

BELLA CAPELLI academy

PAUL MITCHELL®

PARTNER SCHOOL

Dear Future Salon Professional:

Congratulations on making the decision to explore your interest in Bella Capelli Academy! We are very proud of our commitment to excellence and to the future of style, and we want to share our excitement with you through the information enclosed.

Paul Mitchell Future Professionals discover a world of possibilities in the beauty industry through our network of over 50,000 salons in 81 countries across the globe. Our Future Professionals have insider access to our professional online community, and unique career opportunities in beauty, fashion, business, and more!

We have enclosed information to assist you in discovering more about our academic reputation, curriculum and programs, career opportunities in the beauty industry, and scholarships and financial aid availability. For a copy of our school catalog, and other important information please visit our website at paulmitchell.edu/pittsburgh.

This information is a great place to start, but we encourage you to connect with a member of our Enrollment Team to experience our school environment for yourself. We have options! You can schedule a personal School Tour and Career Planning Session at our campus, join us for a virtual visit, attend one of our Open House events, or participate in a group tour with your peers. No matter which option works best for you we hope to learn more about your passion for beauty, answer your questions, and assist you in planning how you can achieve your career dreams.

Bella Capelli Academy is accredited by the National Accrediting Commission of Career Arts and Sciences and approved by the United States Department of Education to offer federal financial aid to those who qualify. Our Financial Aid Leader is available to answer your questions about the application process, help you discover what scholarships are available, and other payment options.

We look forward to assisting you in making your decision to attend Bella Capelli Academy.

Best Regards,

Megan Graham

Megan Graham
The Admissions Leader
E-mail: mgraham@bellabeautyacademy.com
412-424-0379

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Robinson Plaza II, Suite 100, Route 60 and Park Manor, Pittsburgh, Pennsylvania 15205 Phone: (412) 424-0379 Option 3
Email: mgraham@bellabeautyacademy.com

COURSE OUTLINE

NAME OF COURSE: COSMETOLOGY INSTRUCTOR

Full-Time - 500 Hours – 14.3 Weeks

Part-Time - 500 Hours - 24 Weeks

COURSE DESCRIPTION

Cosmetology Instructor: Standard Occupational Classification (SOC) 25-1194.00

Classification of Instructional Programs (CIP) Code 12.0413

The curriculum involves 500 hours to satisfy Pennsylvania state requirements. The Cosmetology Instructor's course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetology instructor.

**Students are prepared to be entry level cosmetology instructor.*

GOALS AND OBJECTIVES

- 1 To provide a quality educational system to prepare each student to pass the state board examination. That quality system includes providing an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.
- 2 To train and graduate students who are prepared, confident, and excited to enter a successful career within the salon and beauty industry.

MEASURABLE PERFORMANCE OBJECTIVES

- 1 Receive the required number of clock hours of training.
- 2 Complete and receive passing grades on all practical graduation requirements and projects to include examinations, both practical and theoretical.
- 3 Satisfactorily pass final written and practical exams.
- 4 Receive a graduation certificate or plaque.
- 5 Pass state board exam.

PENNSYLVANIA STATE LAW REQUIREMENTS

The Pennsylvania State Law requires that students have 500 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial cosmetology instructor license. Following graduation, students are required to take a State Board Written Examination before receiving their Pennsylvania Cosmetology Instructor License. This license is a protected license, but it must be renewed every two years. The state board gives these exams and there is a charge.

INDUSTRY REQUIREMENTS

Students interested in pursuing a career as a cosmetology instructor should:

- 1 Develop finger dexterity and a sense of form and artistry.
- 2 Enjoy dealing with the public.
- 3 Keep aware of the latest fashions and beauty techniques.
- 4 Make a strong commitment to your education.
- 5 Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

Cosmetology Instructor (500 hours)

The instructional program of Bella Capelli Academy a Paul Mitchell Partner School cosmetology meets or exceeds these requirements:

Subject	Recommended Hours
Cosmetology Teaching Techniques	300
Student Teaching	100
Professional Practices	25
Salon Management Theory	75
TOTAL HOURS	500

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

COSMETOLOGY INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 500-hour course:

- Weekly theory exams:** Students must receive 70% or higher on each weekly theory exam. Test scores are posted the Tuesday following the Friday that the test is given. Students must receive a 70% or higher grade on all tests given.
- Practical presentations:** Students must receive 100% on ten (10) practical presentations.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 70 – 79% Failing = Below 70%

INSTRUCTIONAL TECHNIQUES AND METHODS

The 500 clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the State Board of Cosmetology to deny licensure. The State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Bella Capelli Academy a Paul Mitchell Partner School is not responsible for students denied licensure. As of September 1, 2016 the state of Pennsylvania requires all applicants for a Cosmetology license to provide a copy of their criminal record history for any state they have lived in for over the last five years. The cost for this service in Pennsylvania is \$22 for each state the individual lived in during that five year period. The cost for this service varies state to state.

State Early Theory exam candidates:

If you meet the minimum requirements for EARLY TESTING (900 hours for Cosmetologist) and submit your application prior to completion of the required hours (to obtain a license), you will be permitted to take the exam. However, you will NOT BE ISSUED A LICENSE until your school has submitted the transcripts VERIFYING that you have completed the required hours for the license (1,250 for Cosmetologist, etc).

