Cosmetology | Department of State (ny.gov)

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

NYS COSMETOLOGY LICENSE

Becoming a Licensed Cosmetologist

Once registered, You receive your **Temporary License**

- Good for 6 months
- Becomes Professional License *after* you pass exams
- You may work under your temporary license!
- DO NOT LET IT EXIPRE!
- $500 fine for working without a license!

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take exams

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

1 Complete Program Requirements

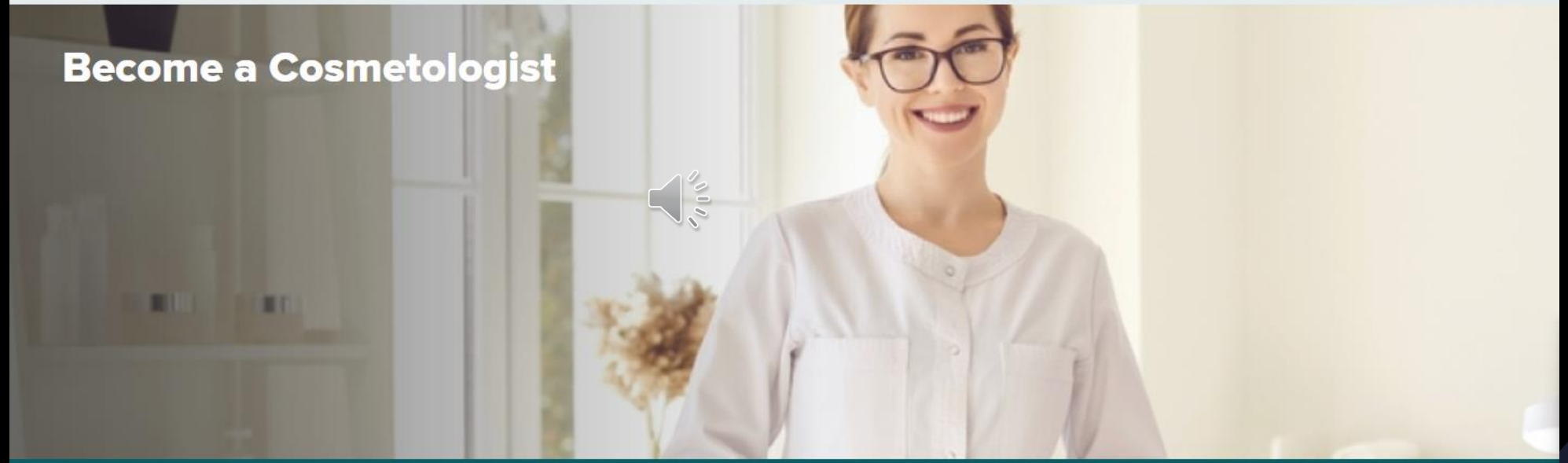
https://dos.ny.gov/become-cosmetologist

NEW YORK STATE

Services News Government

Department of State

Licensing & Business | Local Government | Community Infrastructure | New Americans | Consumers | About Us



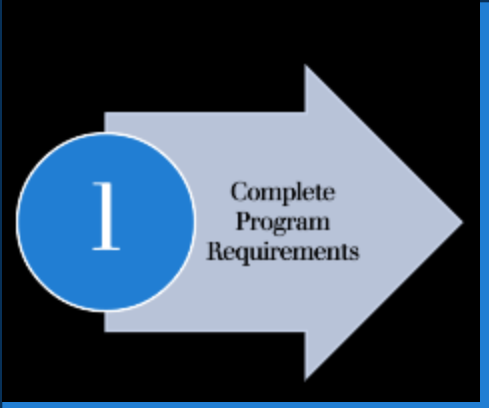
SECTIONS

- 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:



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.

1

Complete Program Requirements

NEW YORK STATE OF OPPORTUNITY.

Division of 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

NEW YORK STATE OF OPPORTUNITY. | Division of Licensing Services

Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
https://dos.ny.gov

Health Certification Form

1 Complete Program Requirements

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

/or Barber Applicant:

ion to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair hysician, 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.

d 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

NEW YORK STATE OF OPPORTUNITY. | Division of Licensing Services

Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
https://dos.ny.gov

Health Certification Form

1 Complete Program Requirements

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

/or Barber Applicant:
ion to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair
ysician, physician assistant or a nurse practitioner must complete, sign and date this
ur 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

Print Name of Physician: _____ Date: _____

Address of Practice: _____

Physician's Signature: _____ Title: _____

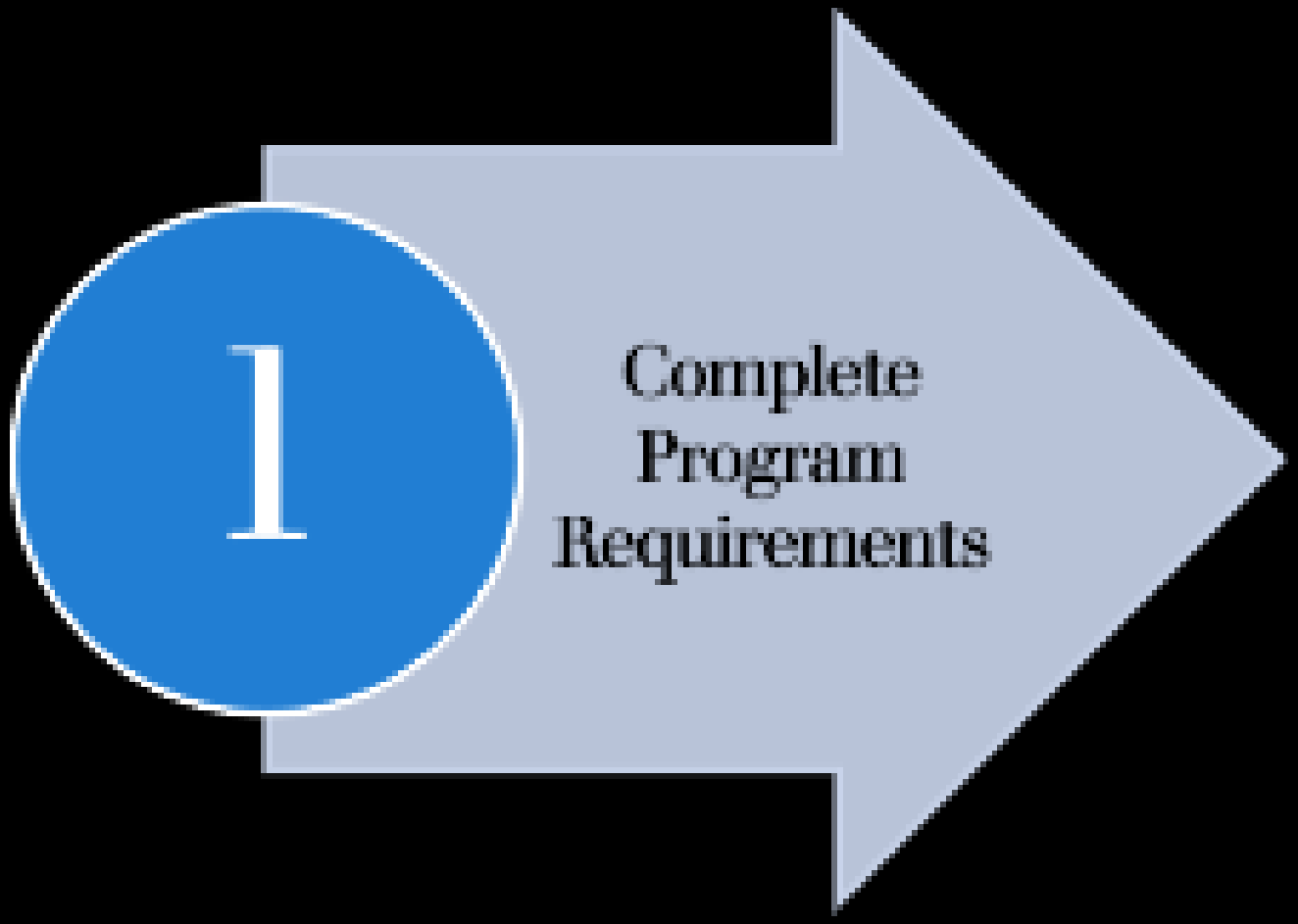
The medical professional signs & stamps

"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!!!

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*



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

Becoming a Licensed Cosmetologist

Once registered, You receive your **Temporary License**

- Good for 6 months
- Becomes Professional License *after* you pass exams
- You may work under your temporary license!
- DO NOT LET IT EXIPRE!
- $500 fine for working without a license!

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take exams

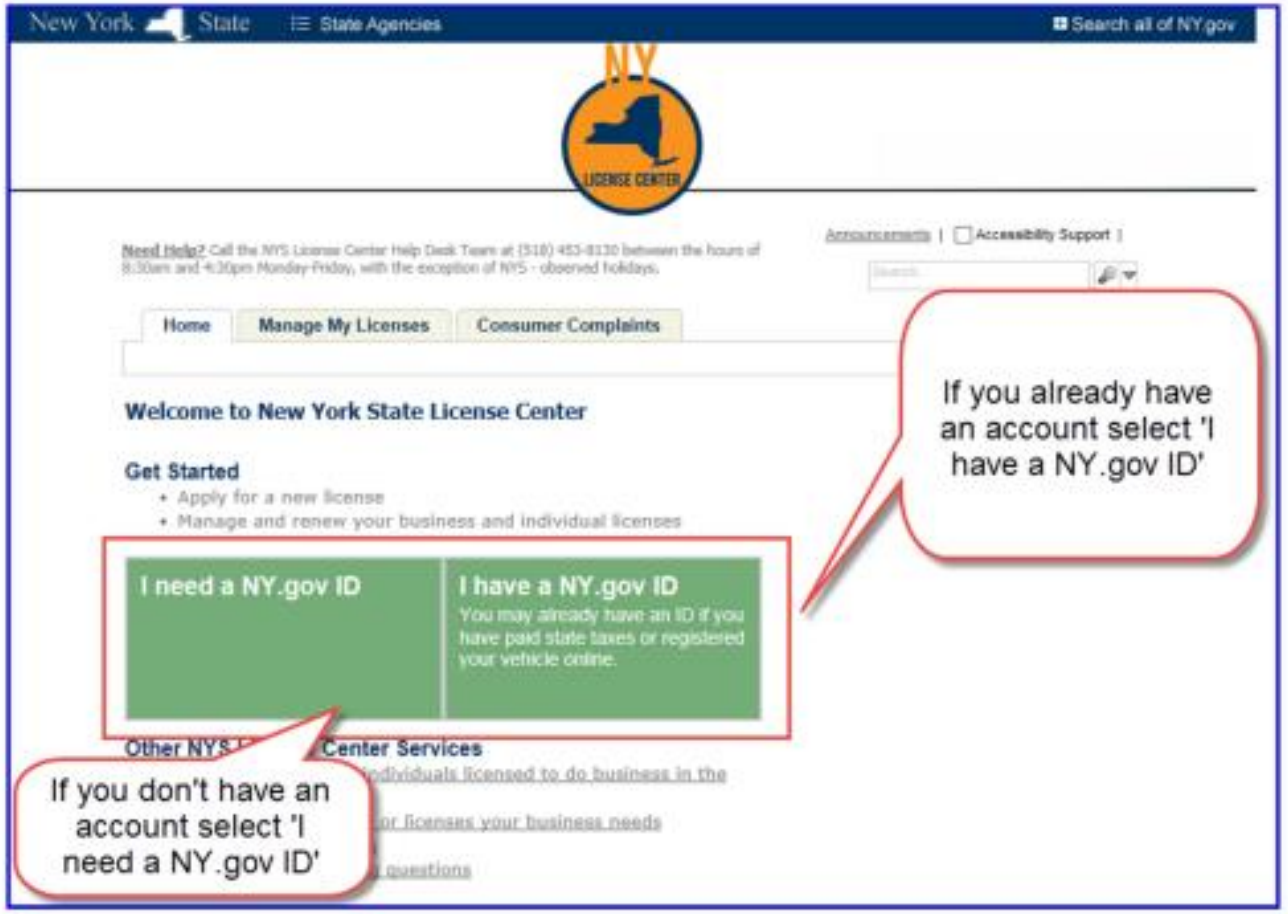
Be sure to let us know when you are fully licensed!

1 Complete Program Requirements

2 • Create your account.

Step 1:

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



Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

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?'

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

1 Complete Program Requirements

2 • Create your account.

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.'

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

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.

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

1 Complete Program Requirements

2 • Create your account.

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

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

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

Review the instructions and click 'Finish.'

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.

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

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

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

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.

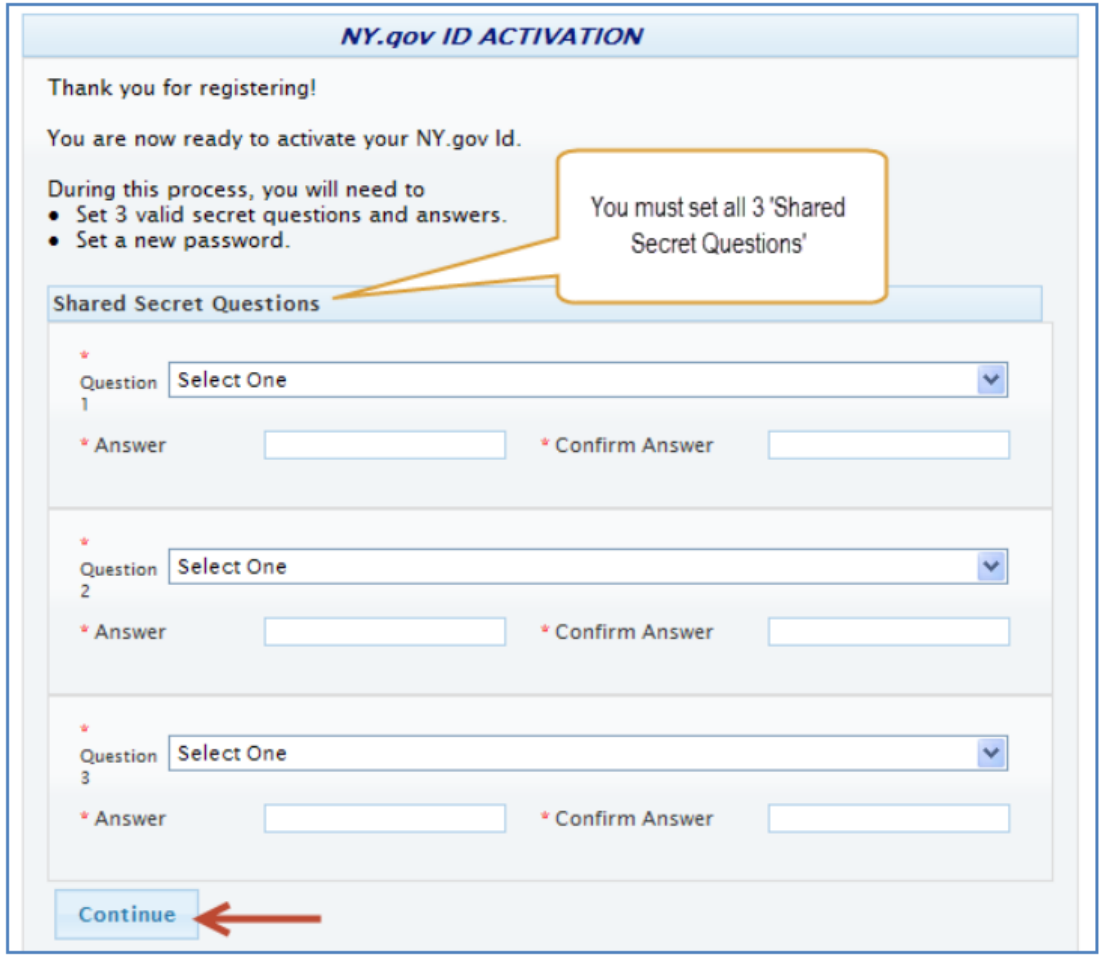
https://ws04.nyenet.state.ny.us/Activate/activate.xhtml?rid=6db26444-0ba9-4599-9201-009c994f8360

Thank You
New York State

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

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.

