

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. The Free Application for Federal Student Aid can be found at www.fafsa.ed.gov, and our school code is E02148. Our Financial Aid Leader is available to answer your questions about the application process, help you discover what funds you may qualify for, scholarships, 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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PARTNER SCHOOL

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

Full-time - 1250 Hours – 36 Weeks

COURSE DESCRIPTION

Cosmetology: Standard Occupational Classification (SOC) 39-5012.00

Classification of Instructional Programs (CIP) Code 12.0401

The curriculum involves 1250 hours to satisfy Pennsylvania state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, nails, skin, makeup, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

**Students are prepared to be entry level cosmetologist.*

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 1250 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial cosmetology license. Following graduation, students are required to take a State Board Written Examination before receiving their Pennsylvania Cosmetology 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 in cosmetology 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.

STATE OF PENNSYLVANIA REQUIREMENTS

Cosmetology (1250 hours)

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

Subject	Minimum Technical Instruction	Minimum Practical Instruction
Professional Practices I. Bacteriology, Sterilization, Sanitation A. Clean-Up B. Decontamination C. Infection Control D. Salon Safety E. First Aid II. Professional Attitude A. Ethics, Business and Salesmanship B. Personal Improvement III. Business Practices A. Personal and Public Hygiene B. Resumes IV. Pennsylvania Beauty Culture Law	50	
Sciences I. Histology II. Trichology III. Chemistry A. Pharmacology IV. Physiology A. Anatomy B. Properties of the Hair and Scalp V. Cosmetic Dermatology VI. Electricity A. Electrical Appliances B. Light Therapy	200	
Cosmetology Skills		
I. Shampooing A. Rinsing B. Conditioning	25	25
II. Hair Styling A. Wigs and Hairpieces B. Thermal Hair Styling	75	75
III. Hair Shaping A. Finger Waving a. Ridge Making B. Skip Waves C. Pin Curling a. Placement D. Ridge Curls <i>continued on next page</i>	35	80

IV. Permanent Waving A. Product Knowledge a. Ammonium Thioglycolate b. Acid c. Alkaline B. Wrapping Techniques a. Spiral b. Double Rod c. Single Halo d. Double Halo e. Mohawk f. Loop Rod C. End Paper Wraps A. Double Flat Wrap B. Bookend Wrap C. Single Flat Wrap	75	75
V. Hair Coloring A. Product Knowledge a. Tint b. H ₂ O ₂ c. Bleach B. Techniques a. Weave b. Tint Retouch c. Virgin Tint Going Darker d. Virgin Bleach e. Bleach Retouch f. Slight Color Change g. Cap Highlight h. Virgin Tint Going Lighter C. Classifications a. Temporary b. Semi-Permanent c. Demi-Permanent d. Permanent	75	75
VI. Hair Straightening A. Chemical Straightening B. Product Knowledge a. Sodium Hydroxide b. Ammonium Thioglycolate	20	30
VII. Skin Care A. Skin and Its Disorders B. Makeup C. Massage D. Packs And Masks E. Skin Analysis	25	25
VIII. Manicuring A. Hand and Arm Massage B. Implements C. Nails and Their Disorders continue on next page	15	25

IX. Temporary Hair Removal A. Brow Arching a. Waxing b. Tweezing	10	15
X. Scalp Treatment A. Draping	5	
XI. Care of All Hair Types and Textures A. Analyze the Scalp and Hair B. Client History	20	45
XII. Haircutting A. History of Barbering B. Holding the Shears/Razor C. Techniques a. Scissor Over Comb b. Clipper Over Comb c. Layers d. Texturize e. Razor D. Elevations E. Implements, Tools, Equipment F. Shaving A. Mustache and Beard Design	75	75
TOTAL HOURS		1250

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.

INSTRUCTIONAL TECHNIQUES AND METHODS

The 1250 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.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1250-hour course:

- 1 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.
- 2 Core Test: Core Performance Skill and Theory evaluation test.
- 3 Final Exam 1: This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc.
- 4 Final Exam 2: The written test covers an overview of all theory instruction, Pennsylvania State Law, and other items covered on the State Cosmetology exam.
- 5 Monthly practical worksheets: Eight (8) practical monthly worksheets, students must receive 100% to meet practical graduation requirements.
- 6 Adaptive to Creative Practical Exam

The following grading scale is used for theory progress:

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

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 PROGRAM

Graduation	Placement	Licensure
84.95%	87.34%	92.75%

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).

