**-6546		Individual	Actions ▼



1

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• Create your
account.

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• Pay Fees
• Medical
clearance
• School
Affirmation
form

The 'Manage My Licenses' tab is where you view your list of licenses and applications. Under the tab is a link to start the application process, 'Apply Now! For a New License or Permit.'

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit Use this link to start your application

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 101 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
--------------------------	-----------------------------	-------------------------------	------------------------	-----------------------------	---------------------------------	------------------------	------------------------	-----------------------------

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

Read and accept the 'Privacy Policy' and then click 'Continue Application'

Apply Now! For a New License or Permit

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before beginning your application.

PRIVACY POLICY

Thank you for visiting the NYS License Center.

This website is designed to be the one stop source for licensure, registration and regulation for a multitude of occupations, professions, recreation and businesses. The purpose of this website is to make it faster and more efficient for New York citizens and businesses to interact with their State government for occupational, recreational, and professional licenses or permits. Like all online resources, we

☐ I have read and accepted the above terms.

Continue Application »



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Requirements

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account.

3

- Pay Fees
- Medical
clearance
- School
Affirmation
form

Click the triangle to display the Department of State Application options.

On the 'Select Services' screen, select the Department of State license (or licenses) you are applying for. Then click the 'Continue Application' button.

The screenshot shows the 'Select Services' interface. At the top is a search bar. Below it, a list of service categories is shown: 'Agriculture and Markets', 'Department of State' (expanded), 'Department of Tax and Finance', 'NYS License Center', and 'State Liquor Authority'. Under 'Department of State', a list of application types is provided, each with a checkbox. The 'Appearance Enhancement Operator - Cosmetology Application' checkbox is checked and highlighted with a red circle. An orange callout box points to a triangle icon next to the 'Department of State' header, containing the text 'Click the triangle to display Department of State Application options.' At the bottom of the list is a 'Continue Application' button, which is pointed to by a red arrow.

Select Services

Click the triangle to display Department of State Application options.

- ▶ Agriculture and Markets
- ▼ Department of State
 - ☐ Appearance Enhancement - Area Renter Application
 - ☐ Appearance Enhancement - Business Application
 - ☐ Appearance Enhancement - Nail Specialty Trainee Application
 - ☒ Appearance Enhancement Operator - Cosmetology Application
 - ☐ Appearance Enhancement Operator - Esthetics Application
 - ☐ Appearance Enhancement Operator - Nail Specialty Application
 - ☐ Appearance Enhancement Operator - Natural Hair Styling Application
 - ☐ Appearance Enhancement Operator - Waxing Application
 - ☐ Barber - Apprentice Application
 - ☐ Barber - Area Renter Application
 - ☐ Barber - Operator Application
 - ☐ Barber - Shop Owner Application
 - ☐ Consumer Complaint - Appearance Enhancement
 - ☐ Consumer Complaint - Barber
 - ☐ Shop Owner - Area Renter Affirmation
 - ☐ Supervising Barber Affirmation
- ▶ Department of Tax and Finance
- ▶ NYS License Center
- ▶ State Liquor Authority

Continue Application

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

You are presented with the first step in the application process. Across the top of the application you are able to view which step you are currently on in the application process.

Click the 'Select from Account' button to add your 'Applicant' information.

Note: If you have not added your contact information through Account Management you will need to complete additional steps, proceed to page 39.

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 1 : Apply > Page 1

For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lc-instructions.html . Do not submit a new application.

* indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

Select from Account

Continue Application »

Save and resume later: 

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

After the applicant information is completed select 'Continue Application', and proceed

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Apply > Page 1

For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lic-instructions.html. Do not submit a new application.

*Indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

✓ Contact added successfully.

Charee Hendricks

acellatester1234@yahoo.com

Home phone:518-555-5555

Mobile Phone:

Work Phone:

Fax:

[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)


To add a new contact address, click the Add Contact Address link.

To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Home

Showing 1-1 of 1

Address Type	Primary	Address	Action	Validated
Home	No	123 1st St. Albany	Actions ▼	Yes

[Continue Application](#)

Save and resume later: 

1

Complete
Program
Requirements

2

• Create your
account.

3

• Pay Fees
• Medical
clearance
• School
Affirmation
form

The second page requires you to select your qualifications for applying for a license, if you are also applying for a temporary license, and if you need Special Testing Arrangements.

Complete the 'General Information' portion of the application then click 'Continue Application.'

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 1 : Apply > Page 2

* indicates a required field.

Application Information

GENERAL INFORMATION

* I am applying for licensure (\$40 application fee required) based on:

--Select--
Education Outside of New York State
Endorsement/Reciprocity
Experience: 5 Years Outside of New York State
New York State Education and Examinations
Previous New York State Appearance Enhancement Licensure


I am applying for a temporary license (requires an additional \$10 fee) so I can practice while taking the New York State Exams: *

☐ Yes ☐ No

Special Testing Arrangements Required: *

☐ Yes ☐ No

Continue Application »

Save and resume later: 

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

The next screen is where you start to enter your school information. Depending on the basis for your application you are required to document your education.