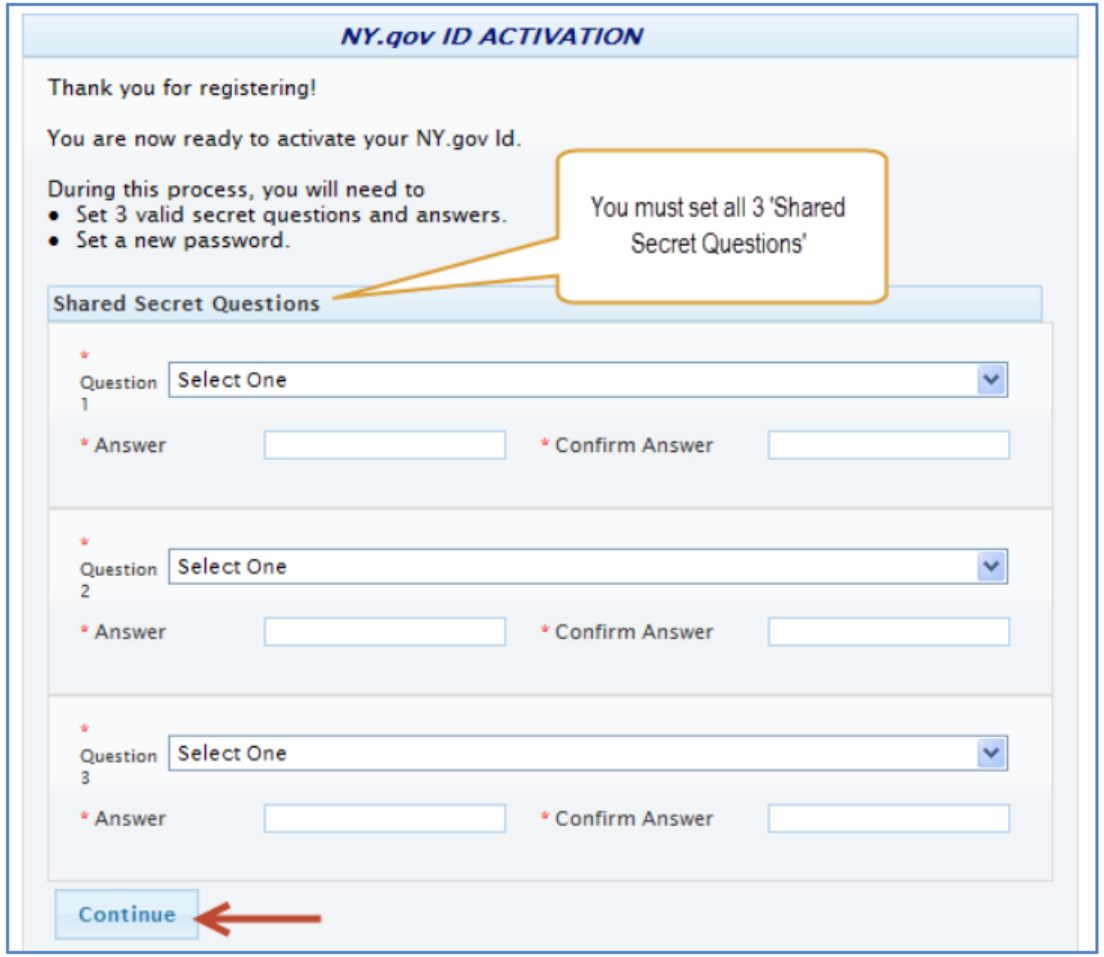
Complete the questions and then click the 'Continue' button.



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

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.

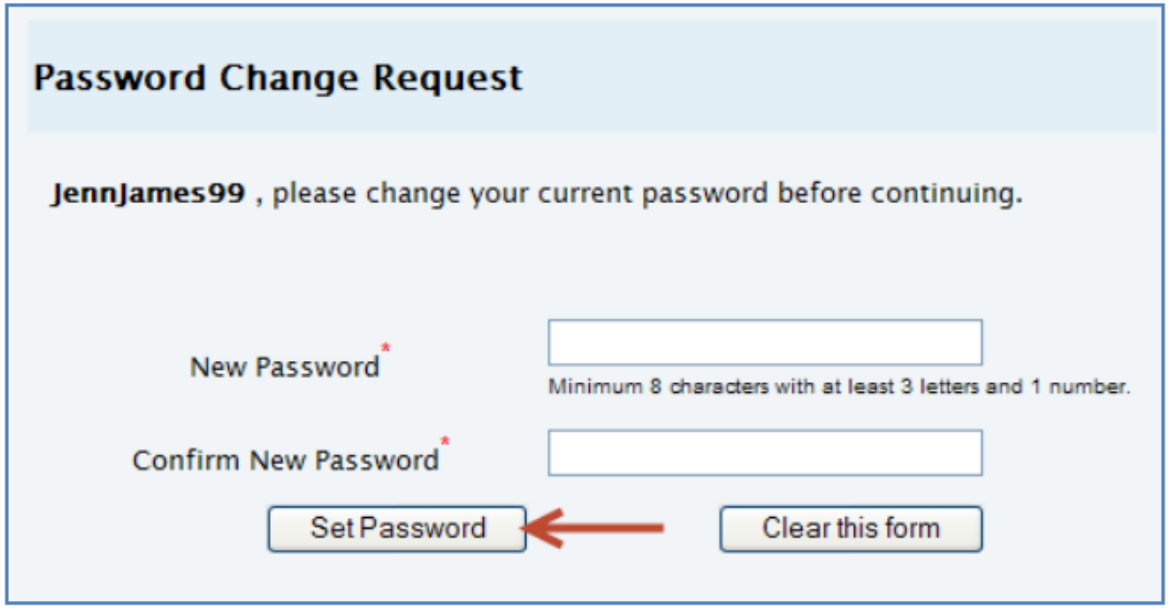
Complete the questions and then click the 'Continue' button.



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

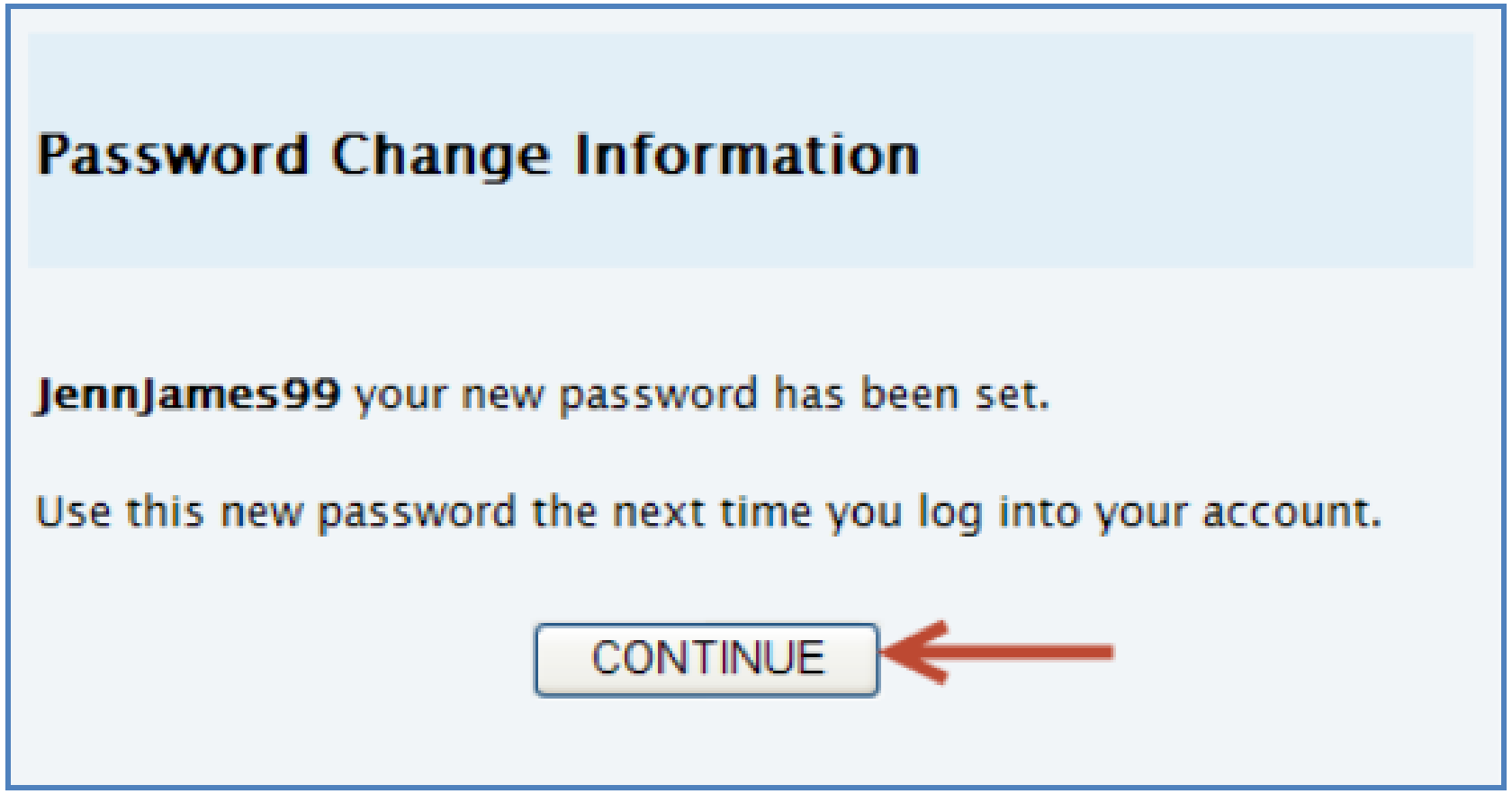
Directions from https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf

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



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

A password confirmation is displayed. Click 'Continue.'



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

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

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

1 Complete Program Requirements

2 • Create your account.

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

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

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.

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

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

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

1 Complete Program Requirements

2 • 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: Test
Middle:
*Last: Everything
Suffix:

*Country: United States

*Primary Phone: (+ 001) 555-555-5555
Secondary Phone: (+ 001)
Mobile Phone: (+ 001)

Fax: (+ 001)
*Email: charee.hendricks@dos.ny.gov

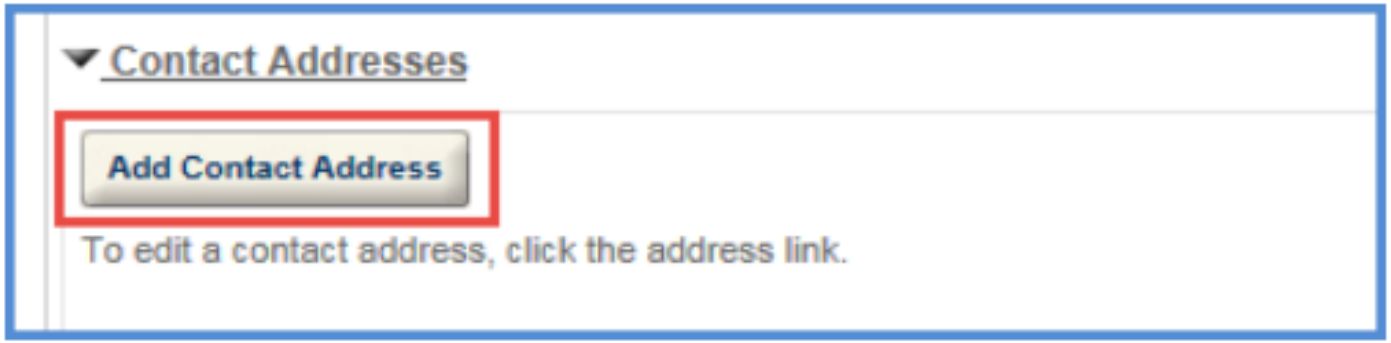
Birth Date: 07/15/1990
SSN: ***-**-6546
Gender: Female Male

Preferred Channel: --Select--

Driver's License State: --Select--
Driver's License Number:

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

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

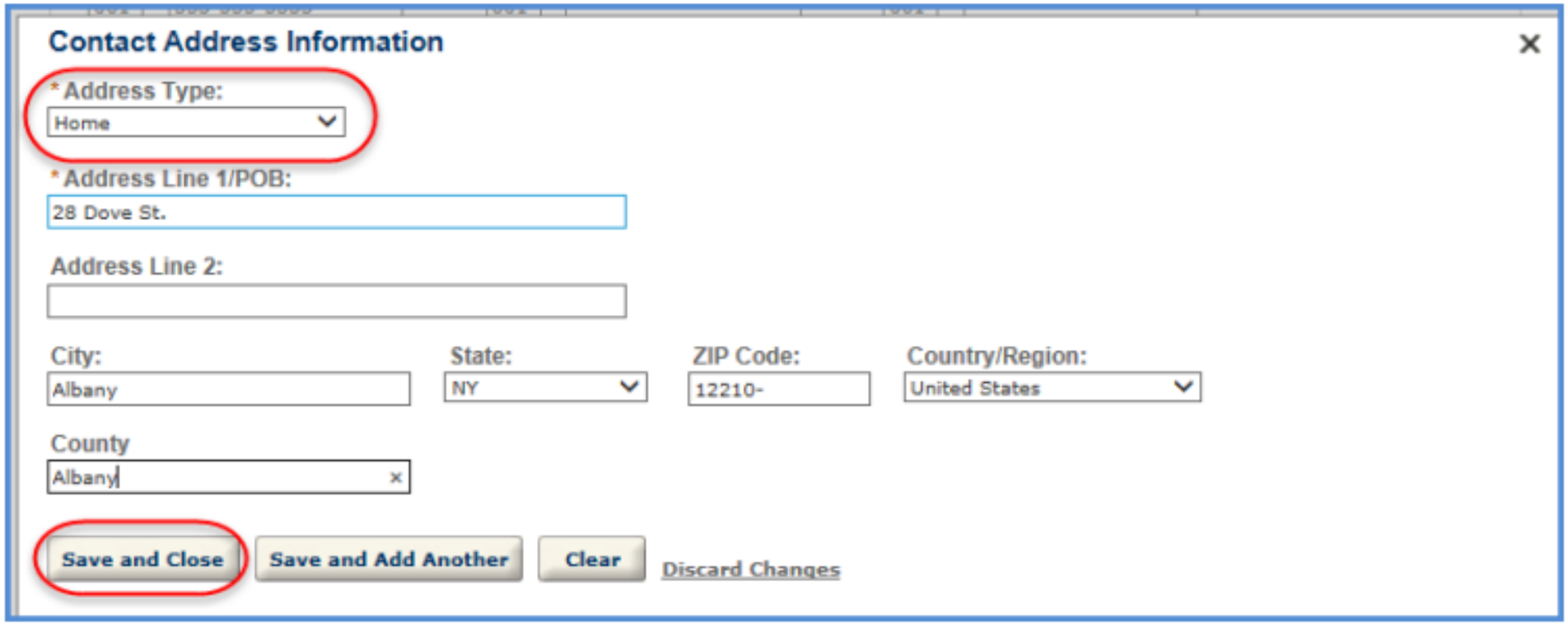


Enter address information and click the 'Save and Close' button. If you want to add an additional contact address click the 'Save and Add Another' button.

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

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.