Early Testing is at a student's own discretion. At 900 hours a student will not have completed all Milady Theory exams in preparation for the state exam.

ROBINSON CAMPUS PERFORMANCE STATISTICS/JOB OUTLOOK

Bella Capelli Academy A Paul Mitchell Partner School is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Bella Capelli Academy-Robinson campus is an additional campus of Bella Capelli Academy-Monroeville campus, the outcome rates provided are for all schools under this structure. NACCAS requires schools to list the outcome rates also by program. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Bella Capelli Academy A Paul Mitchell Partner School combined school performance statistics for the calendar year 2018:

Graduation	Placement	Licensure
83.03%	90.51%	91.94%

Bella Capelli Academy A Paul Mitchell Partner School Robinson campus school performance statistics for the calendar year 2018:

Graduation	Placement	Licensure
84.95%	87.34%	92.75%

COSMETOLOGY INSTRUCTOR PROGRAM

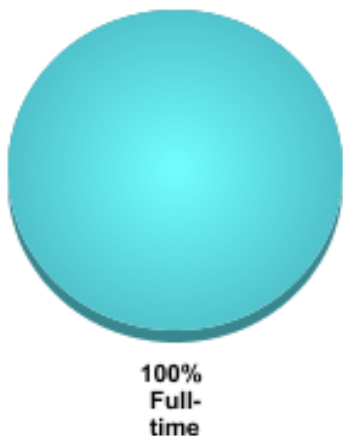
Graduation	Placement	Licensure
N/A	N/A	N/A

STUDENT BODY DIVERSITY

The below information can be found at <http://nces.ed.gov/collegenavigator> and is specific to Bella Beauty Academy a Paul Mitchell Partner School's student diversity concerning gender, ethnicity, full or part time students, retention rates and those students that received Federal Pell Grants.

FALL 2018

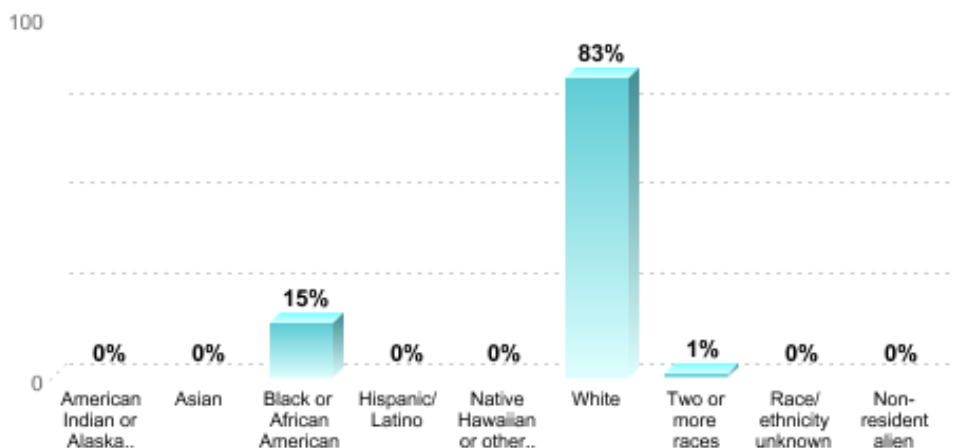
ATTENDANCE STATUS



STUDENT GENDER



STUDENT RACE/ETHNICITY

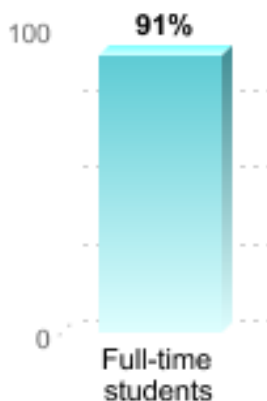


RETENTION AND GRADUATION RATES

First-to-second Year Retention Rates

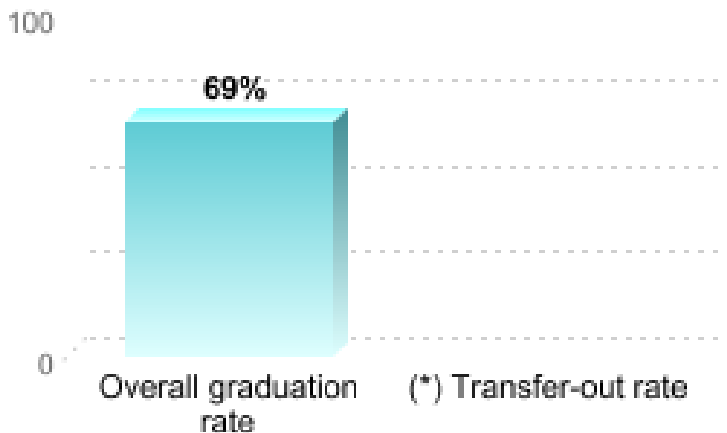
Retention rates measure the percentage of first-time student who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