Select 'Add New' to add your education information.



System Message:

You are required based on your application method of Education to submit your education details below.

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 1 : Apply > Page 3

* indicates a required field.

Education

Instruction: Enter the curriculum number from your school certificate in the Course Discipline field or click the icon next to this field to select your curriculum number from a drop down menu. Then click on the icon next to the School Name field to select your school.

NOTE: You must click the Save Education button to save your information, before clicking the Continue button.

Add New

Education List

Showing 0-0 of 0

School Name	Course Discipline	Course Completed	Action
No records found.			

Continue Application »

Save and resume later:

1

Complete
Program
Requirements

2

• Create your
account.

3

• Pay Fees
• Medical
clearance
• School
Affirmation
form

When applying based on 'NYS Education and Examinations' you select your course curriculum, enter your completion date, choose your school, and the remaining data is auto-populated.

- The 'Course Discipline'
- Your 'School Name'
- Your 'Completion Date'

Education Information Use menu to select the course description from your school certificate. X

* Course Discipline

* Completion Date (MM/YYYY)

* School Name:

Provider Number:

Address 1:

Address 2:

City: State: --Select-- Zip Code: Country: United States

Phone Number: Fax:

Save and Close

Your school populates automatically in the menu based on your course description, select your school and the other fields populate.

You MUST select 'Save and Close' to save your Education Information.

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

Click 'Save and Close' to save the data you have entered. A message displays indicating that your data is entered successfully. You have the opportunity to edit or delete this schooling information by selecting the 'Actions' drop down menu.

Education List

✓ Education updated successfully.

Showing 1-1 of 1

<u>School Name</u>	<u>Course Discipline</u>	<u>Course Completed</u>	<u>Action</u>
DOS SAMPLE AE/BARBER SCHOOL	<u>33000 -</u> <u>COSMETOLOGY DOS</u> <u>SAMPLE</u>	07/2015	<u>Actions</u> ▼

Continue Application »

You may add additional schooling as needed. Don't forget to 'Save and Close' for each school added.

Click 'Continue Application' when you are done.

1

Complete
Program
Requirements

2

• Create your
account.

3

• Pay Fees
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clearance
• School
Affirmation
form

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Apply > Page 4

* indicates a required field.

Application Information

HEALTH CERTIFICATION

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for audit purpose for three (3) years. You need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair Styling or Waxing. Your physician, physician's assistant or nurse practitioner must complete and date the Health Certification Form (Form #1948). You must apply online for your application within 30 days after the certification is signed and dated. You will be required to enter information from this form into the below fields.

* Health Examination Date:

* Physician Name:

* Physician Address:

Please enter Physician address here

CHILD SUPPORT STATEMENT

By selecting the applicant affirmation on this application, I certify that as of the date of this application, I am not under an obligation to pay child support OR if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.:

APPLICANT AFFIRMATION

* I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 27 of the General Business Law and the rules and regulations promulgated thereunder:

☐

VOTER REGISTRATION

* Would you like to register to Vote?:

Continue Application »

Save and resume later: 

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

The second part of the application is where you attach any documentation needed to review and approve your application. The system will advise you of the documentation you need to provide.

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.

html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Upload Documentation

Continue Application »

Save and resume later: 

This section is showing that no documentation is required for this particular scenario. Please see the section 'Documentation and NYS Education and Exams' for further instruction on when you are required to provide documentation based on NYS education and examinations and for step-by-step instructions on how to attach and save documentation.

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

The next screen is your review page. Review your answers. If updates are needed, click on the 'Edit' button to return to that specific section of the application to change your answers. When all your information is correct, click the 'Continue Application' button.

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 3 : Review

[Continue Application »](#)

Save and resume later:



Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Cosmetology Application

Applicant

[Edit](#)

Individual
Cha Mo
Birth Date:09/28/1977
092-81-9771

Daytime Phone:555-555-5555
E-mail:noreply@gmail.com

[Continue Application »](#)

Save and resume later:



1

Complete
Program
Requirements

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- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

You are now able to pay for your license. Review the payment information and if ready to pay, click the 'Check Out' button. Should you need to pay later click the 'Continue Shopping' button and resume your application at your convenience.

Cosmetology Application

1 [Apply](#)2 [Attach Documents](#)3 [Review](#)4 **Pay Fees**5 [Record Issuance](#)

Step 4 : Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Initial Application Fee	1	\$40.00
Six Month Temporary License Fee	1	\$10.00

TOTAL FEES

Note: This does not include additional fees which may be assessed later.

\$50.00[Checkout »](#)[Continue Shopping »](#)

Follow the payment screens to continue your payment process. At any point you should decide to hold off on payment, your temporary application is found in your 'Cart.'

Cosmetologist

1

Complete
Program
Requirements

2

• Create your
account.

3

- Pay Fees
- Medical
clearance
- School
Affirmation
form

**Appearance Enhancement
Business/Area Renter
Application**

Fees

There are fees associated with you applying for your Cosmetology license. You may pay by American Express, MasterCard or Visa.