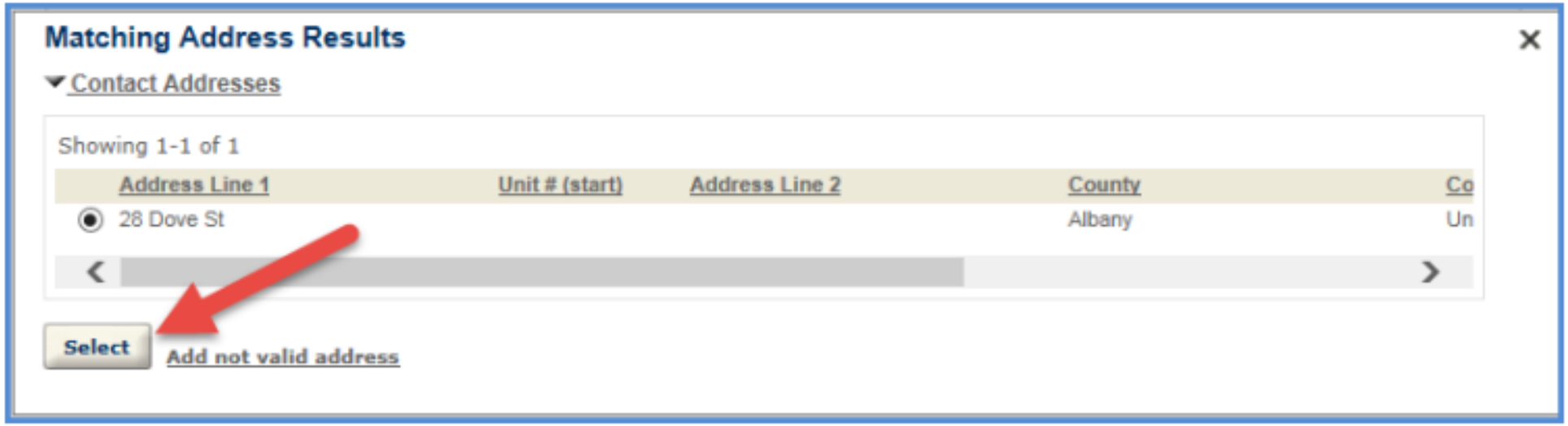
Directions from https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf

1 Complete Program Requirements

2 • 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.

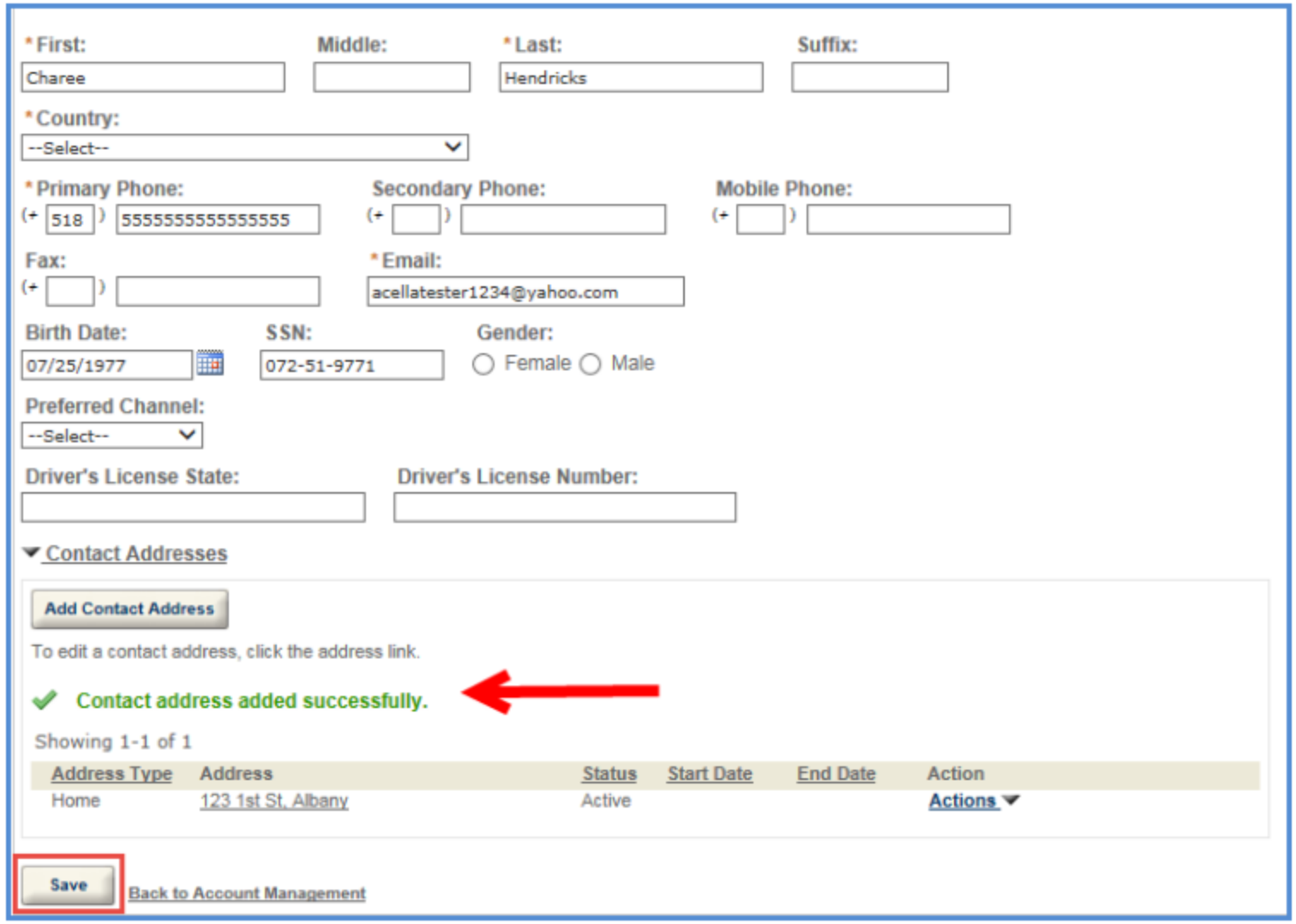
If the address you have entered does not display, verify you have entered the data correctly. If the address is correct click the 'Add not valid address' link.



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

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

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



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

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

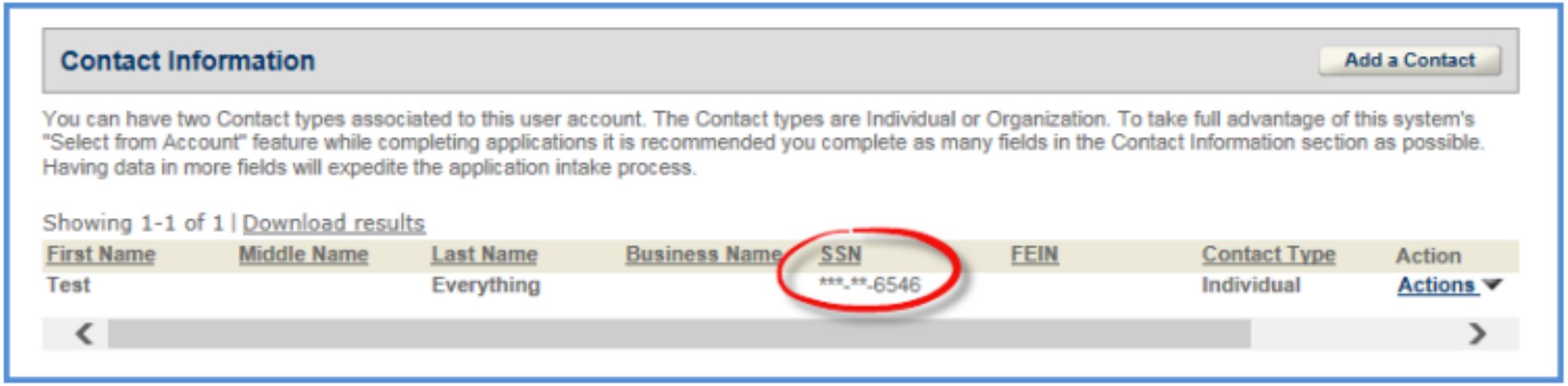
Directions from https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf

1 Complete Program Requirements

2 • 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

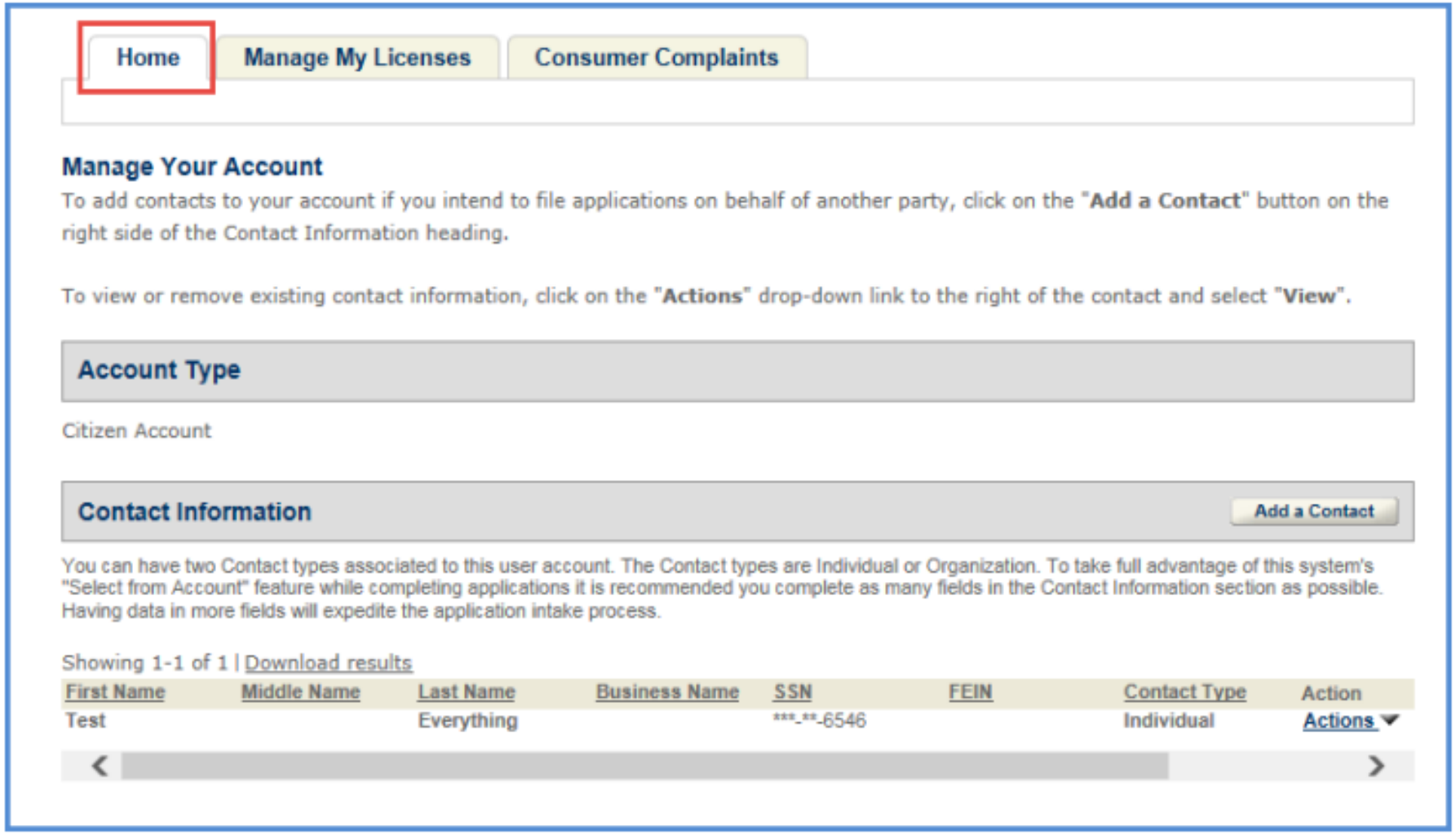
First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything		***-**-6546		Individual	Actions

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

1 Complete Program Requirements

2 • Create your account.

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



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

Becoming a Licensed Cosmetologist

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take exams

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

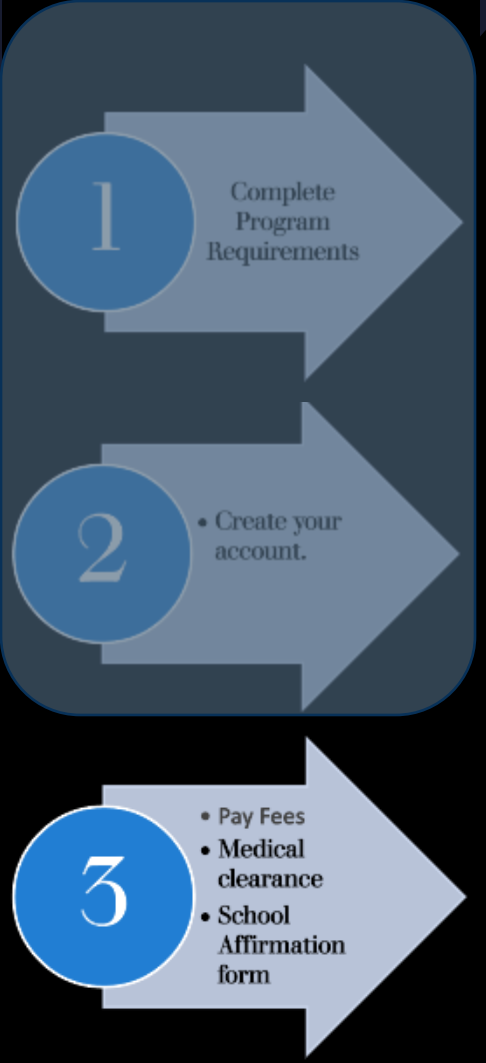
Add a Contact

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.

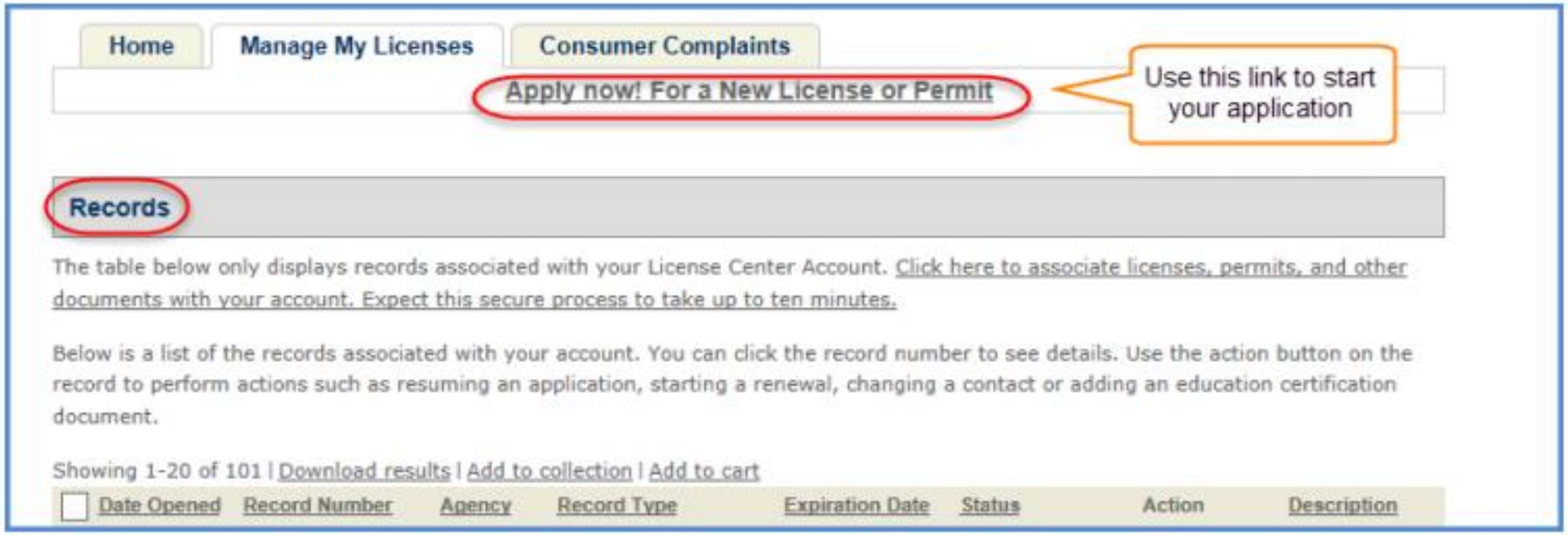
Showing 1-1 of 1 | Download results

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything		***-**-6546		Individual	Actions