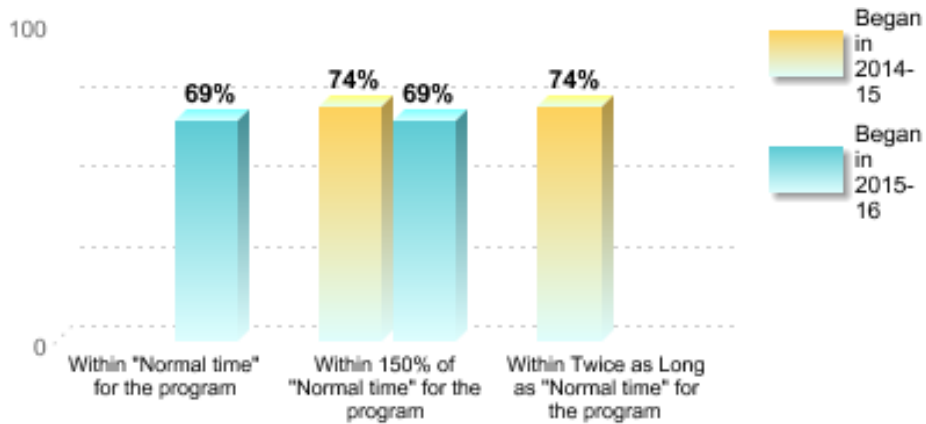
Percentage of Students Who Began Their Studies in Fall 2017 and Returned in Fall 2018

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2015-16



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2014-15 OR 2015-16, BY TIME TO COMPLETION



Percentage of Full-time, First-time students Who Graduated in the Specified Amount of Time

FINANCIAL AID

Undergraduate Student Financial Aid, 2017-2018

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid (1)	91	93%	---	---
Grant or scholarship aid	51	52%	\$303,131	\$5,944
Federal grants	51	52%	\$303,131	\$5,944
Pell grants	51	52%	\$303,131	\$5,944
Other federal grants	0	0%	\$0	---
State/local government grant or scholarships	0	0%	\$0	---
Institutional grants or scholarships	0	0%	\$0	---
Student loan aid	89	91%	\$710,238	\$7,980
Federal student loans	89	91%	\$710,238	\$7,980
Other student loans	0	0%	\$0	---

- (1) Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid (1)	149	---	\$813,164	\$5,457
Pell grants	146	---	\$720,926	\$4,938
Federal student loans	210	---	\$1,500,435	\$7,145

- (1) Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.

- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid

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TUITION AND REGISTRATION SCHEDULE

Tuition - Cosmetology

Tuition	\$16,950.00
Application Fee (<i>non-refundable</i>)	100.00
Technical Kit*	1,654.21
Textbook (<i>non-refundable</i>)	193.46
Digital Kit (<i>non-refundable</i>)	381.31
Sales Tax (<i>non-refundable</i>)	156.02
TOTAL COSTS	\$19,435.00

Tuition - Cosmetology Instructor

Tuition	\$6,525.00
Application Fee (<i>non-refundable</i>)	100.00
Technical Kit*	99.80
Textbook (<i>non-refundable</i>)	163.46
Digital Kit (<i>non-refundable</i>)	381.31
Sales Tax (<i>non-refundable</i>)	45.11
TOTAL COSTS	\$7,314.68

PAYMENT SCHEDULE AND FINANCIAL AID

Bella Capelli Academy A Paul Mitchell Partner School is accredited by the National Accrediting Commission of Career Arts and Sciences and approved by the United States Department of Education to offer federal financial aid to qualifying individuals, and we provide a variety of payment options. Please contact the School Financial Aid office to discuss those options.

NOTE:

- ❶ The cost of tuition does not include the Pennsylvania State Board Examination Fee or License Fee.
- ❷ Tuition costs are subject to change.
- ❸ Inquire at The School for information regarding the complete Enrollment Agreement and Refund Policy.

SCHOOL ADMINISTRATION

Ownership: Bella Capelli Academy, LLC

Director: Gina Garone

Operations Leader: Paul G. DeSabato & Paula DeSabato

Supervisor: Gina Garone

Admissions Leader: Megan Graham

Financial Aid Leader: Alycia Clark

Future Professional Advisor: Kyleigh Wise

Education Leader: Kaitlyn Lanham

Marketing Leader: Megan Graham

School Faculty: Kaitlyn Lanham, Nicole Lattner, Shelby Littleton, Austin Kimenski, Abigail Bishop, Robert Newell, Deana Magliocco,

Angel Lezark, Cherlyn Johnson, Sara Dunfee

2020 CLASS START DATES

Cosmetology

FULL TIME:	November 23
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Cosmetology Instructor

PART TIME:	November 9, December 8
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The maximum enrollment is 25 students per class start date in each program offered.

ROBINSON CAMPUS 2021 CLASS START DATES

Cosmetology

FULL TIME:	January 11, March 8, May 10, August 23, October 11, November 22
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Cosmetology Instructor

PART TIME:	<i>Please see the school's Admissions Leader for specific start dates.</i>
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The maximum enrollment is 25 students per class start date in each program offered.

Full-time day students attend five (5) days (Monday through Friday), 35 hours per week, from 9:00 a.m. to 4:30 p.m. Part-time day students attend three (3) days (Tuesday through Thursday), 21 hours per week, from 9:00 a.m. to 4:30 p.m. Information regarding other course schedules is available upon inquiry. The State of Pennsylvania requires 1250 clock hours for Cosmetology, and 500 hours for the Cosmetology Instructor program. We would love to have you as part of our student team! If you are interested in pursuing an exciting new career, we recommend that you tour the school and complete an application for admission to reserve your enrollment. If you need assistance with housing, please contact the Enrollment Team.