1. \$40 initial application fee
 2. \$40 renewal fee
 3. \$15 written exam fee
 4. \$15 practical exam fee
 5. \$10 six month temporary license
 6. \$10 six month temporary license renewal
 7. \$10 late renewal penalty
 8. \$10 Name Change (unless the name change is a result in a change of marital status)
 9. \$10 change of address
 10. \$10 duplicate license/registration request
- If you are applying for an initial application and a temporary license, you may combine the fees and remit one \$50 application fee.

1

Complete
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- Create your account.

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- Pay Fees
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- School Affirmation form

Once your payment has been accepted a 'Receipt/Record issuance' screen is displayed. Should you have documentation required for your application; this page displays the documentation required.

The option to view and print your receipt is available from this confirmation page.

Step 3 : Receipt/Record issuance

Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation



Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.

[Print/View Shopping Cart Receipt](#)

View and print
your receipt here.



DOS

[AEC-A-15-00680](#)

Cosmetology Application



This record was locked by REQUIREMENT on 11/02/2015.
Condition: Reciprocity/Endorsement Documentation Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

[Print/View Shopping Cart Receipt](#)

1

Complete
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<http://licensecenter.ny.gov>
Harriman State Campus Building 4
1220 Washington Ave
Albany, NY 12226

SALES RECEIPT

Date: 12/27/2013 Time: 10:44:46 AM

Customer: Jenn Jill James

Payment Method	Payment Confirmation Number
Credit Card	1388159070788

** Note: If you used a credit card, your statement will show a charge from NYS e-Licensing.*

Item Number	Issuing Agency	Application Number	Item Name	Fee Item	Fee
1083535	DOS	AEC-A-13-00703	Cosmetology Application	Initial Application Fee	\$40.00
1083536	DOS	AEC-A-13-00703	Cosmetology Application	Six Month Temporary License Fee	\$10.00

Total Fees
\$50.00

Once received, your application(s) will be processed according to the policies and regulations of the issuing agency. Please log into your account at <http://licensecenter.ny.gov> to check the status of your purchase(s) at any time.

To request a refund, please contact the issuing agency directly for information on their refund policies.

If you did not make or authorize this purchase, please contact The NYS License Center immediately.

NYS License Center representatives are available Monday through Friday between 8:30 am and 4:30 pm EST at (518) 453-8130, with the exception of state observed holidays.

Thank you for your purchase!

You are also able to view your receipt by selecting your record from the 'Permit/License History' tab and scrolling down to the 'Fees' section. Click on the triangle to open the 'Fees' section and click on the 'View Details' link associated with the fee.

1

Complete
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account.

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- Pay Fees
- Medical clearance
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You are also sent an email confirmation with your license/record number, a statement of any documentation you must provide, and a link where you may track the progress of your application.

****The text in the email you receive will be different than the text provided here.****

Cosmetology Application Received **AEC-A-13-00703**



DOS eLicensing (dos_noreply@eLicensing.ny.gov) [Add to contacts](#) 10:45 AM | [Actions](#) ▾

To: jennjames99@

Dear Jenn Jill James:

Your Cosmetology Application has been received and the following application number has been assigned: AEC-A-13-00703.

The following documentation must be submitted for review and approval: New York State Education Documentation

Please note, if you have already provided the above documentation it is pending review.

You may track the progress of your license application at the following link:

[AEC-A-13-00703](#)

You will be required to login or register as a user within the NYS License Center to track the progress of your application.

Division of Licensing Services
NYS Department of State

1

Complete
Program
Requirements

2

- Create your account.

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- Pay Fees
- Medical clearance
- School Affirmation form

Documentation and NYS Education and Exams

If your school is currently participating with the NYS Department of State to complete auto-verification of your education, you will see this screen, indicating that you do not have to provide your schooling information and documentation.

You may still need to provide documentation for other reasons.

Cosmetology Application

1 [Apply](#)2 **Attach Documents**3 [Review](#)4 [Pay Fees](#)5 [Record Issuance](#)

Step 2 : [Attach Documents](#) > [Documentation](#)

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

[Select from Account](#)
[Upload Documentation](#)
[Continue Application »](#)

Save and resume later: 

1

Complete
Program
Requirements

2

• Create your
account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

If your school is not participating with the NYS Department of State auto-verification program, you are required to submit the paper affirmation from your school.

Cosmetology Application

1 Apply

2 Attach Documents

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

The following documents are required based on the information you have provided:

1. **New York State Education Documentation:** Acceptable documentation includes: School Affirmation, Other supporting documentation - such as Letter from Education Department (closed school).

The School Affirmation is the portion of our application provided by your school that contains required verification information.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.

html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.


Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

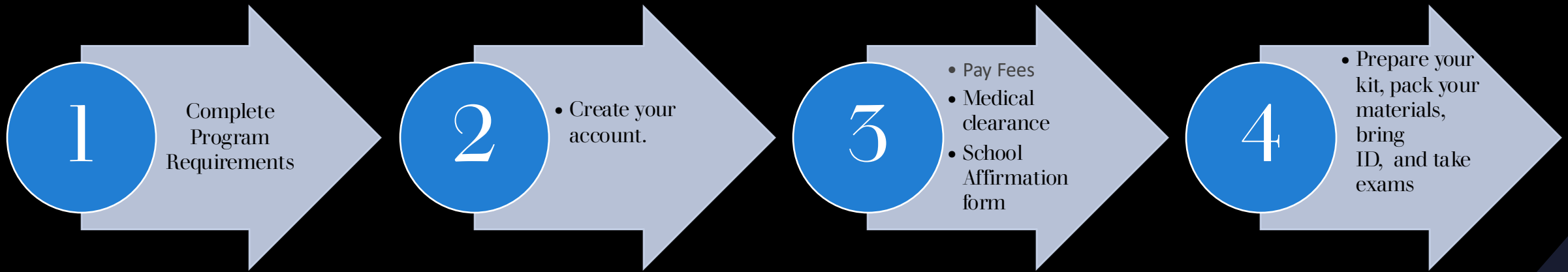
Select from Account

Upload Documentation

Continue Application »

Save and resume later: 

Once your application is APPROVED, you must schedule your exams!



<https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf>

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement

Exams

Written Exam

Applicants are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to sign up for an account.

Persons with disabilities who require accessibility information should call 518-474-4429.

About the Exam

The written exam is multiple-choice and based on the pre-licensing curriculum. Applicants will be allowed 2 1/2 hours to complete the test. The allotted time begins at the conclusion of the instructions.

[Examination Sites and Addresses](#)

1

Complete
Program
Requirements

2

• Create your
account.



Division of
Licensing Services

Step 4:

You should complete the application process following the online instructions. Upon submission of your online application, you will receive email confirmation of receipt of the application by the Division of Licensing Services. Please note that temporary licenses will be approved immediately if the submitted application meets the criteria.

For a complete detailed online instructions booklet, click on the following link: [Applicant User Guide for the License Center](#) or download the guide at <https://www.dos.ny.gov/appearance-enhancement-business>

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement

Exams

Written Exam

Applicants are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to

YOU NEED YOUR SOCIAL SECURITY NUMBER FOR THIS STEP
Students can do this at school – but for security purposes we encourage them to use their person cell phone. You can also create this account online at home. If you create it in advance, please bring a screen shot to prove you have made the account.

SECTIONS

Requirements

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Exams

Practical Exam

Apply

Appearance Enhancement

Exams

Written Exam

Applicants are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to sign up for an account.

Persons with disabilities who require accessibility information should call 518-474-4429.

You must call this number if you need any kind of accommodation in this process. All steps of the licensing process are the responsibility of the student, not GC TECH. We do not have any ability to change the rules/regulations of this process. It is all handled by the State of New York.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement

Exams

Written Exam

Applicants are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the [MY NY.gov Online Services](#) page to sign up for an account.

Persons with disabilities who require accessibility information should call 518-474-4429.

About the Exam

The written exam is multiple-choice and based on the pre-licensing curriculum. Applicants will be allowed 2 1/2 hours to complete the test. The allotted time begins at the conclusion of the instructions.

[Examination Sites and Addresses](#)

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About the Exam

The written exam is multiple-choice and based on the pre-licensing curriculum. Applicants will be allowed 2 1/2 hours to complete the test. The allotted time begins at the conclusion of the instructions.

[Examination Sites and Addresses](#)

**HAUPPAUGE (Perry Duryea State
Office Building)
Basement Conference Room
250 Veterans Memorial Highway
Hauppaguge, NY 11788**

1

Complete
Program
Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

The record details display. Scroll down until you see 'Examinations' and click on the triangle.

Record AEC-A-15-00681:
Cosmetology Application

[Add to cart](#) [Add to collection](#)

Record Status: Eligible for Exam

▼ **Record Details**

Applicant:

Individual
Somebody Else
Birth Date: 07/25/1980
noreply@accela.com

Home
1540 Nowhere St.
Albany, NY, 12203
United States

► **More Details**

Create Amendment

► **Fees**

► **Processing Status**

► **Attachments**

► **Related Records**

► **Education**

Click the triangle to open the 'Examination' details.

► **Examination**

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You are able to view an exam you have scheduled or completed. Click the 'Schedule an Examination' link.

Schedule an Examination

Click the 'Schedule an Examination' link

Pending

There are no pending examinations for this record.

Ready to Schedule

Scheduled

There are no scheduled examinations for this record.

Completed

There are no completed examinations for this record.

1

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Select the exam you are scheduling and click 'Continue.'

Schedule an Examination



Please review the [examination scheduling policy](#) on the New York Department of State website before moving forward. In addition, [Appearance Enhancement written and practical examination procedures and supply lists](#) (click on your license type), as well as [Barber practical examination procedures and supply lists](#), are available on the New York Department of State website.