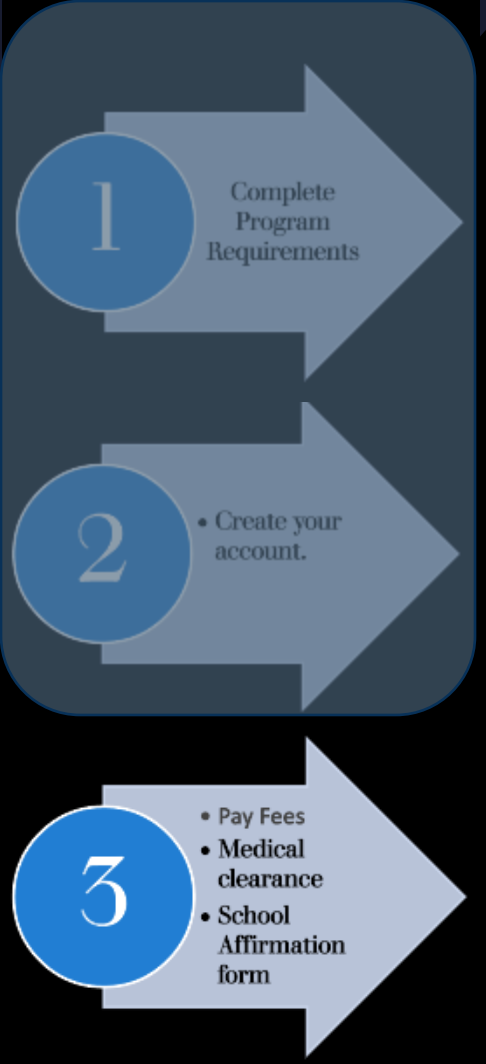
Directions from https://dos.ny.gov/system/files/documents/2019/05/applicant-user-guide-license-center.pdf



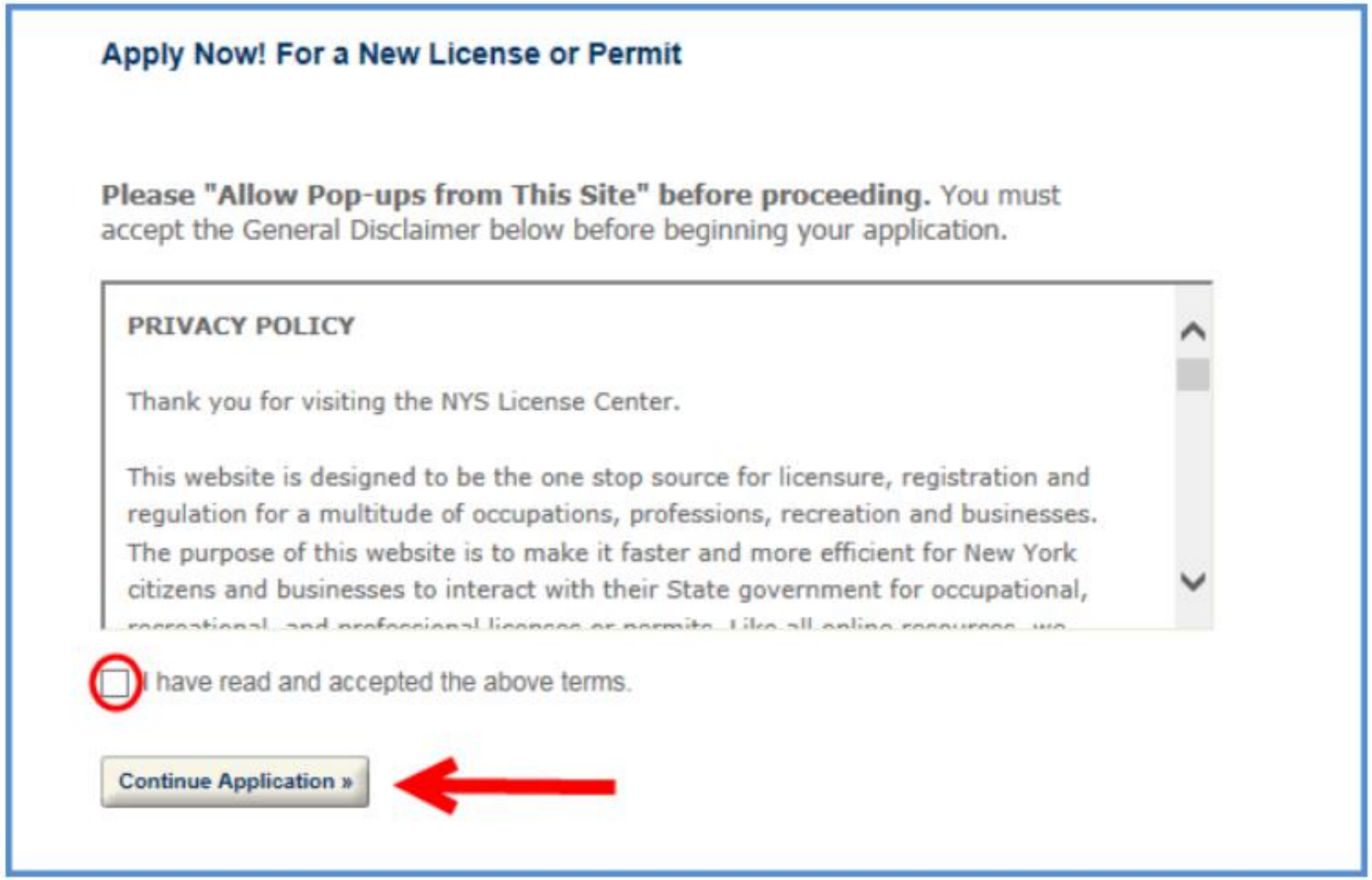
The 'Manage My Licenses' tab is where you view your list of licenses and applications. Under the tab is a link to start the application process, 'Apply Now! For a New License or Permit.'



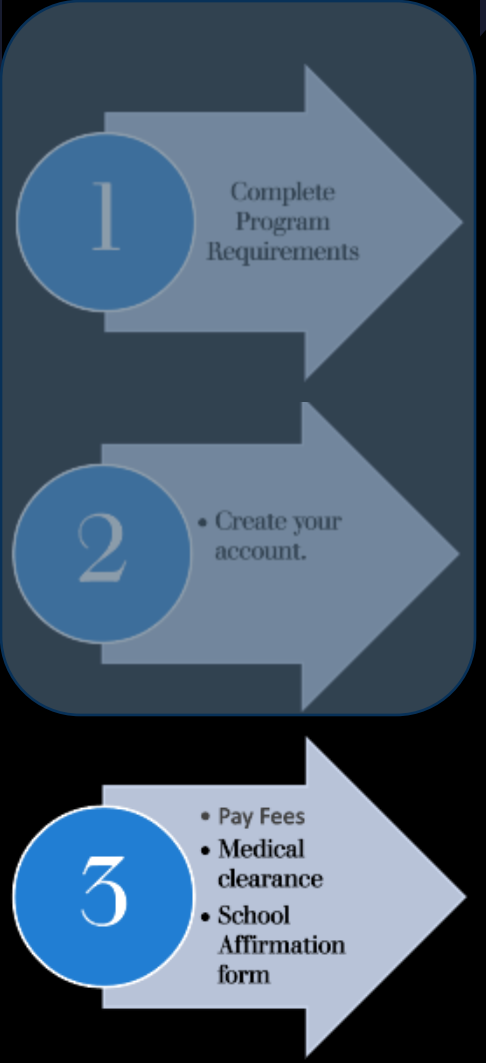
Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf



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

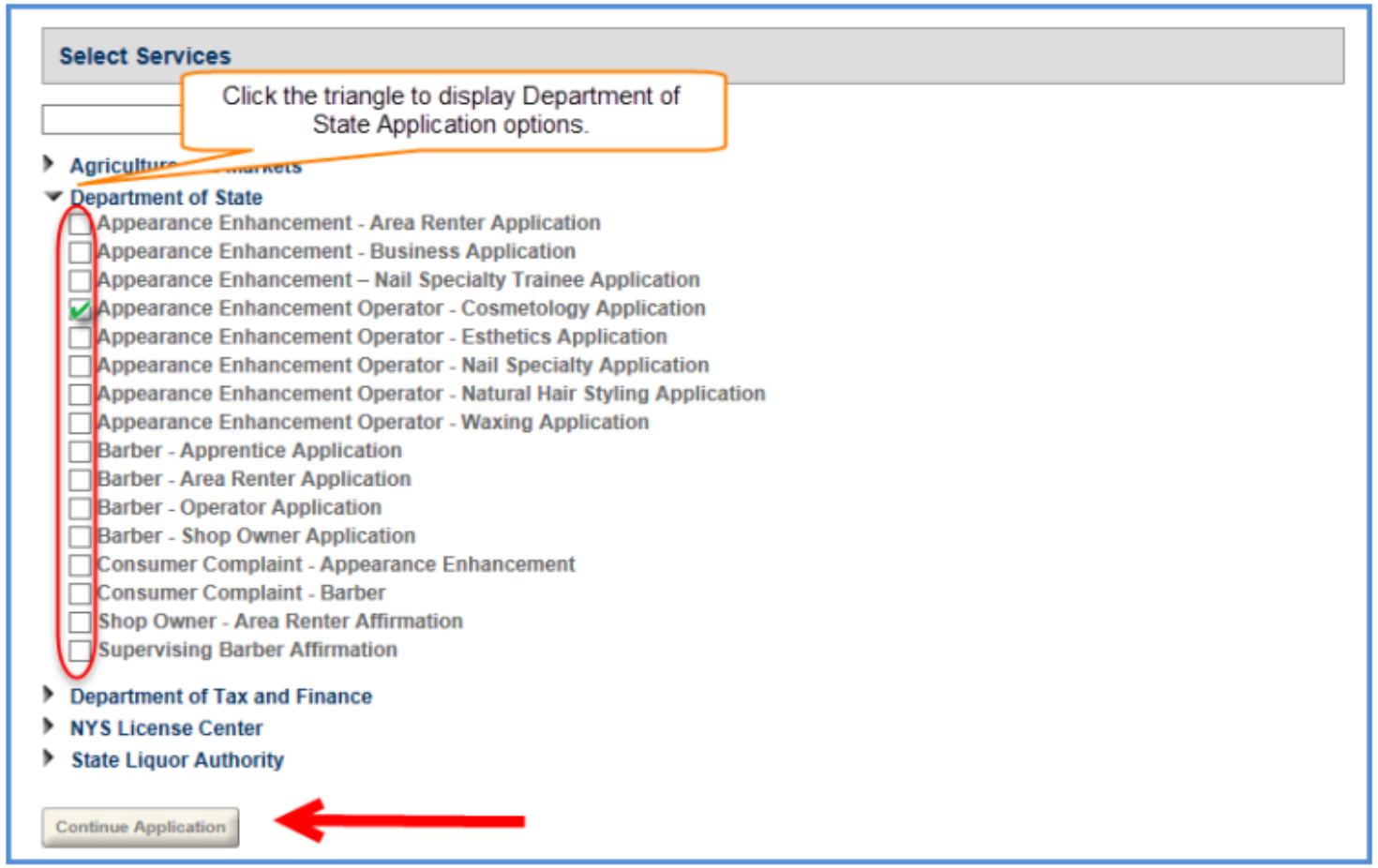


Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

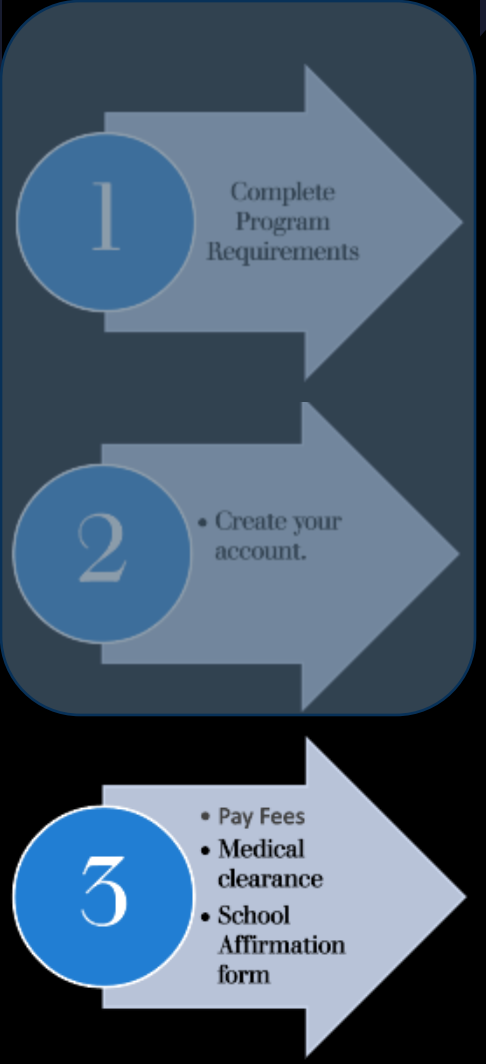


Click the triangle to display the Department of State Application options.

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



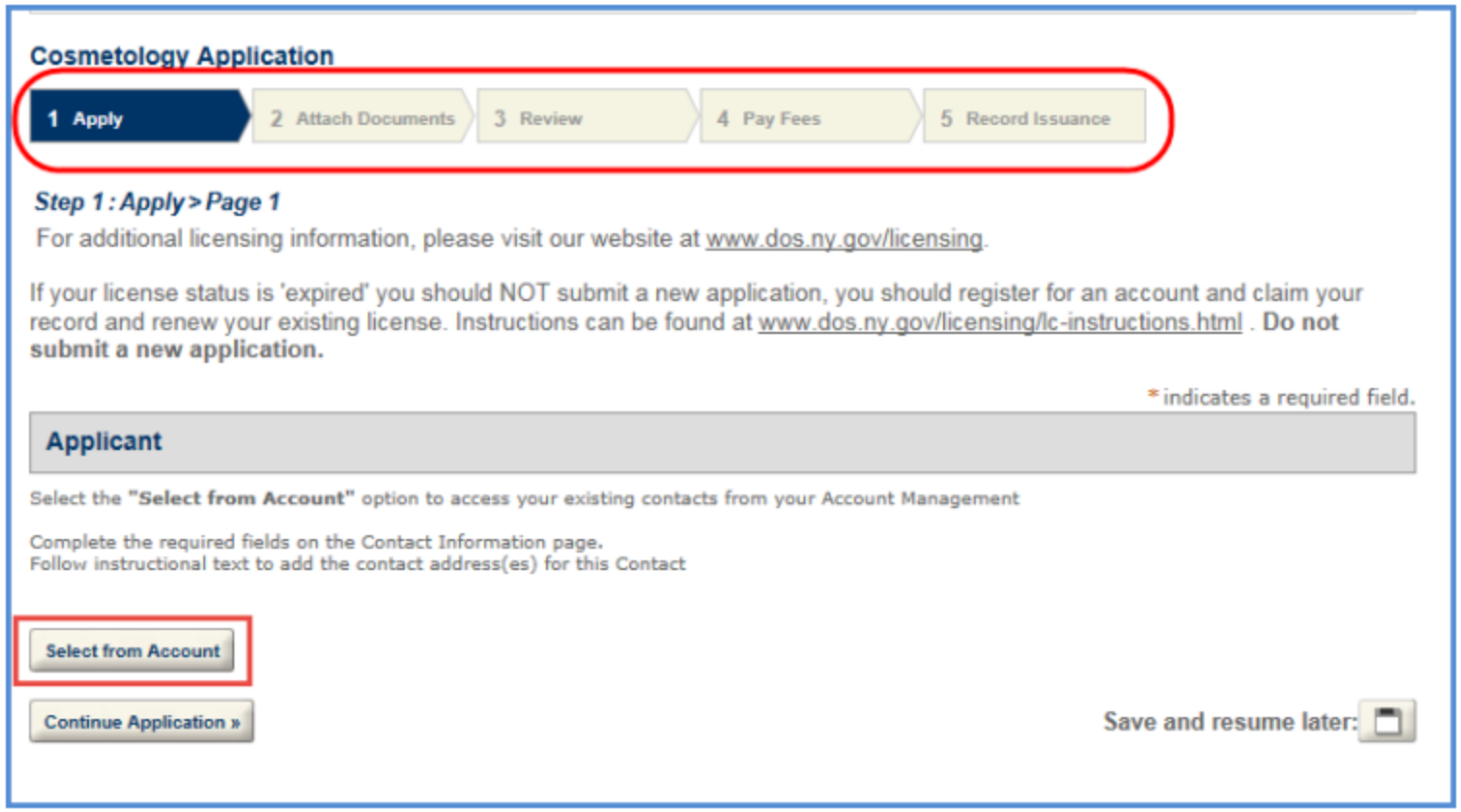
Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf



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.