TRANSFER STUDENTS

Bella Capelli Academy will accept transfer hours from other schools based on State Board acceptance of hours. A maximum of 500 hours may be accepted for cosmetology students who transfer from another school; all transfer students must attend a minimum of 750 hours at Bella Capelli Academy, to obtain the Paul Mitchell culture and educational program. For students transferring from another Paul Mitchell School, all transfer hours will be accepted, provided the State Board of Cosmetology's acceptance of transfer hours in Pennsylvania and there is no minimum requirement for hours attended at this school. No transfer hours will be accepted for the cosmetology instructor program.

The cost for transfer students is \$13.05 per hour attended at Bella Capelli Academy; this does not include the cost of a complete and current Paul Mitchell student kit.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Bella Capelli Academy; the number of transferable hours depends on the policy of the receiving school. If you are a transfer student you must provide a sealed affidavit of hours and academic transcripts prior to the first day of class. Transfer students will receive 10% of remaining hours as "free time." For example, if a student transfers in 500 hours and has 750 hours remaining, the student will have 75 hours of "free time." Any hours missed over the 10% allowed, a cosmetology student will be billed \$13.56 per clock hour and a cosmetology instructor student will be billed \$13.05 per clock hour.

Transfer students are responsible to purchase the education kit at an additional cost from the tuition.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Upon completion of the Cosmetology course the student would not be able to work in the following states that surround the Pittsburgh Metropolitan area;

West Virginia- requires 1800 clock hours to be licensed in Cosmetology.

Ohio- requires 1500 clock hours to be licensed in Cosmetology and 1000 hours to be licensed as a Cosmetology Instructor.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

If you are a transfer student you must contact your previous school and obtain your official transcripts with the School Training Affidavit Form. The affidavit must be notarized; your previous school should be aware of this and should be able to provide you with the necessary information. If your transcripts and notarized documents are not sent in with your application, you will not be able to schedule your State Board test.

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Robinson Plaza II, Suite 100, Route 60 and Park Manor, Pittsburgh, Pennsylvania 15205

Admissions: (412) 424-0379 option 3 Email: mgraham@bellabeautyacademy.com

APPLICATION FOR ENROLLMENT

First Name: _____ Last Name: _____

Mailing Address: _____ City/State: _____ Zip: _____

Email: _____ Cell Phone: () _____ Date of Birth: _____

Education ---- High School: _____ City/State: _____

College: _____ Years: _____ Degrees: _____

United States Citizen: ☐ Yes ☐ No If NO, Identify the type of visa or document you hold to be in the United States _____

We are required to report Ethnicity data to the USDE as a part of being a Title IV school. Please list your Ethnicity _____

(1) Hispanic/Latino of any race; and, for individuals who are non-Hispanic/ Latino only, (2) American Indian or Alaska Native, (3) Asian, (4) Black or African American, (5) Native Hawaiian or Other Pacific Islander, (6) White, and (7) Two or more races.

Emergency Contact: _____ Relationship: _____ Cell Phone: () _____

Address: _____ City/State/Zip: _____

Do you need cutting scissors for your: ☐ Left Hand ☐ Right Hand

PLEASE CHECK WHICH OF THE FOLLOWING YOU ARE INTERESTED IN:

☐ Cosmetology Full-time day school (35 hours per week) ☐ Cosmetology Part-time day school (21 hours per week) ☐ Cosmetology Instructor

☐ Transfer student from another cosmetology school --- Number of hours needed: _____ ☐ Re-entry student --- Number of hours needed: _____

☐ Information and help with housing ☐ Information and help with financial assistance

How did you learn about Bella Capelli Academy? _____

2020 DESIRED CLASS START DATES:

Cosmetology: ☐ November 23

Cosmetology Instructor: ☐ November 9 ☐ December 8

2021 DESIRED CLASS START DATES:

Cosmetology: ☐ January 11 ☐ March 8 ☐ May 10 ☐ August 23 ☐ October 11 ☐ November 22

Cosmetology Instructor: Please see the school's Admissions Leader for specific start dates.

ENTRANCE ESSAY:

On a separate sheet of paper, tell us more about you. This can be a letter to your future self, a letter to a Learning Leader or mentor, or a letter of intent. A few prompts to help you get started: What is your vision for your future? What obstacles have you overcome to get to where you are today? What is your motivation to pursue a career in the beauty industry? Why now? Why are you choosing to attend Bella Capelli Academy? How will you stay inspired to achieve your goals? Remember to have fun! This letter will help our team to get to know you and to design a plan to support you throughout your education.

TO FINALIZE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

- 1 Submit the completed application form.
- 2 Submit a \$100.00 non-refundable application fee for admission processing.
- 3 Submit two (2) head-and-shoulder size pictures of yourself. (For stateboard purposes)
- 4 Submit a photocopy of your high-school diploma, official high school transcripts, or high school equivalency diploma.
- 5 Submit a copy of your driver's license or birth certificate.
- 6 Complete a personal interview with the Admissions and/or Financial Aid Team.
- 7 Instructor Program: Students enrolling in the instructor program must provide a copy of a valid and current cosmetology license prior to enrollment.