Available Examinations (10)

- ☐ COS PRAC SPECIAL TEST
- ☐ Cos Test Japanese Language Written Exam
- ☐ COS WRITTEN SPEC TEST
- ☐ COSMETOLOGY CHINESE WRITTEN EXAM
- ☒ COSMETOLOGY ENGLISH WRITTEN EXAM
- ☐ COSMETOLOGY JAPANESE WRITTEN EXAM
- ☐ COSMETOLOGY KOREAN WRITTEN EXAM
- ☐ COSMETOLOGY PRACTICAL EXAM
- ☐ COSMETOLOGY RUSSIAN WRITTEN EXAM
- ☐ COSMETOLOGY SPANISH WRITTEN EXAM

Continue

[Cancel](#)

1

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account.

3

• Pay Fees
• Medical
clearance
• School
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form

Fill out search criteria as needed to find the exam in your area. Select your exam and click 'Continue.'

Schedule an Examination

Available Schedule Options for COSMETOLOGY ENGLISH WRITTEN EXAM

Provider: City: State:

From (date): To (date):

Filter

Showing 1-10 of 42

Provider	Fee	Date	Weekday	Start Time	End Time	Examination Site
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/11/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/18/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/25/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/02/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/09/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/16/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/23/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/30/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	01/06/2016	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	01/13/2016	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122

< Prev 1 2 3 4 5 Next >

Continue

Back Cancel

Click 'Next' to view for more scheduling options.

Fill out search criteria as needed

1

Complete
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3


- Pay Fees
- Medical clearance
- School Affirmation form

Confirm your examination information. You are charged an examination fee to be paid at the time the exam is scheduled. To complete the scheduling of your exam, click the 'Pay Now' button and follow the payment process.

Schedule an Examination ×

BEFORE YOU CLICK THE "PAY NOW" BUTTON, please review the information below to confirm that you are scheduling the desired examination and that the Date/Time and Location are correct. If any of the information below is not correct OR if you would like to change your selection you MUST click the "Back" button. If you have decided not to schedule an examination at this time, you MUST click the "Cancel" button.

ONCE YOU CLICK THE "PAY NOW" BUTTON, YOU WILL BE CHARGED FOR THAT EXAMINATION. IN ADDITION, IN ORDER TO RESERVE YOUR SEAT, YOU MUST PAY THE EXAM FEE AT THE TIME IT IS SCHEDULED.

Examination: COSMETOLOGY ENGLISH WRITTEN EXAM
Provider: DOS WRITTEN EXAMS
Time: 11/18/2015 Wednesday 09:00 AM ~ 11:00 AM
Supported Languages: English
Location: ALBANY (CC) Alfred E Smith State Office Building 80 South Swan Street, Albany NY 12239
Available Seats: 2
Accessibility:  Yes

Fees	Amount
Written Exam Fee	\$15.00
TOTAL FEES	\$15.00

Instructions:

Accessibility:

Wheelchair access is available at the Washington Avenue entrance.

Driving Directions:

Located at the corner of Washington Avenue and South Swan Street. Visitors are encouraged to park in the private lots within walking distance to the building. Limited metered street parking may also be available. Entrances to the building are available on Washington Avenue, South Swan Street and State Street.

[Pay Now](#)[Back](#) [Cancel](#)

1

Complete
Program
Requirements

2

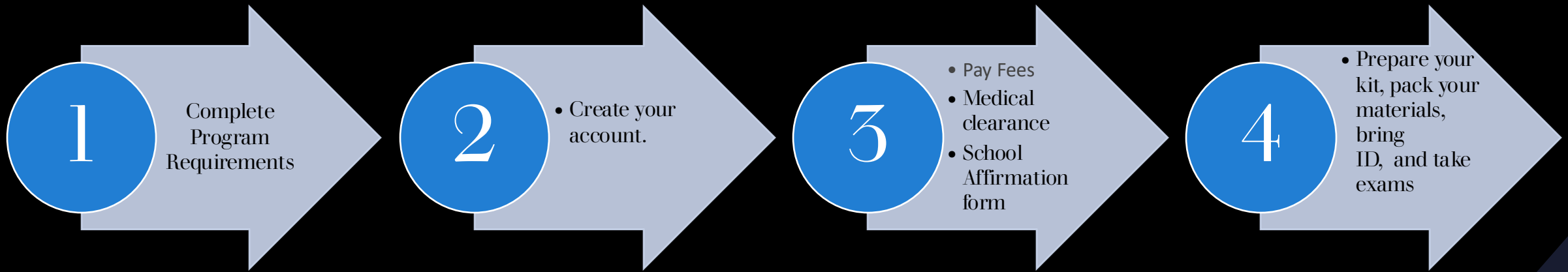
- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

Your first temporary license is activated while you schedule and take your exams. You must pass either the practical or written exam in order to renew your temporary license. Once you pass both the written and practical exams your operator license is automatically issued.

Taking the Exams



<https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf>

1

Complete
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- Create your account.

3

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- Medical clearance
- School Affirmation form

Your first temporary license is activated while you schedule and take your exams. You must pass either the practical or written exam in order to renew your temporary license. Once you pass both the written and practical exams your operator license is automatically issued.

1

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- Pay Fees
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4

- Prepare your
kit, pack your
materials,
bring
ID, and take
exams

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About the Exam

The written exam is multiple-choice and based on the pre-licensing curriculum. Applicants will be allowed 2 1/2 hours to complete the test. The allotted time begins at the conclusion of the instructions.