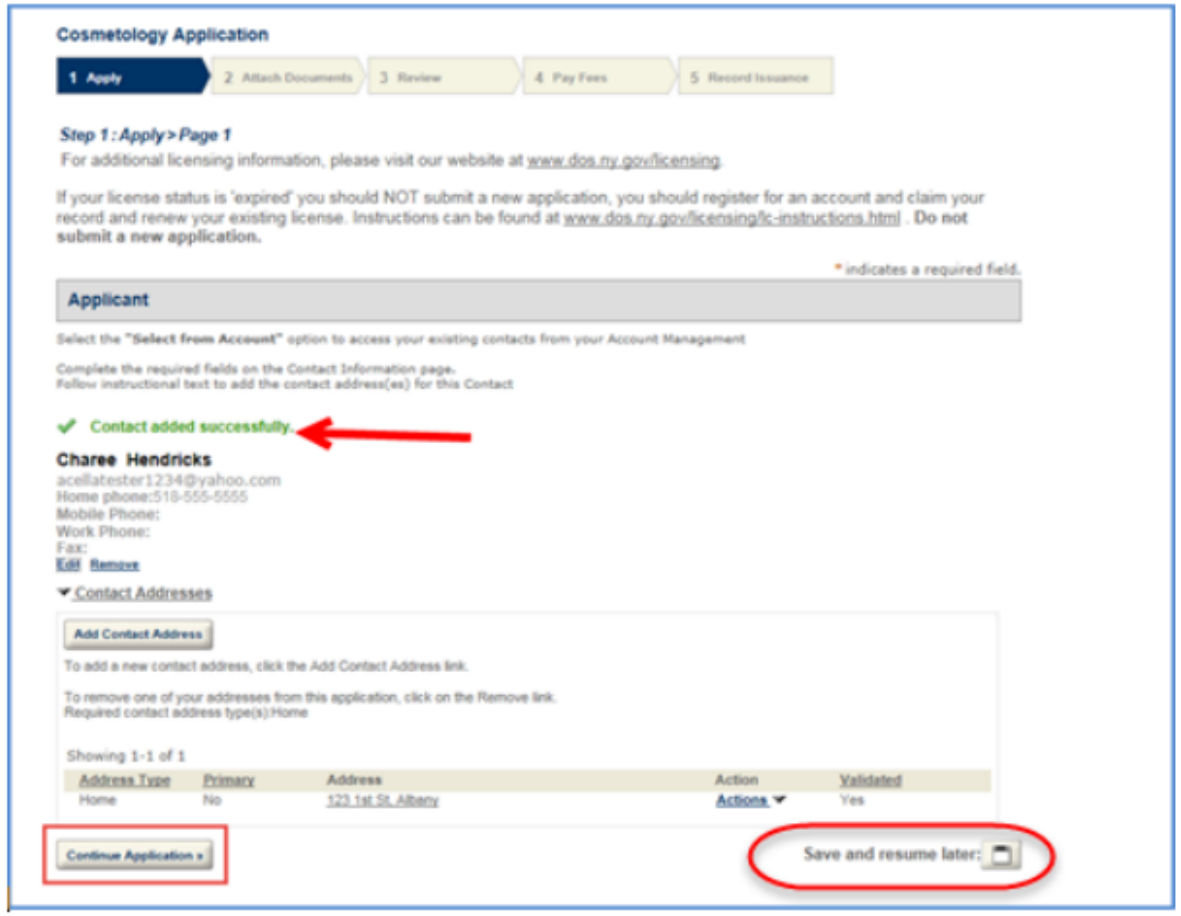
Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

1 Complete Program Requirements

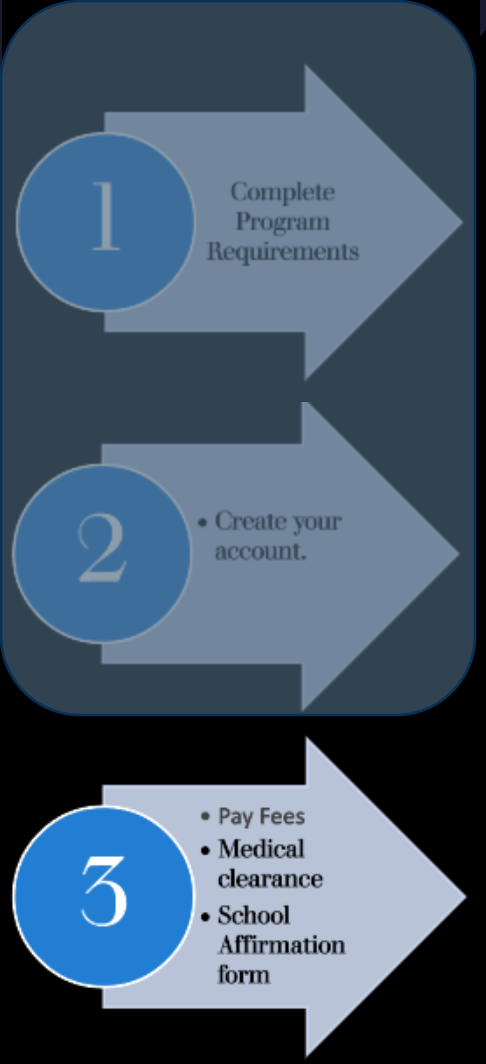
2
- Create your account.

3
- Pay Fees
- Medical clearance
- School Affirmation form

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

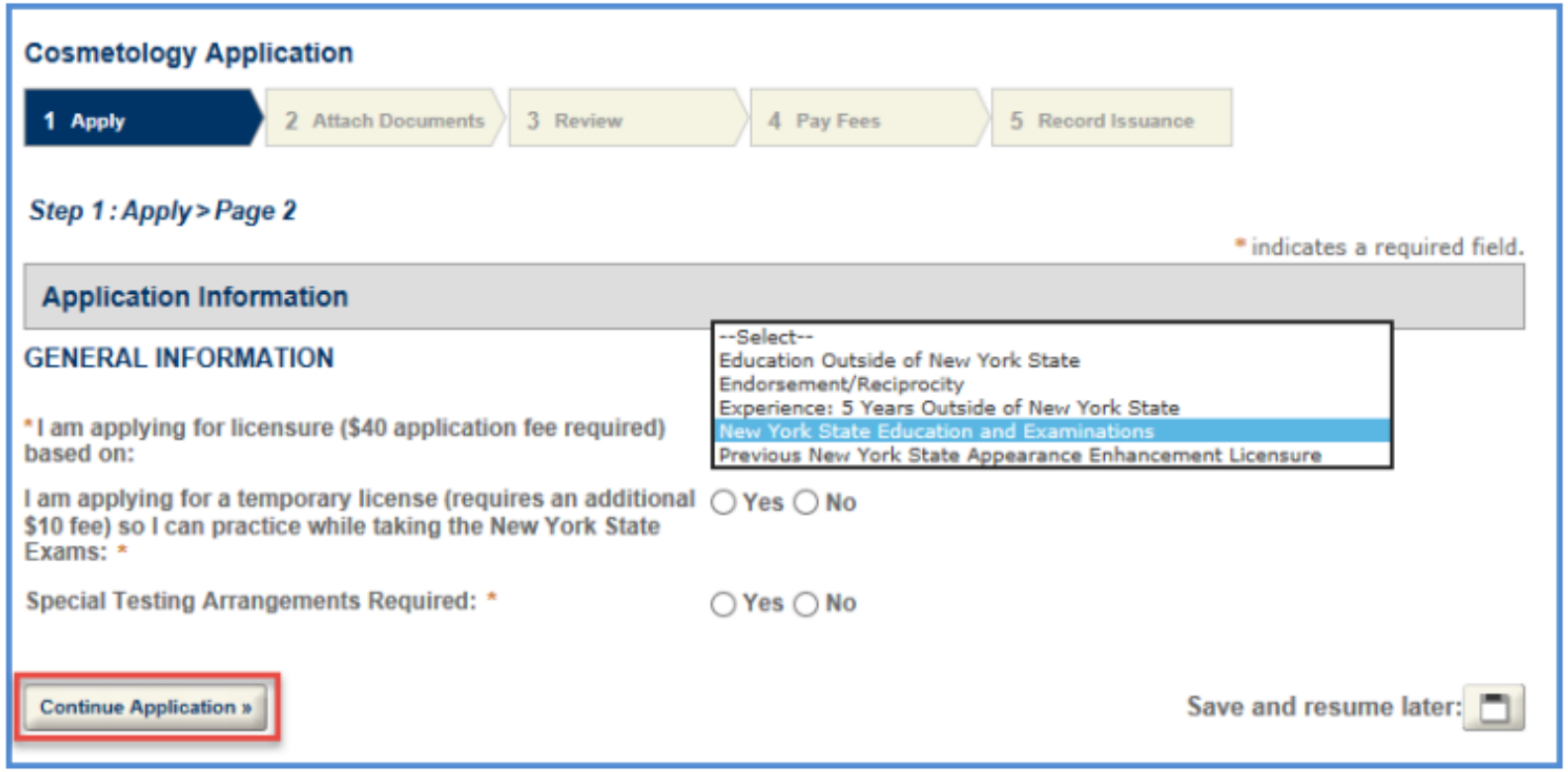


Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf



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.'



Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

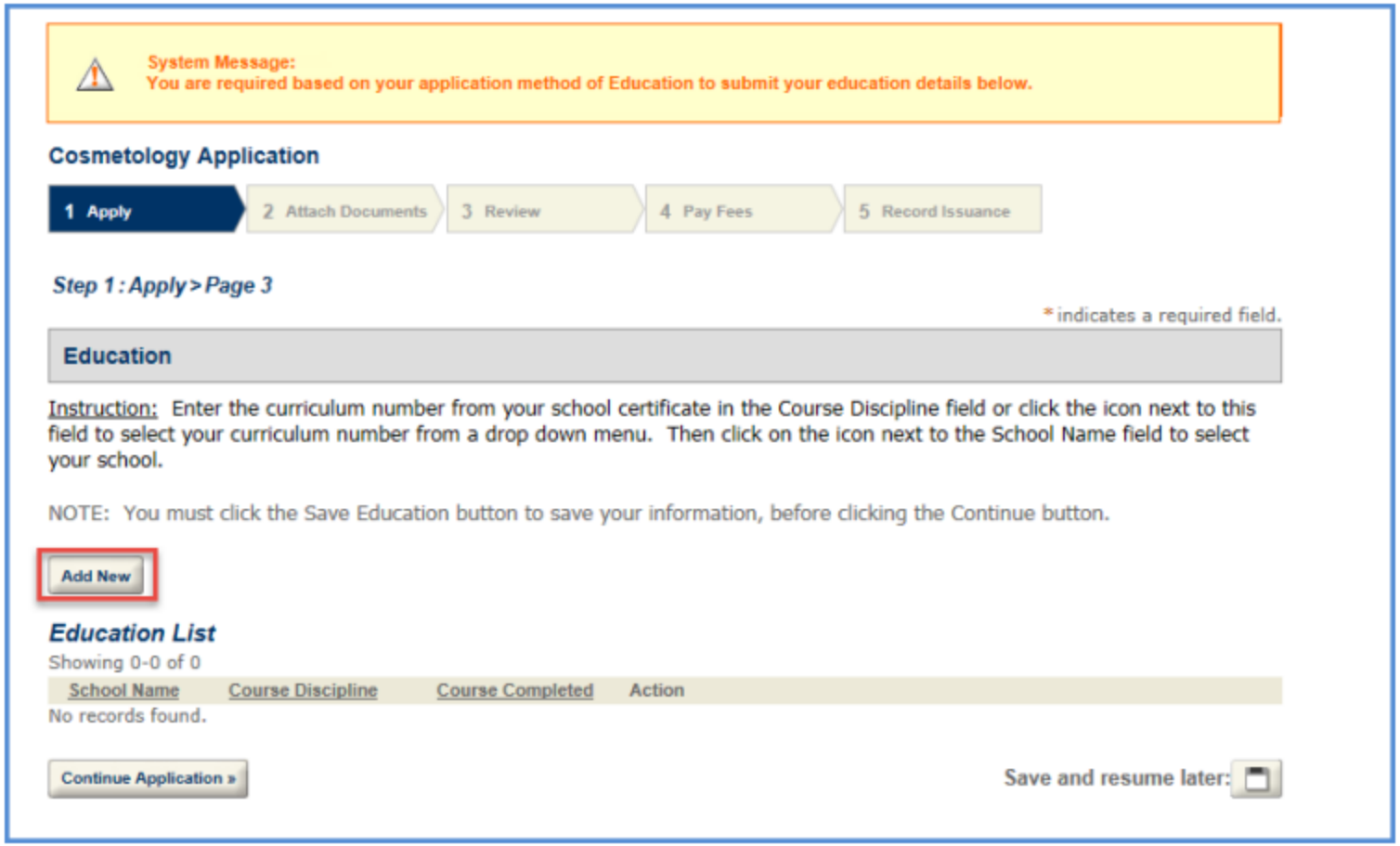
1 Complete Program Requirements

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.



Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

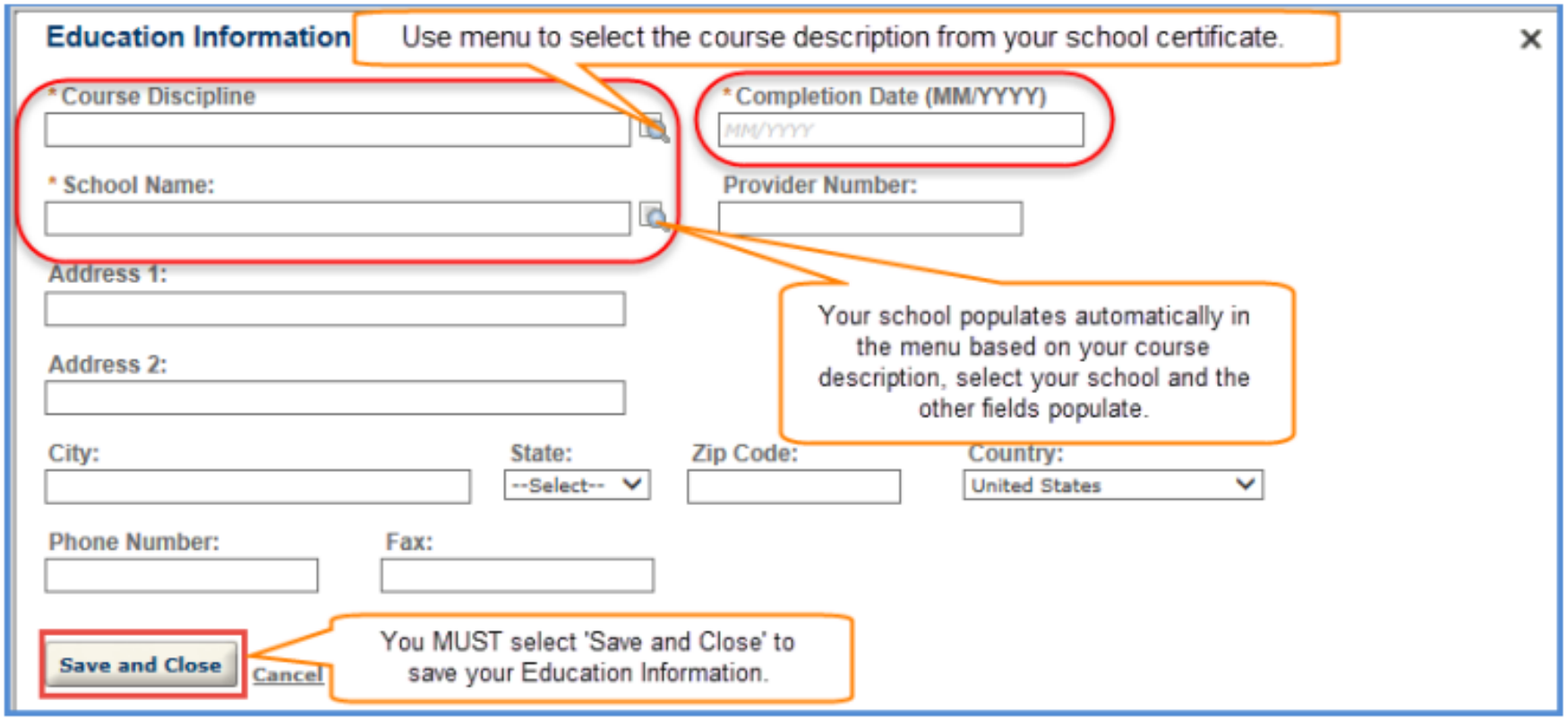
1 Complete Program Requirements

2
- Create your account.