ACCEPTANCE:

After a prospect has completed the enrollment process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All Applicants must go through the entire enrollment application process which includes re-entry (withdrawals) students and transfer students.

If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible, so the school can review your request. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's Admissions Leader.

Bella Capelli Academy, LLC, dba Bella Capelli Academy A Paul Mitchell Partner School, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

List of State Reciprocity Requirements— Cosmetology Instructor

In the field of teacher/instructor training, each state establishes licensure requirements for being able to practice in their state. Programs of study in teacher/instructor training can range anywhere from 160 clock hours to 1,000 clock hours, and as such, states develop specific requirements for individuals who graduated from school in another state to become licensed in their state. This process is considered reciprocity or endorsement. We have listed the requirements for an individual who graduates from a teacher/instructor program in the United States and who wants to become licensed in another state.

Please note that the school you are planning on attending has only had their curriculum evaluated by their state to meet the requirements for licensure and practice. In the field of teacher/instructor training, each state board reviews the number of clock hours you attended in your home state, the subject areas, and practical experiences you completed as a part of the process of determining what, if any, additional requirements you may have to meet in order to be licensed in their state. We encourage all graduates who are considering becoming licensed in another state to first take the licensure exam in their home state, which will make it easier to transfer into another state. If you are not licensed by your home state, the state you are considering getting licensed in may require you to take additional training to meet their state minimum hour requirements and/or take their state licensure exam. State boards do not evaluate the curriculum of schools located in other states, but do, in most cases, recognize training from other states. Please refer to the requirements below.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Alabama	The state allows anyone who completed a program in another state to request licensure.	The state reviews each request after receiving a copy of the license from the transferring state. The individual is required to pay a fee to apply and may be required to take any exams based on the state they are transferring from.
Alaska	The state allows anyone who completed a program in another state to request licensure; however, the state may request additional work and education experience.	Verification of a current hairdresser instructor license issued by another licensing jurisdiction. Verification of a current license to practice as a hairdresser in Alaska. Verification of training and experience equivalent to that required in Alaska, including verification of at least three years of practice as a licensed hairdresser in Alaska or another licensing jurisdiction. If you intend to teach in more than one profession, you must verify three years of work experience in each profession, OR verify one year of practice in a licensed field in Alaska or in another licensed jurisdiction followed by 600 hours of student instructor training in a school approved by the board or by another jurisdiction.
Arizona	Must be licensed in a state with equal or greater requirements (650 hours).	Must be licensed for at least a year in the field that you want to teach. Complete an instructor training course in another state that has the same or greater requirements than Arizona (650 hours). Pass the exam for an instructor's license and have five years of licensed industry experience in the last 10 years.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Arkansas	Must be licensed in a state with equal or greater requirements (600 hours).	The applicant must have passed both a written and practical national or department-approved examination; must have a current, valid license issued under the laws of another state; and the scope of practice for which the applicant is licensed in another state must be equal to or greater than the particular class of license that the applicant is applying for in the state of Arkansas (600 hours).
California	The state does not require licensure as a teacher; however, a person must be licensed as a practitioner in the subject area taught.	Must have a valid license as a practitioner in the subject area the individual will teach, and certification through post-secondary education.
Colorado	The state does not require licensure as a teacher; however, a person must be licensed as a practitioner in the subject area taught.	Must hold a Colorado cosmetology license and have two years of experience.
Connecticut	The state allows anyone who completed a program in another state to request licensure.	Must hold a Connecticut cosmetology license and have taken and passed an instructor examination.
Delaware	Must be licensed in a state with equal or greater requirements (500 hours or 250 hours and two years of experience).	Cosmetologist instructor—500 classroom hours in a teacher training course and license in the individual's home state, or two years of experience as an active, licensed, practicing cosmetologist plus at least 250 hours of instruction in a teacher training course in cosmetology.
District of Columbia	Must be licensed in a state with equal or greater requirements (1,000 hours).	If applying for licensure by reciprocity, the applicant must provide a letter of good standing from a jurisdiction with requirements which were substantially equivalent at the time of the applicant's licensure to those of the District of Columbia (1,000 hours); have passed an examination acceptable to the board; have an active certification from a recognized national certifying organization; and have not been disciplined or otherwise disqualified by the national certifying organization relied upon for the application for licensure by endorsement.
Florida	Hold an active license in another state.	In Florida, the only requirement that must be met to become a cosmetology instructor is to attend a cosmetology school that offers a certification program.
Georgia	Must be licensed in a state that has similar requirements (750 hours).	The state will accept licensees from other states with similar licensure requirements (750 hours). The applicant must apply, pay a fee, and have no disciplinary action against his/her license. The individual must have been licensed in a qualifying state for at least one year and hold a Georgia license in his/her field. States not eligible for reciprocity with GA: AK, PA, MD, MA, ME, and VA.