[Examination Sites and Addresses](#)

What To Bring

1. A form of government issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:

- driver's license
- state issued identification (ex. non-driver ID)
- IDNYC Card (NYC Identification Card)
- military ID
- United States Passport
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United States INS issued ID
- Certificate of US citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran, and Ecuadorian Consular ID

2. A copy of your examination confirmation, which should include all of your examination information, including your candidate number.

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- Certificate of US citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran, and Ecuadorian Consular ID

2. A copy of your examination confirmation, which should include all of your examination information, including your candidate number.

Examination Site Policies

Cellular phones, beepers and any other electronic devices **MUST** be turned off during the exam.

Dictionaries, books, other reference materials, large bags and briefcases are not allowed at the exam site. Do not bring these materials to the exam site as there is no place to store them.

Eating, drinking or smoking is not permitted at the exam site. If you bring food or beverages, you will be asked to dispose of them before entering the exam site.

Visitors, guests and children are not permitted at the exam site.

Firearms are not allowed at the exam site. Please contact our exam unit at (518) 473-2731 for questions pertaining to this policy.

Any person found using notes, books, or other aids; giving or receiving help; removing examination materials or notes from the exam site; causing a disturbance or engaging in practices contrary to the rules of proper examination conduct will be dismissed from the exam site. Any decisions regarding disciplinary measures will be made by the Exam Supervisor at the Department of State.

Cancellation Policy

If you cancel an appointment, you will forfeit the examination fee.

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If you cancel an appointment, you will forfeit the examination fee.

Reschedule Policy

If you wish to change your appointment, you must reschedule the appointment at least six days before your scheduled examination date. Once you are within the six-day period, you cannot reschedule your examination.

No-Show Policy

If for any reason you do not appear on your scheduled examination date, you will forfeit the examination fee.

Lateness Policy

It is recommended you arrive 15 minutes prior to the start of the exam. If you arrive at the examination site after the specified starting time, you will not be admitted into the examination and will forfeit the examination fee.


Score Reporting

Examination results are reported as either passed or failed; you will not receive a numerical score. Passed examination results are only valid for a period of five years. Results will not be given over the phone, so please do not call Licensing Services for them.

You will be notified by email once the examination results are available for viewing.

Examination results will be available online by utilizing [MY NY.gov Online Services](#).

If you fail the exam, you can schedule another examination by utilizing [MY NY.gov Online Services](#).

- 
- **BEFORE SCHEDULING** the exam, schedule your medical clearance.
 - **You MUST** have a medical clearance document that was signed within 30 days of your application, or your application will be cancelled.

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[Images of Cosmetology Practical Exam Procedures](#)[Cosmetology Practical Exam Sites](#)[Exam Scheduling Policy](#)**Photo ID Policy**

You MUST bring a form of government issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:

1. driver's license
2. state issued identification (ex. Non-driver ID)
3. IDNYC Card (NYC Identification Card)
4. military ID
5. United States Passport
6. Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
7. United States INS issued ID
8. Certificate of US citizenship
9. Foreign Passport
10. Brazilian, Mexican, Honduran, and Ecuadorian Consular ID

All appointments MUST be made in EXACTLY the name which appears on your identification. This does not include middle names or middle initials. If your last name is hyphenated, please be sure to include your full name. If your name does not match your ID exactly, we reserve the right to deny you access to the examination.

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[Images of Cosmetology Practical Exam Procedures](#)[Cosmetology Practical Exam Sites](#)[Exam Scheduling Policy](#)**Photo ID Policy**

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7. United States INS issued ID

8. Certificate of US citizenship

9. Foreign Passport

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Read all documents carefully!

Practical Exam

	General Practical Exam Information (Cosmetology) English	 DOWNLOAD
	Practical Exam Procedures (Cosmetology) English	 DOWNLOAD
	Practical Exam Supply List (Cosmetology)	 DOWNLOAD
	List of Tasks Evaluated (Cosmetology) English	 DOWNLOAD

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Read all of the below documents very carefully!

Practical Exam

	General Practical Exam Information (Cosmetology) English	 DOWNLOAD
	Practical Exam Procedures (Cosmetology) English	 DOWNLOAD
	Practical Exam Supply List (Cosmetology)	

Bring what you prepared in your kit. You must also bring simulated chemicals (labeled as described in the list, a marcelle curling iron, and a brand new manikin, a clamp, and the kit materials you prepared in class.

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Read all of the below documents very carefully!

Practical Exam

	General Practical Exam Information (Cosmetology) English	 DOWNLOAD
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To apply for a license, please select the below link and submit your application through the online system:

[APPLY](#)

Translations: ([Spanish/Español](#)) ([Haitian-Creole/Kreyòl Ayisyen](#)) ([Italian/Italiano](#)) ([Korean/한국어](#)) ([Russian/Русский](#)) ([Chinese/中文](#)) ([Arabic/العَرَبِي](#)) ([French/Française](#)) ([Polish/Polski](#)) ([Bengali/বাংলা](#)) ([Urdu/اردو](#)) ([Yiddish/שיד'א](#))

Using the online services provides a quicker turnaround time on the processing of your application. It will allow you to view your record, track the status of your application, view exams scores and complete amendment transactions through your online account.