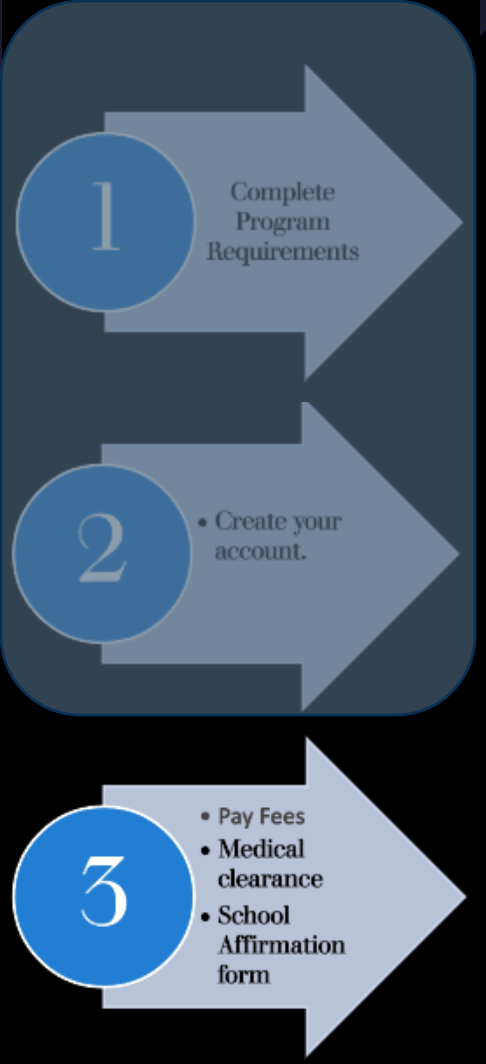
3
- Pay Fees
- Medical clearance
- School Affirmation form

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.

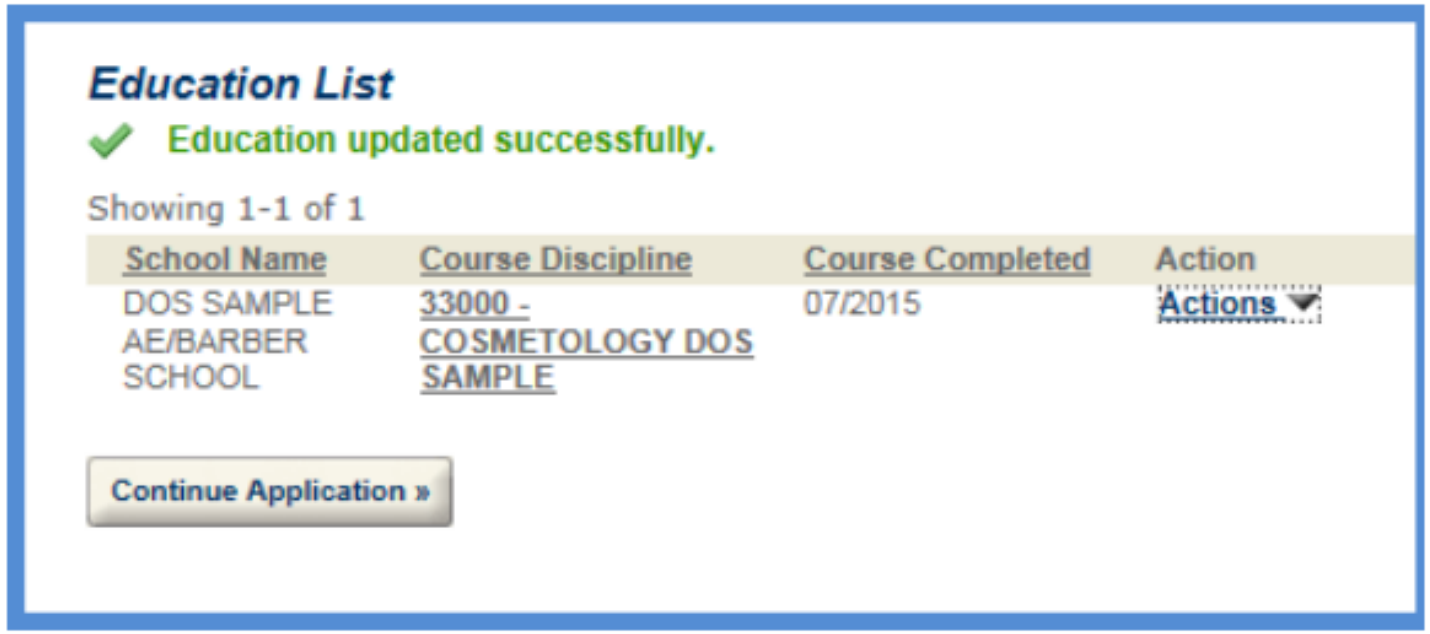
- The 'Course Discipline'
- Your 'School Name'
- Your 'Completion Date'



Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf



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.



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.

Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

1 Complete Program Requirements

2
- Create your account.

3
- Pay Fees
- Medical 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?: --Select--

Continue Application »

Save and resume later:

Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

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.

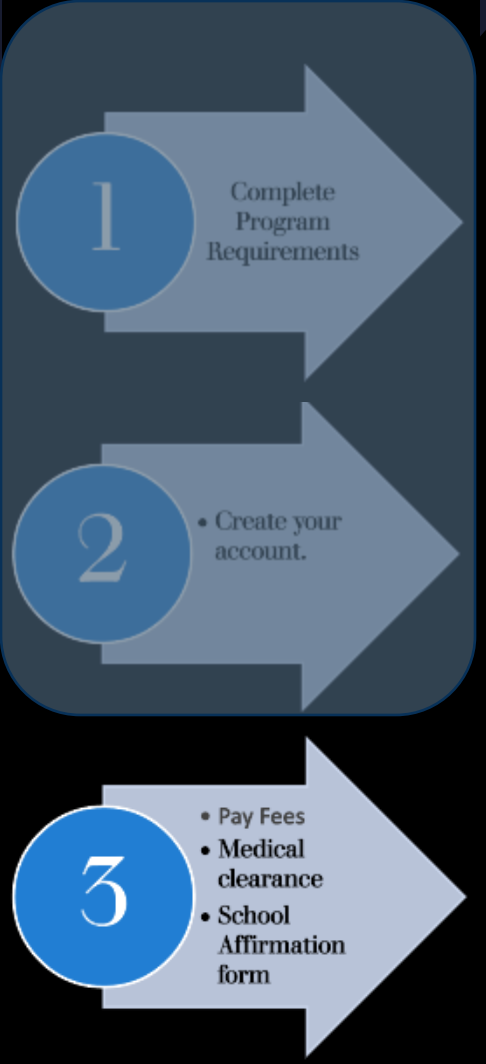
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account | Upload Documentation

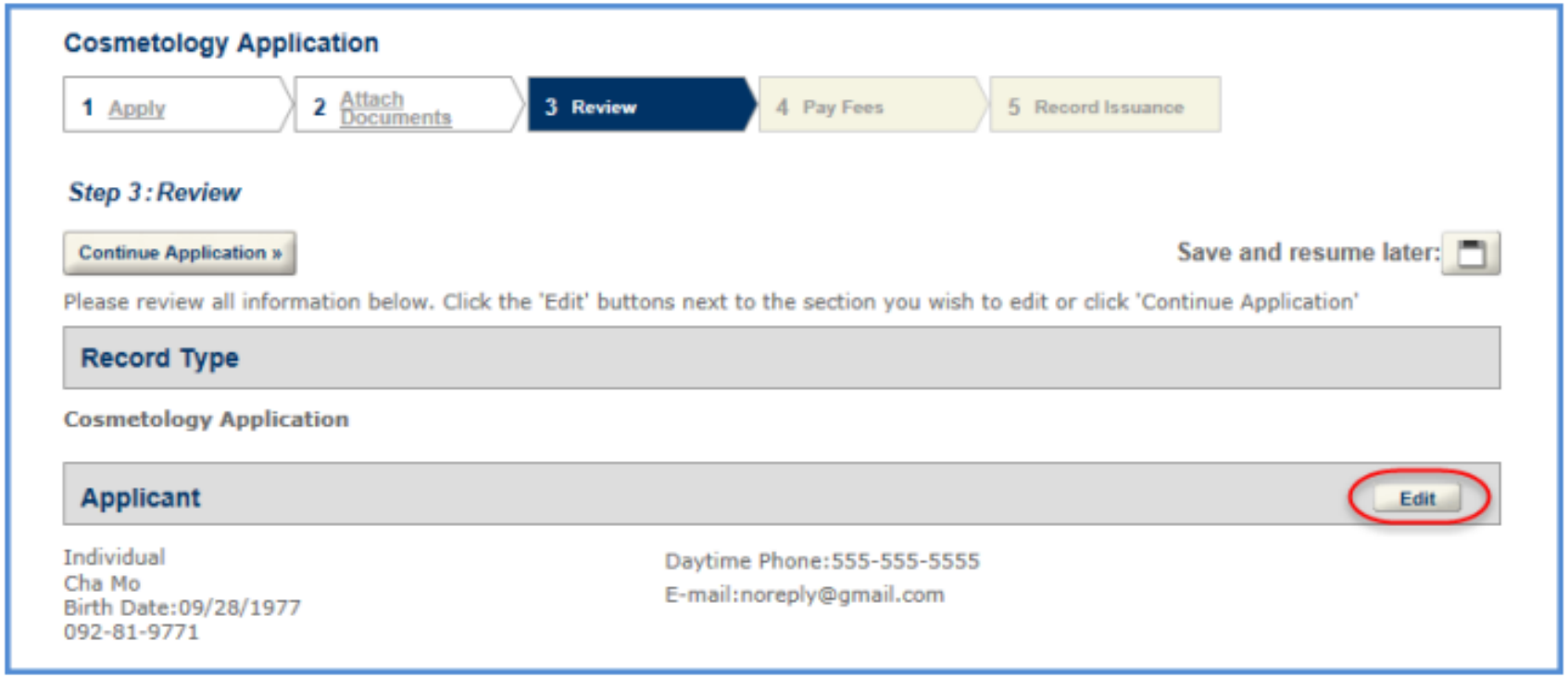
Continue Application » | Save and resume later:

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.

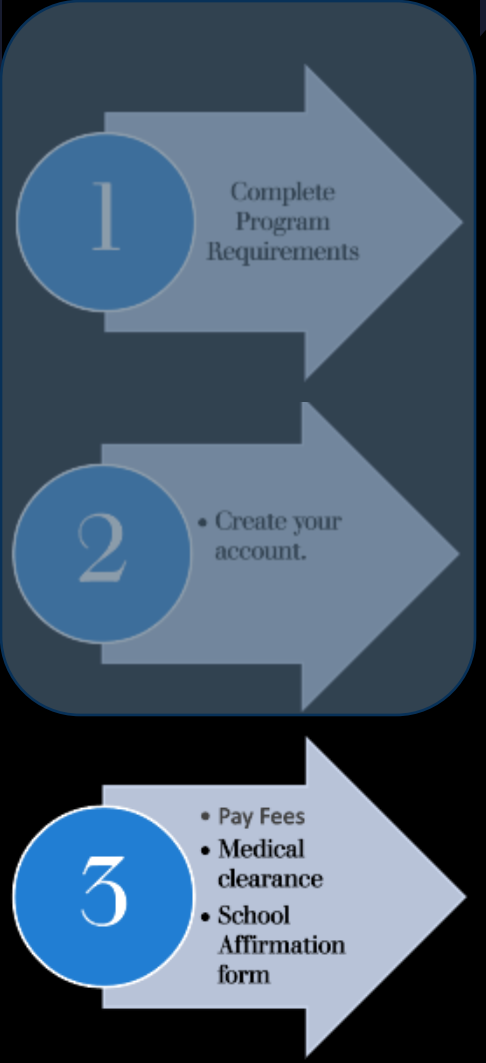
Directions from N ew-app-flier_0.pdf



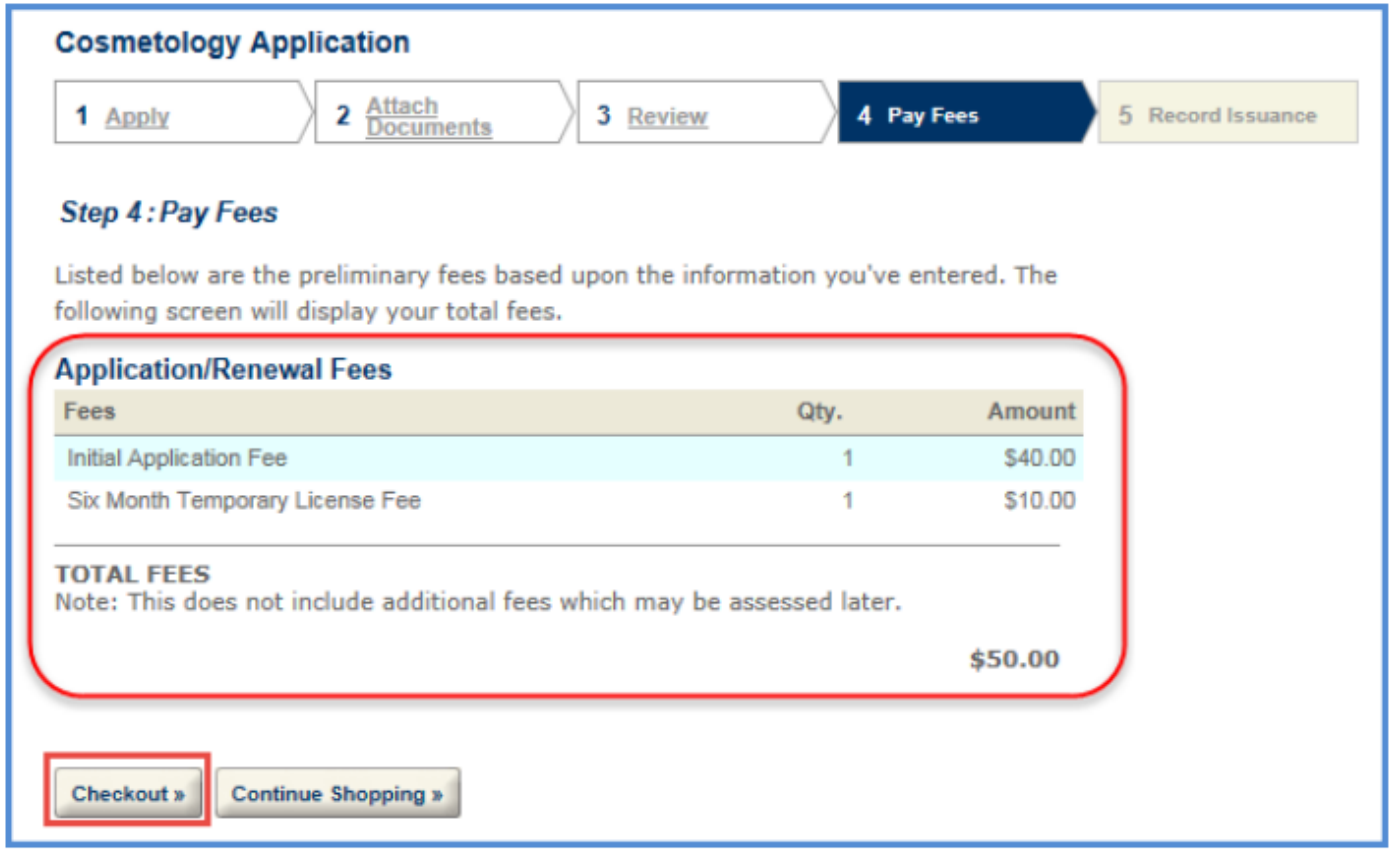
The next screen is your review page. Review your answers. If updates are needed, click on the 'Edit' button to return to that specific section of the application to change your answers. When all your information is correct, click the 'Continue Application' button.



Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf



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.'

Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

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.

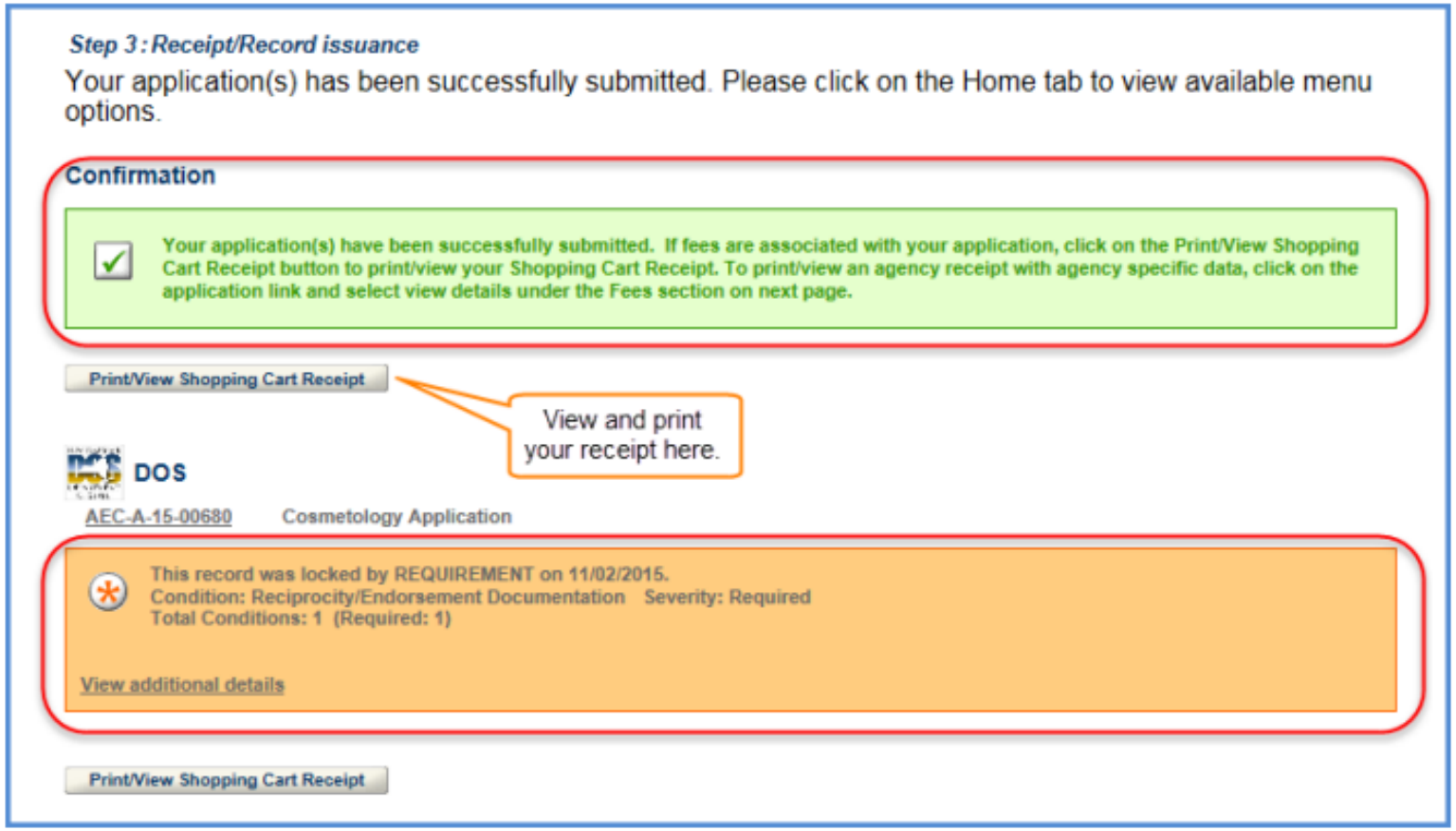
1 Complete Program Requirements

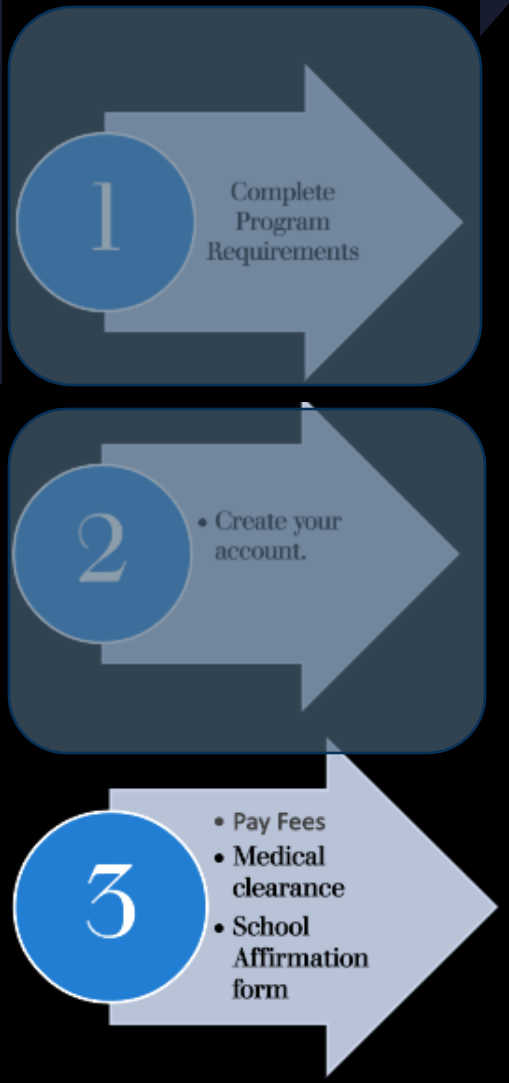
2 • Create your account.

3 • Pay Fees
• Medical clearance
• 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.





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 Program Requirements

2
- Create your account.

3
- Pay Fees
- Medical clearance
- School Affirmation form

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.

3
- 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!

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take 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

NEW YORK STATE OF OPPORTUNITY. | 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

Directions from NYS at https://dos.ny.gov/system/files/documents/2022/10/website_ae-new-app-flier_0.pdf

TOP ^ **Become a Cosmetologist**

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 shou[illegible]e 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.

TOP ^ **Become a Cosmetologist**

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.

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

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

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

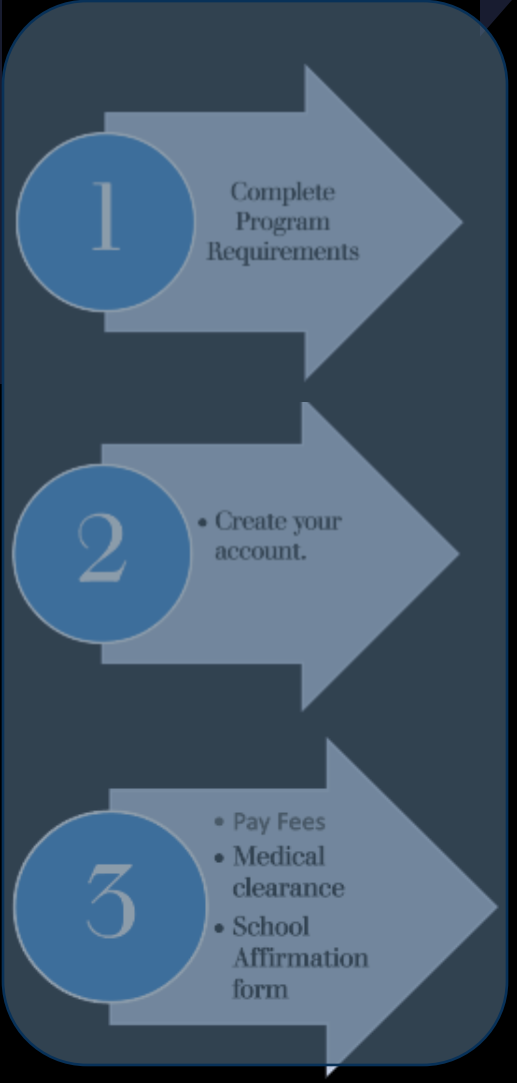
Attachments

Related Records

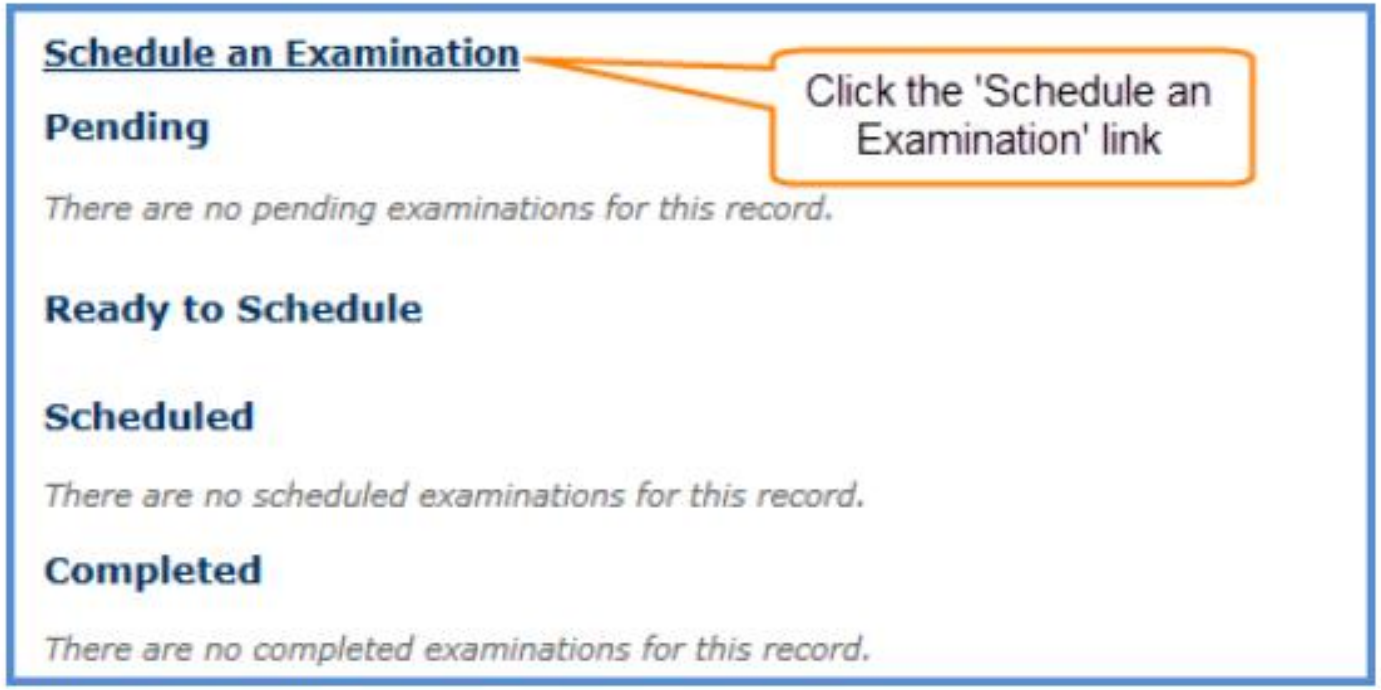
Education

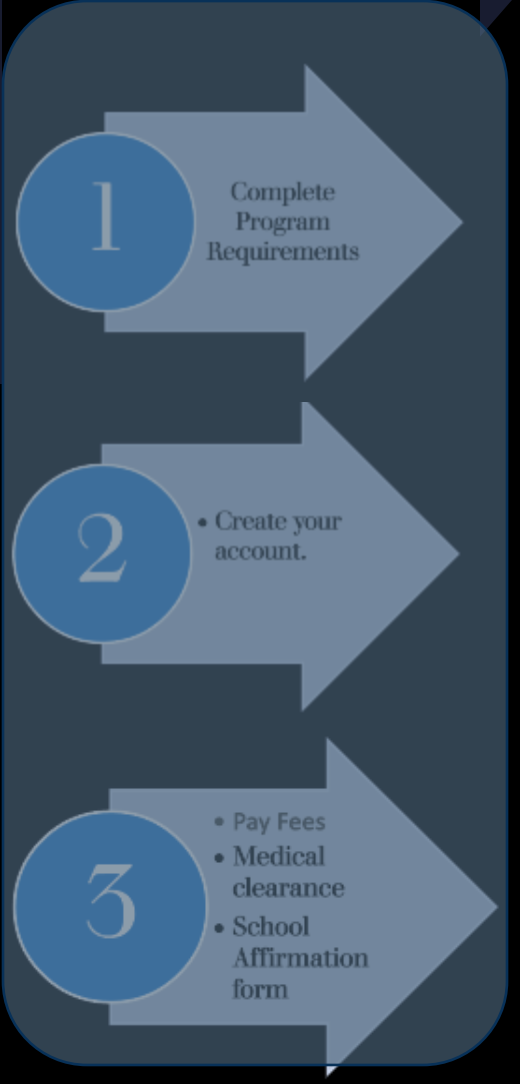
Click the triangle to open the 'Examination' details.

Examination



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





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 webiste before moving foward. 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