Hawaii	Must be licensed in a state that has similar requirements (600 hours).	Currently licensed as a beauty operator or instructor for at least one year in Hawaii or in another jurisdiction, and must complete at least 600 hours of beauty school instructor training in compliance with the board's curriculum. Take and pass the state board examination.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Idaho	Must be licensed in a state that has similar requirements (900 hours or 500 hours plus work experience).	The holder of a current license in another state may be eligible for licensure. Licensure may be gained through endorsement if an applicant either holds a current license from another state whose standards are not less than Idaho standards, or holds a current license from another state and has met work experience requirements. If an individual does not meet the equal standards or experience requirement, additional training and examination will be required. An applicant must show proof of training equivalent to the Idaho requirements and pass the examination(s). Must take a six-month (minimum) course of cosmetology instructing as a student in a licensed cosmetology school, provided that the course consists of no less than nine hundred (900) hours; or take a three-month (minimum) course of cosmetology instructing as a student in a licensed cosmetology school if the applicant has at least two (2) years of experience as a licensed cosmetologist, provided that the course consists of no less than five hundred (500) hours.
Illinois	Must be licensed in a state that requires at least 1,000 hours of training or 500 hours of education and work experience.	Must be currently licensed by another state as both a cosmetologist and an instructor. Submit official transcripts of teacher training from the cosmetology school attended with the school seal affixed. Certification of licensure must be completed by the state of original licensure stating a brief description of any licensure examination taken and the grades received. It must also state whether there is any record of disciplinary actions taken or pending. If the individual completed less than 1,000 hours but at least 500 hours of teacher training, the individual must verify at least two (2) years of lawful practice in another jurisdiction.
Indiana	Must be licensed in a state that requires at least 1,000 hours of training or 700 hours of education and work experience.	Applicant must provide a license certification from their jurisdiction. Applicant's jurisdiction must require 1,000 hours of beauty culture instructor education in a beauty culture school. One (1) year of licensed practice may substitute for one hundred (100) hours of education for an applicant who has completed a minimum of 700 hours of instructor education. The home state must require a score of at least 70% on both the written and practical licensing exams.
Iowa	Must be licensed in a state that requires at least 1,000 hours of training.	Official transcript or diploma that meets the requirements of Iowa Administrative Code (1,000 hours), OR official verification of licensure verifying the applicant has held an active license in another state for at least 12 of the last 24 months directly preceding submission of the application. Board staff will determine whether the previous exam meets Iowa requirements; if it does not, the applicant will be required to take the NIC exam before he/she can be licensed in Iowa.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Kansas	The state allows anyone who completed a program in another state to request licensure.	An individual must have a Kansas practitioner license first before he/she can be considered for an instructor license. Must also have verification of instructor hours sent to the Kansas board from the state in which they were acquired.
Kentucky	Must be licensed in a state that requires at least 750 hours of training.	Must provide a certification of hours and/or license from the state licensing agency where the hours were obtained. If the applicant's hours obtained out of state are equivalent to Kentucky's hour requirement (750 hours), then the applicant will apply as an out-of-state exam applicant. If the applicant does not have enough hours, the applicant must complete remaining hours required for licensure in a school of cosmetology in Kentucky before applying for the licensing exam.
Louisiana	Accepts the training provided in other states.	A person currently holding an instructor license who took the NIC exam only needs to take the state law test. If a person did not take the NIC exam, he/she would be required to take the NIC exam and the state law test.
Maine	Accepts the training provided in other states.	Must have an original verification of licensure from the state licensing board or jurisdiction that the individual currently holds a valid instructor license.
Maryland	The state does not require licensure as a teacher; however, a person must be licensed as a practitioner in the subject area taught.	Maryland does not require cosmetology instructors to be licensed.
Massachusetts	Does not recognize licenses from other states.	A person who has graduated from a cosmetology program satisfactory to the board and has had a minimum of two years of experience as either a Massachusetts-licensed cosmetologist or an assistant cosmetology instructor may apply to the board for licensure as a cosmetology instructor. He/she must file an application with the board, pay the required fees, and achieve a passing score on an examination satisfactory to the board.
Michigan	Must be licensed in a state that requires at least 500 hours of training.	Must be licensed as a cosmetologist. Training and testing requirements in the home state must be substantially equal to Michigan's requirements (500 hours). If the home state's requirements aren't similar, the licensee may be required to take additional training hours and the written and practical exams.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Minnesota	Experience verification showing at least 2,700 hours of licensed practice within the past three years.	The individual must have a current instructor license in another state. He/she must contact the board in each state where he/she has ever held an instructor license and request certification(s) of licensure to be mailed directly to the board office. The certification must verify at least one current, active instructor license in another state. If the certification(s) verify the individual successfully completed comparable instructor training, a course completion certificate will not be required. If the certificate(s) verify the individual has passed an instructor general exam and/or an instructor practical exam (or the equivalent of each), he/she will not be required to take and pass the verified exam(s). Otherwise, the individual will be required to take and pass the exam(s). The individual must have an active Minnesota operator or salon manager license in order to obtain an instructor license.
Mississippi	Must be licensed in a state that requires at least 1,000 hours of training.	Must possess a current Mississippi practitioner's license. Must have completed six (6) semester hours in college courses approved by the board. Must have 1,000 hours of instructor training in a licensed school of cosmetology. Must have attended one mandatory board "methods of teaching" seminar, earning a minimum of five (5) continuing education hours. Must submit an affidavit completed and signed by the board official in the state from which the current license is held attesting to licensure status and any disciplinary action within the past five (5) years. Must submit a certified transcript of completion of the course of training for which the application for approval for the examination is being made or an affidavit attesting to the education.