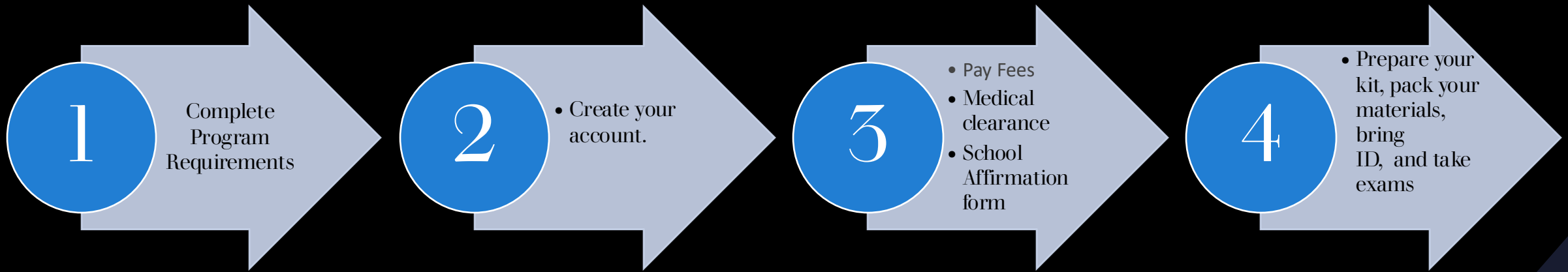
Please refer to the below useful user guides to assist you with this online application process:

[Quick Online Application Instruction Flyer](#) (pdf)

[Applicant User Guide for the License Center](#) (doc)

For further information on the online system, please visit our Frequently Asked Questions: [Frequently Asked Questions about the NYS License Center](#)

Becoming a Licensed Cosmetologist



Be sure to let us know when you are fully licensed!

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Apply

To apply for a license, please select the below link and submit your application through the online system:

[APPLY](#)

Have your Social Security Number
Login information
School form
Medical form

Please refer to the below useful user guides to assist you with this online application process:

[Quick Online Application Instruction Flyer](#) (pdf)

[Applicant User Guide for the License Center](#) (doc)

For further information on the online system, please visit our Frequently Asked Questions: [Frequently Asked Questions about the NYS License Center](#)

- Before you start you should know your Social Security number and have access to a secure computer or device.
 - Create a My.NY.gov Online ID if you do not already have one.
 - Look at your schedule to determine when you could Schedule a medical appointment and have the health clearance completed by your medical professional.
 - Fill out the Affirmation of New York State Approved School and submit to GC Tech to complete and return to you.
 - Within 30 days of your medical clearance, apply to the state to get the License
 - Register to take the Written Exam (have a credit card ready)
 - Register to take the Practical Exam
 - Pay for the exam.
 - Pass the exams.
 - Let GC Tech know when you successfully obtained your license!
-



- You must have 1000 hours of calculated seat time
- You can take your exam after graduation
- You make an account and apply online

State Board Exam

*What happens if you did not earn
your 1000 hours?*



There are some options

- Summer School at Barry Tech
 - 100 hours total
- Adult Education at Barry Tech

ADULT EDUCATION AT BARRY TECH

Adult Education

Catalog: [adulthood catalog](http://adulthood_catalog(nassauboces.org))
(nassauboces.org)

- \$14.95 per hour for completion
- \$895 Refresher Course for anyone looking to prepare for written or practical exam
- GC Tech Graduates eligible for 10% discount up to \$200

Cosmetology

Cosmetology Certification Program

Begin your career in beauty with cosmetology. Learn from top professionals and experience expos and demonstrations in some of the best salons on Long Island. Become versed on the latest styles and techniques used today while also learning the necessary techniques for the New York State Certification exam. Brush up on the vast array of beauty products and their chemistry. Learn professional skills such as customer service and communication pertaining to any salon environment. Upon completion of 1,000 hours of training you are eligible to apply for New York State Licensing.

EC24F September 9

Monday-Thursday, 6-10 p.m.

EC25W January 6

Monday-Thursday, 6-10 p.m.

EC25S April 22

Monday-Thursday, 6-10 p.m.

Tuition: \$8,995

[Hybrid]

Cosmetology Completion Hours Certification Program

Are you looking to complete your 1,000 hours for certification? Aspiring cosmetologists will prepare for the New York State Cosmetology written and practical examinations. Review with instructors who are experts in this industry for optimum preparation. Registration for this program is ongoing, which allows you to enroll and complete your hours at any time. Meet with our counselors to review your status and register.

KG24FA Rolling Admissions

Tuition: \$1,495, minimum of 100 hours

[Hybrid]



Cosmetology Refresher Course

Held on 12 consecutive evenings, this review course is a concentrated preparation for the New York State Cosmetology written and practical examinations. This rigorous study will guide you to achieve success in your testing process. Register for this course if you have completed your 1,000-hour licensing course and want to enter an intensive review, if you have certification outside of New York State and want a New York State Certificate, or if you completed the necessary 1,000 hours in another approved program and wish to now gain a New York State License.