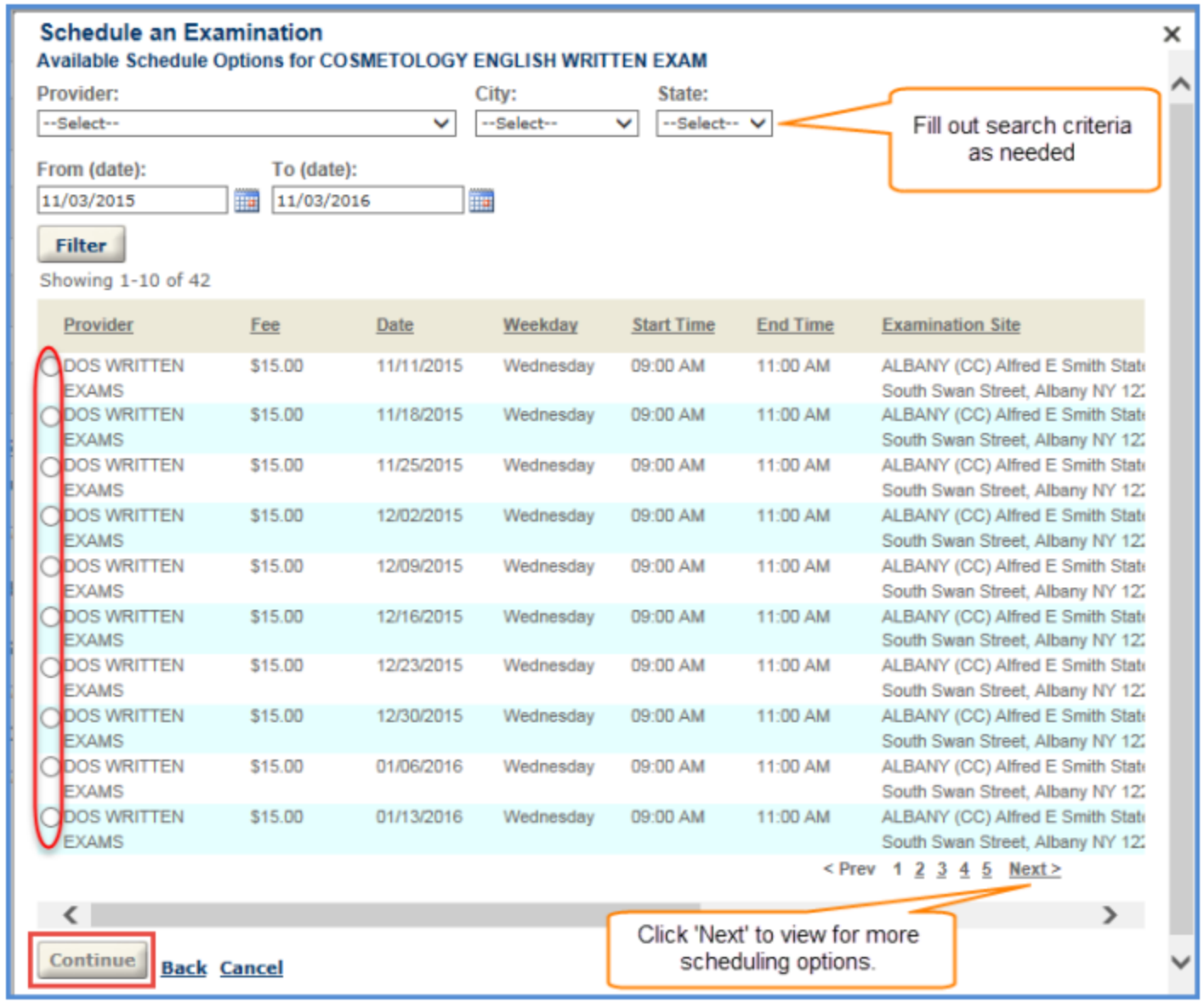
Continue Cancel

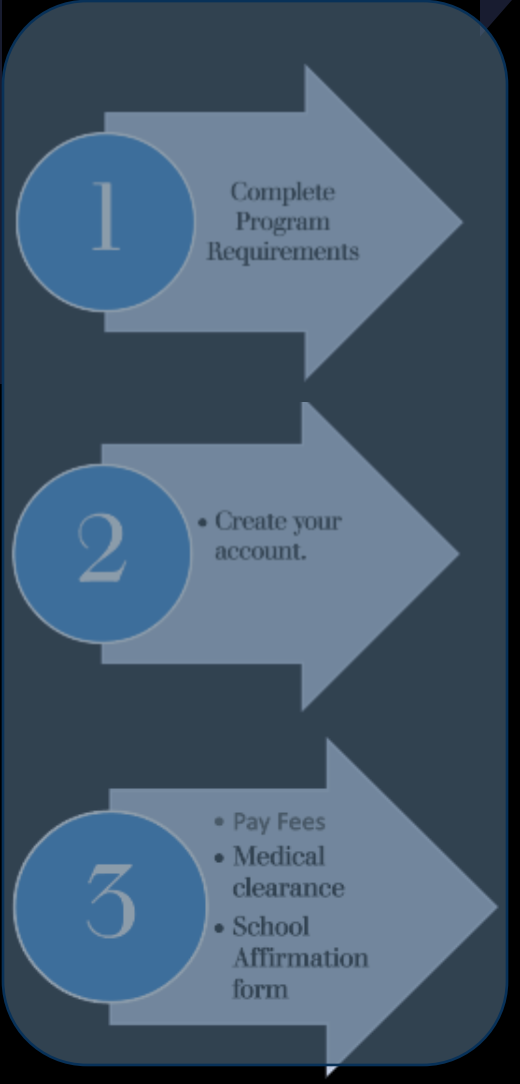
1 Complete Program Requirements

2
- Create your account.

3
- Pay Fees
- Medical clearance
- School Affirmation form

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





Confirm you 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

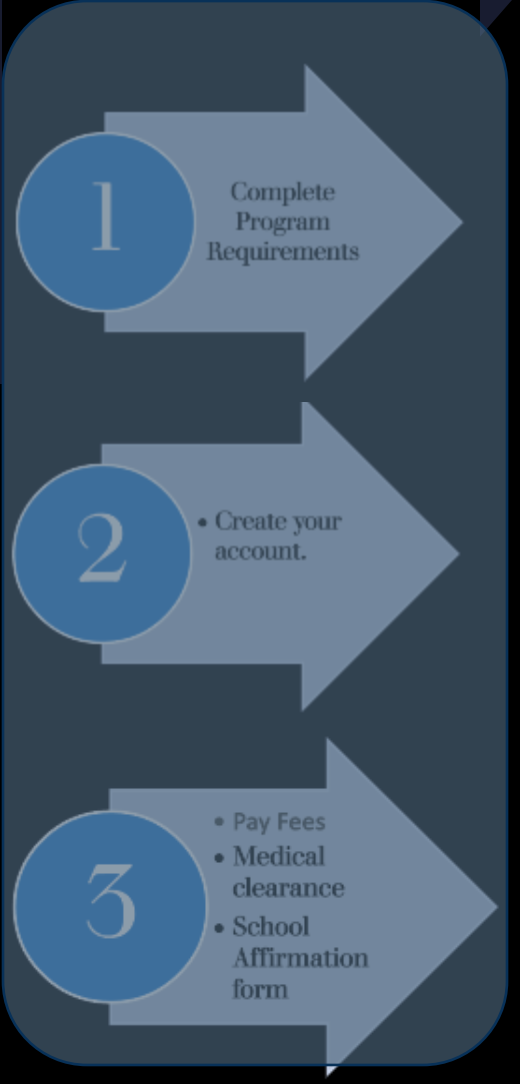
Fees	Amount
Written Exam Fee	$15.00
TOTAL FEES	**$15.00**

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

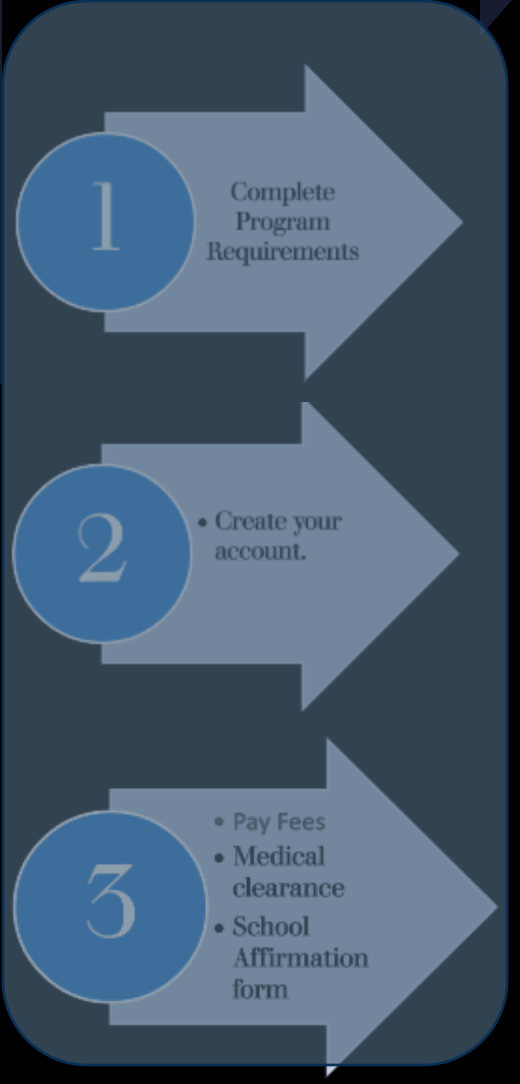


Your first temporary license is activated while you schedule and take your exams. You must pass either the practical or written exam in order to renew your temporary license. Once you pass both the written and practical exams your operator license is automatically issued.

Taking the Exams

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take exams

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



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

Complete Program Requirements

2

- Create your account.

3

- Pay Fees
- Medical clearance
- School Affirmation form

4

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

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

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.

- 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.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

Cancellation Policy

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.**

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

Practical Exam

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.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

Practical Exam

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.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

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 den you access to the examination.

Cancellation Policy
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
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.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

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

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

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.

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

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.

Apply

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/אידיש)

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

1. Complete Program Requirements
2. Create your account.
3. Pay Fees
   - Medical clearance
   - School Affirmation form
4. Prepare your kit, pack your materials, bring ID, and take exams

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

SECTIONS

Requirements

Fees

Exams

Practical Exam

Apply

Appearance Enhancement Business/Area Renter Application

Other Forms

FAQs

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?

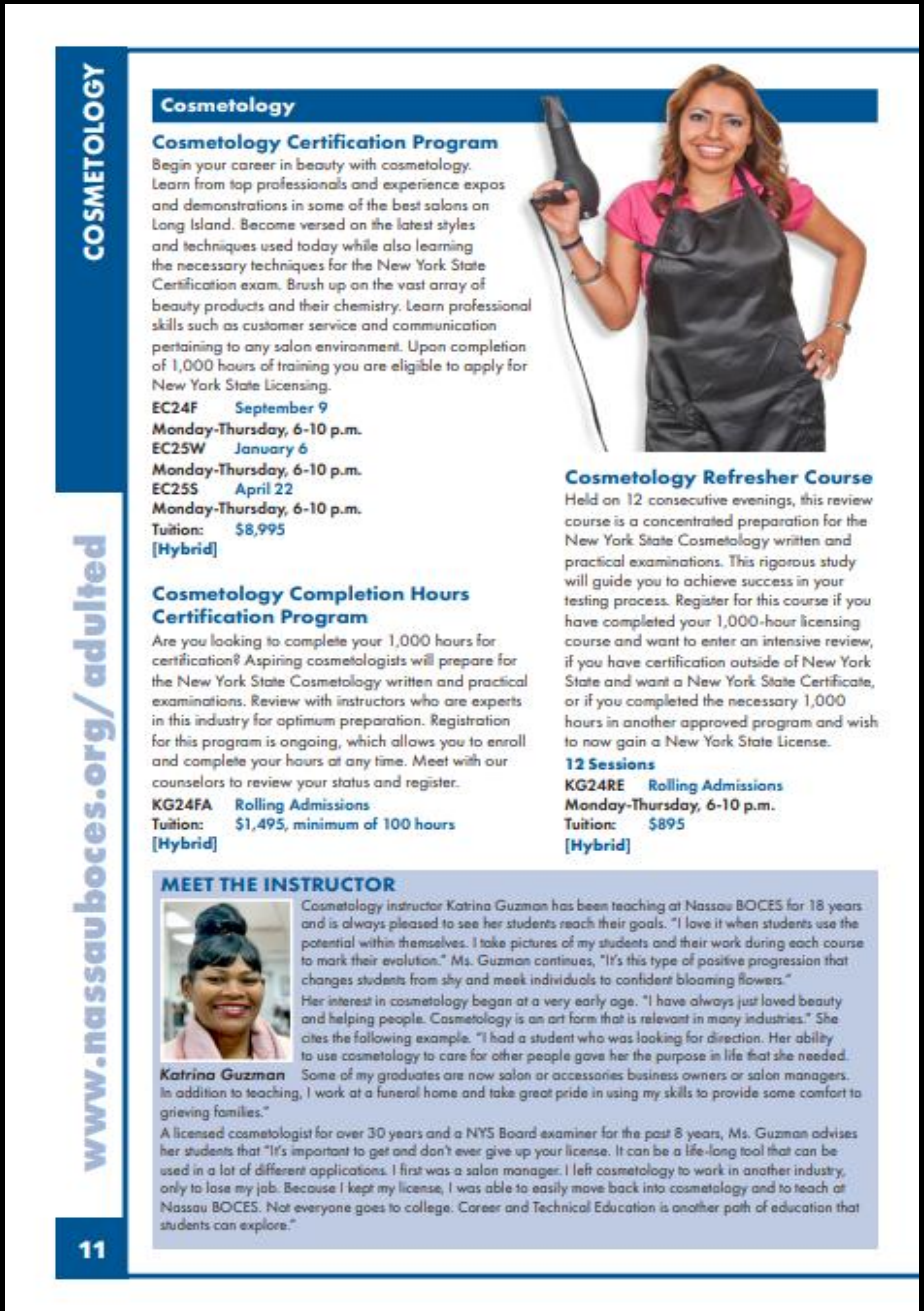
There are some options

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

ADULT EDUCATION AT BARRY TECH

Adult Education Catalog: adulted_catalog (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

www.nassauboces.org/adulted

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

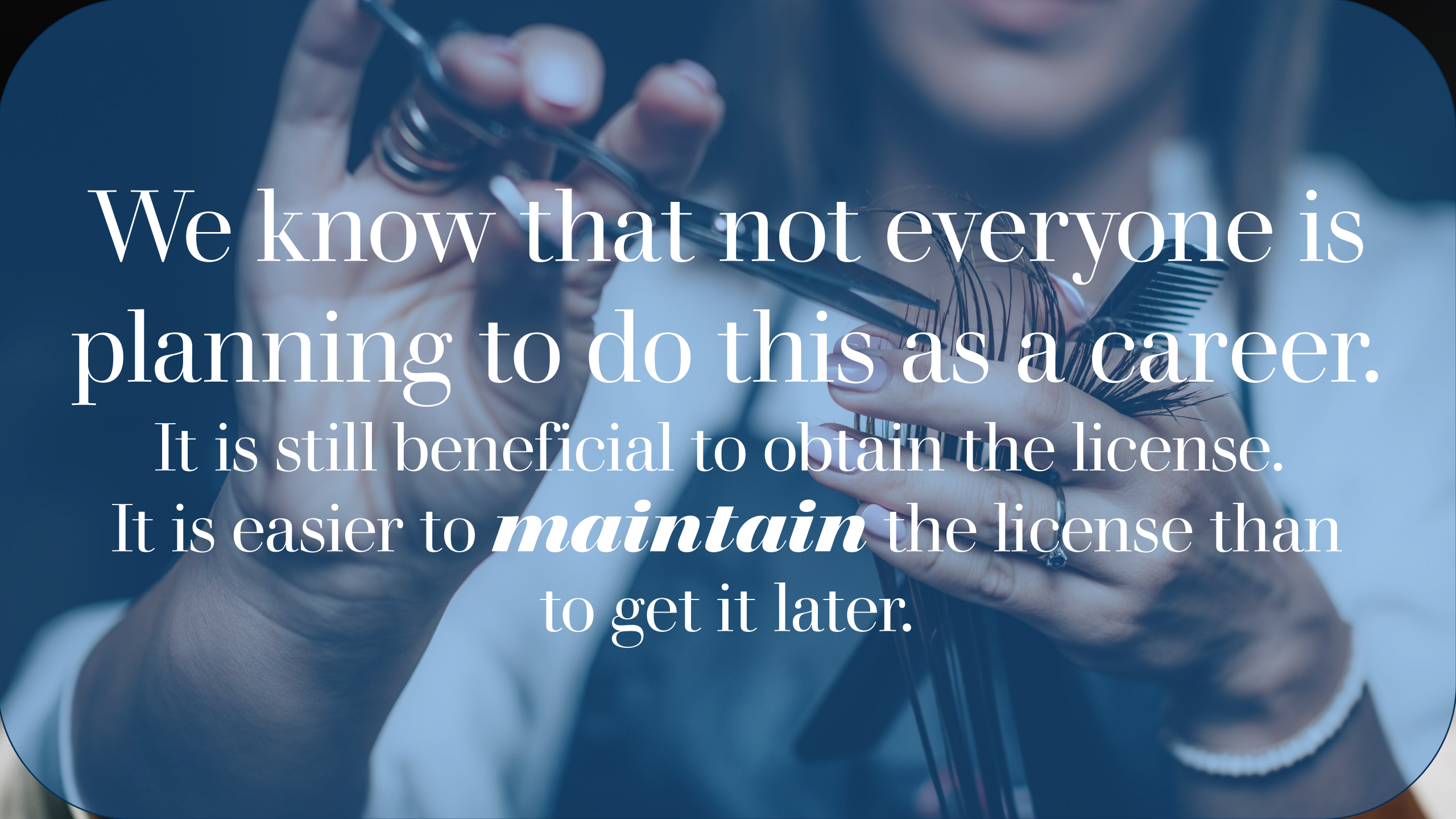
Katrina Guzman

Cosmetology instructor Katrina Guzman has been teaching at Nassau BOCES for 18 years and is always pleased to see her students reach their goals. "I love it when students use the potential within themselves. I take pictures of my students and their work during each course to mark their evolution." Ms. Guzman continues, "It's this type of positive progression that changes students from shy and meek individuals to confident blooming flowers."

Her interest in cosmetology began at a very early age. "I have always just loved beauty and helping people. Cosmetology is an art form that is relevant in many industries." She cites the following example. "I had a student who was looking for direction. Her ability to use cosmetology to care for other people gave her the purpose in life that she needed. 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 to 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."

11



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

COSMETOLOGY