Missouri	Must be licensed in a state that requires at least 600 hours of training.	Hold a current license in a state with substantially similar or superior requirements (600 hours). If the individual has less hours than Missouri requires, he/she will need to take additional training. NIC testing is required for all transfers.
Montana	Accepts the training provided in other states.	Must have a license to practice issued by the department in the particular area of practice in which the person plans to teach. Must have been actively engaged in that particular area of practice for 12 continuous months before taking the teacher's examination. Must have received a diploma from a licensed school approved by the board certifying satisfactory completion of 650 hours of student teacher training, or have three years of experience in that particular area of practice. A person who qualifies for a license under this subsection has two years to complete board-approved coursework related to teaching methodology before a license to teach is renewed.
Nebraska	Must be licensed in a state that requires at least 600 hours of training.	An individual must hold a current Nebraska cosmetology license. An individual must have completed at least 600 hours of cosmetology instructor training. If the individual did not complete a 600-hour training program, the state will consider work experience as follows: each month of full-time practice as a cosmetology instructor within the five years immediately prior to this application counts for 100 hours toward cosmetology instructor training.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Nevada	Accepts the training provided in other states.	In order to be eligible for reciprocity in the state of Nevada, an individual's license must be active and in good standing in another state. Applicants must complete an application, submit the required information, and pass a 25-question Nevada state law test with a score of 75% or higher to become licensed.
New Hampshire	Accepts the training provided in other states.	Requires certification of state licensure verifying an individual's current license, testing information, and disciplinary action (if any). This must be obtained from the state board in which the license is held. Instructor license applications require a certification for the professional license and the instructor license. Requires transcripts of training from the school attended.
New Jersey	Must be licensed in a state that requires at least 500 school hours + 30-hour teaching methods course.	Applicants who have obtained training in another state shall demonstrate certification from the licensing authority in the state that such training is substantially equivalent to the training offered in New Jersey (500 school hours + 30-hour teaching methods course), or the individual may be required to take more training. An applicant must also have taken and passed a practical examination in his/her state of licensure.
New Mexico	Must be licensed in a state that requires at least 1,000 hours of training.	Applicants who do not meet the New Mexico hourly requirements (1,000 hours) may receive 150 hours of credit for each six full months of licensed experience. Work experience less than six full months will not be considered toward training hours. To obtain any license by reciprocity, no more than fifty percent of the hours required for licensure by in-state applicants may be obtained by work experience. Must have an affidavit from the state regulatory agency verifying that the applicant holds a current license and is in good standing with the state. Licensure in multiple states may require the applicant to send an affidavit from each state. If not a licensee, the applicant must provide a certified transcript for the course of study or an affidavit of hours from the regulatory agency or school attended, and he/she must submit to the New Mexico examination for licensure.
New York	Accepts the training provided in other states.	Must have a cosmetology license; two years of experience; and have taken the Secondary Assessment of Teaching Skills written exam. The individual must also provide a school certificate; a school transcript listing subjects and hours completed; and a current, original certification of licensure from the individual's home state board.
North Carolina	Accepts the training provided in other states, except Florida and Alaska.	The state accepts licenses from other states that offer reciprocity and will only have to apply; here is a list: https://www.nccosmeticarts.com/initiallicensing/licinanotherstate.aspx . If reciprocity is not offered, then you have to submit a certification of training and licensure. Teacher's licenses cannot be obtained without first holding a current license for practice in the corresponding discipline in North Carolina.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
North Dakota	Must be licensed in a state that requires at least 160 hours of training.	Provide proof that the applicant is licensed as a cosmetologist and instructor in another jurisdiction and that the applicant's license is in good standing. Demonstrate that either: the applicant provides satisfactory proof of completing the course curriculum hours (160 hours) required by the board and proof of successfully passing the theoretical and practical examinations substantially similar to those required in this state; or, the other jurisdiction's licensure requirements at the time the applicant was licensed were substantially equal to those in North Dakota. Must pass an examination on North Dakota laws, rules, and regulations.
Ohio	Must be licensed in a state that requires at least 1,000 hours of training.	Persons holding a valid license to teach the theory and practice of cosmetology in other states may obtain an Ohio license to teach cosmetology if all of the conditions are met: The individual holds an active instructor license in cosmetology. The requirements to obtain the license in the jurisdiction of origin extends similar reciprocity opportunities to individuals licensed in Ohio. At the time the license was obtained in the other licensing jurisdiction, the requirements in this state for obtaining the license the applicant seeks were substantially equal to the requirements of that licensing jurisdiction (1,000 hours).
Oklahoma	Must be licensed in a state that requires at least 1,000 hours of training or 300 hours and two years of experience.	Must hold a current Oklahoma cosmetology license; complete 1,000 hours of study, or 300 hours if two years of recent licensed experience is verified (or equivalent number of credit hours); and pass a written and practical exam.
Oregon	Must be licensed in a state that requires at least 1,000 hours of training.	To obtain an Oregon instructor license, a person will have to provide proof of licensure in another state and pass all relevant Oregon written examinations. Proof of licensure in another state must show that the education received is substantially equivalent to Oregon certification requirements (1,000 hours).