12 Sessions

KG24RE Rolling Admissions

Monday-Thursday, 6-10 p.m.

Tuition: \$895

[Hybrid]

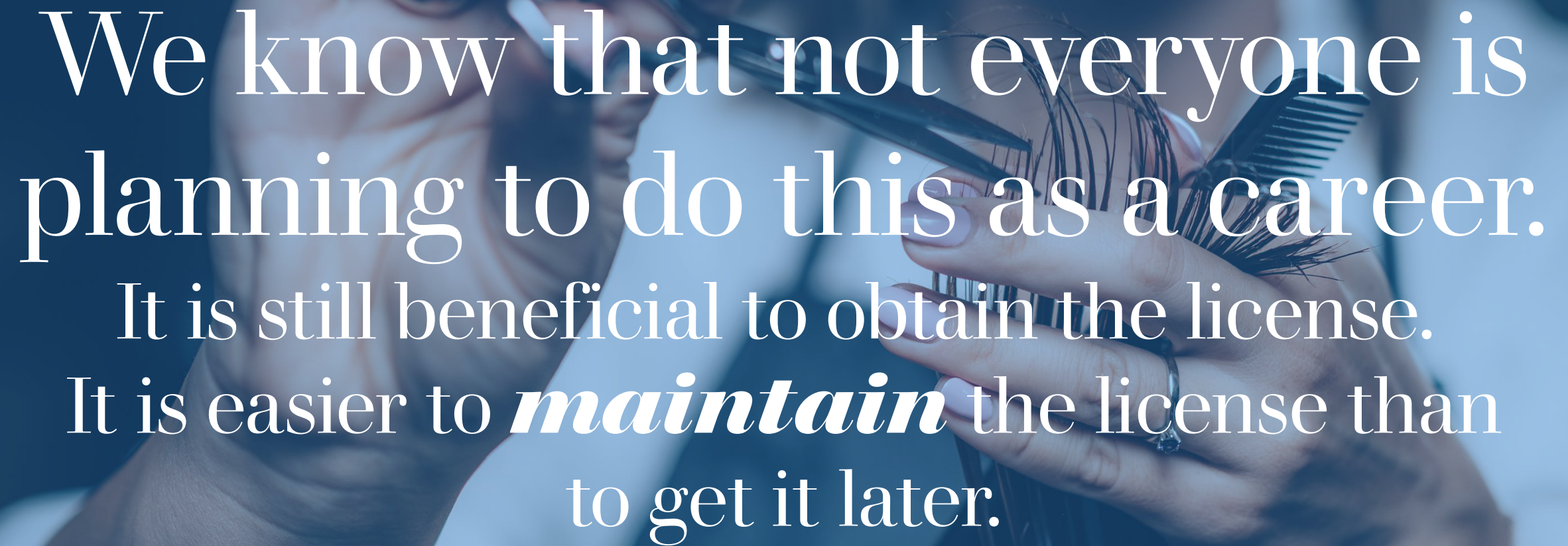
MEET THE INSTRUCTOR



Katrina Guzman

Some of my graduates are now salon or accessories business owners or salon managers. In addition to teaching, I work at a funeral home and take great pride in using my skills to provide some comfort for grieving families."

A licensed cosmetologist for over 30 years and a NYS Board examiner for the past 8 years, Ms. Guzman advises her students that "It's important to get and don't ever give up your license. It can be a life-long tool that can be used in a lot of different applications. I first was a salon manager. I left cosmetology to work in another industry, only to lose my job. Because I kept my license, I was able to easily move back into cosmetology and to teach at Nassau BOCES. Not everyone goes to college. Career and Technical Education is another path of education that students can explore."

A close-up photograph of a hairdresser's hands. The hairdresser is using black-handled scissors to cut dark hair. A black comb is also visible, held near the hair. The hairdresser is wearing a ring on their left hand. The background is blurred, showing the hairdresser's face and a client's head. The entire image is overlaid with a semi-transparent blue filter.

We know that not everyone is
planning to do this as a career.
It is still beneficial to obtain the license.
It is easier to ***maintain*** the license than
to get it later.

Junior Year

- Braiding
- Manicures
- Hair designing
 - Rollers*
 - Pin curls*
 - Finger waves*
 - Up-dos*
- Haircutting
- Facials
- Waxing

Senior Year

- Chemical Relaxers
- State Board Haircut
- Advanced Nails
- Haircolor
- State Board Review
- Client Services
- Senior Center Field Trips

A close-up portrait of a woman with long, wavy hair dyed in a vibrant rainbow gradient. The hair transitions through shades of blue, purple, pink, red, orange, yellow, and green. She is looking slightly to the right with a soft expression. Her left hand is visible, holding a strand of her hair, and she is wearing a dark-colored top. The background is a plain, light-colored wall. The image is framed by dark blue diagonal bars in the top-left and bottom-right corners.

COSMETOLOGY