Pennsylvania	Must be licensed in a state that requires at least 500 hours of training or has reciprocity.	Reciprocity can be granted to individuals licensed in those states with which Pennsylvania has reciprocity. To qualify for licensure by reciprocity, an individual must have a current license and two years of working experience from the original licensure date. Must possess a current cosmetologist license and have completed a minimum of 500 hours of instruction in a cosmetology teacher curriculum provided by a licensed school of cosmetology. If the applicant does not meet the requirements for reciprocity, the Pennsylvania examination (theory and practical) must be successfully completed. The state board of cosmetology has a reciprocal agreement with every state except Connecticut, Colorado, Florida, Hawaii, New Jersey, New Mexico, Rhode Island, and Utah.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Rhode Island	Must be licensed in a state that requires at least 300 hours of training.	Has held a hairdresser license, issued under the laws of this state or another state, for at least three (3) years preceding the date of application for an instructor's license, and has satisfactorily completed three hundred hours of instruction in hairdressing teacher training approved by the department. Passed an examination approved by the department.
South Carolina	Accepts the training provided in other states.	Upon application and payment of the required fee, a license to teach cosmetology may be issued by the board to any person who is currently licensed, and in good standing, as an instructor in a state that has a nationally endorsed examination; or who is a licensed cosmetologist who has practiced for at least two years in any other state and submits proof, satisfactory to the board, of having completed instructor training (750 hours) which is substantially equivalent to requirements of this state.
South Dakota	Must be licensed in a state that requires at least 1,000 hours of training.	Any person may qualify and be licensed by the state as an instructor for cosmetology upon application made to the state. The application shall be accompanied by satisfactory evidence that the applicant: possesses the required 1,000 hours; currently holds a valid cosmetologist license; has complied with any instructor education as prescribed (1,000 hours) or has at least one year of teaching experience as a licensed instructor from another state in cosmetology; and has passed an examination prescribed by the state. However, the applicant may receive the license conditionally, dependent on completing instructor education and passing the examination as prescribed by the commission.
Tennessee	Must be licensed in a state that requires at least 300 hours of training.	Applicants applying for instructor reciprocity must provide proof of passing a state board approved course of at least 300 hours for instructors, and proof of passing an instructor theory and practical exam. A state theory and hands-on practical exam are required to be eligible for reciprocity in Tennessee. If an individual did not take either of these exams in the state where they currently hold an active license, then they may be required to take one or both. Additional hours may also be required to substantially meet Tennessee licensure requirements.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Texas	Must be licensed in a state that requires at least 750 hours of training.	License holders from other states and territories may be eligible for a Texas license if their state has education and examination requirements that are substantially equivalent to Texas (750 hours). Must submit with an application, a copy of the current out-of-state cosmetology license, and a letter of certification from the out-of-state licensing agency.
Utah	Must be licensed in a state that requires at least 400 hours of training and work experience.	Provide satisfactory documentation of completion of: an instructor training program conducted by a licensed or recognized school and with a minimum of 400 hours or the equivalent number of credit hours; on-the-job instructor training conducted by a licensed instructor at a licensed or recognized school with a minimum of 400 hours or the equivalent number of credit hours; or a minimum of 3,000 hours of experience as a cosmetologist/barber; and meet the examination requirement established by rule.
Vermont	Must be licensed in a state with similar requirements.	Have three (3) full-time years of experience or possess sufficient teacher education and experience to permit the board to determine that the instructor applicant's background is equal to those of a practitioner with three years of experience; be licensed in the profession under these rules which they teach; have passed an instructor's examination approved by the board; and take a minimum of 24 hours of professional education approved by the board per licensing period.
Virginia	Accepts the training provided in other states.	Hold a cosmetology license; have taken a post-secondary course in teaching techniques or board-approved instructor training course; and have taken the cosmetology instruction exam.
Washington	Accepts the training provided in other states.	To get a cosmetology instructor license in Washington state, an individual must have a current instructor license in good standing in another state and a current cosmetology license in Washington. The applicant must provide proof of passing the state-approved written and performance examinations.
West Virginia	Accepts the training provided in other states.	An applicant from another state seeking certification as an instructor is eligible for certification by reciprocity if the applicant: has acquired training in another state equal to the requirements established in this rule; has passed an NIC instructor exam; has passed a West Virginia state law exam with a score of at least 80%; and the state in which the applicant is certified extends the same privilege to certified instructors from West Virginia. The applicant must also have successfully passed a teaching techniques course at a post-secondary education level; have graduated from a recognized school of cosmetology; and have applied to the board with the appropriate fees.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Wisconsin	Accepts the training provided in other states.	Wisconsin does not license instructors. In order to teach in Wisconsin, an individual must be licensed as a cosmetologist in Wisconsin. In order to transfer a cosmetology license, an individual must be currently licensed in another state.
Wyoming	Must be licensed in a state that requires at least 500 hours of training.	Must have graduated from an instructor program with equal or greater hour requirements (500 hours), or have equal or greater study in teaching from outside a cosmetology school, or a combination of training and work history that is equal or greater than Wyoming. Must have passed a board-administered theory and practical examination.