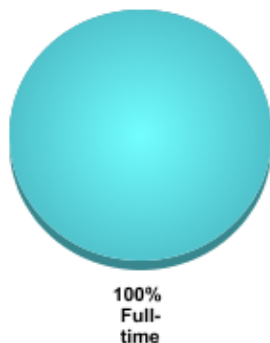
Early Testing is at a student's own discretion. At 900 hours a student will not have completed all Milady Theory exams in preparation for the state exam.

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

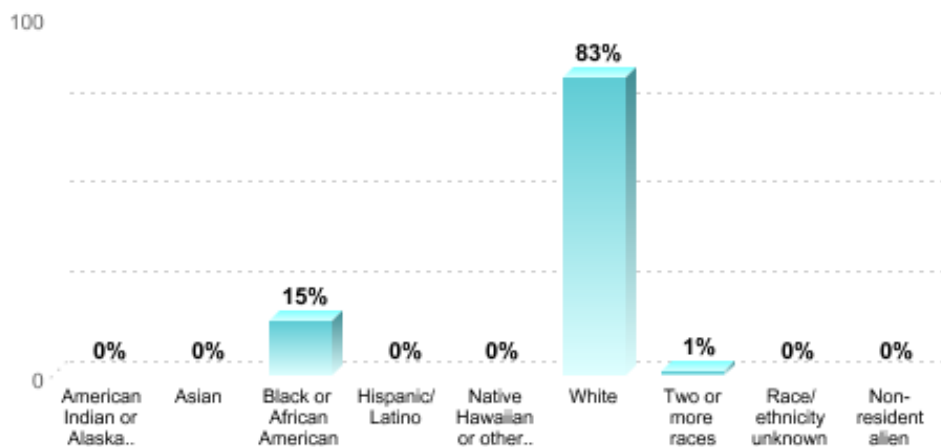
ATTENDANCE STATUS



STUDENT GENDER



STUDENT RACE/ETHNICITY

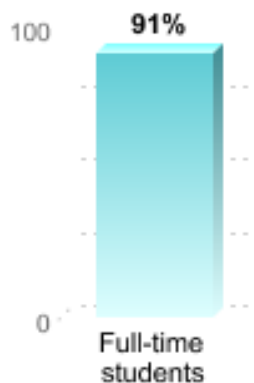


RETENTION AND GRADUATION RATES

First-to-second Year Retention Rates

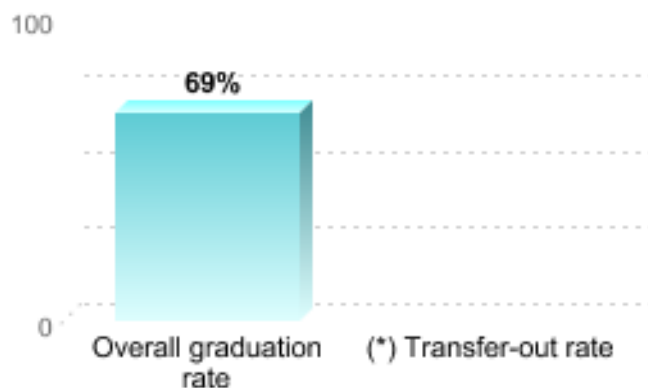
Retention rates measure the percentage of first-time student who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



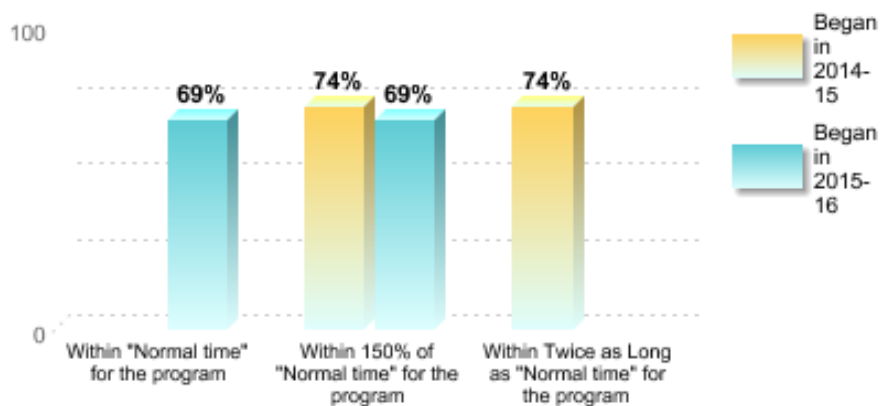
Percentage of Students Who Began Their Studies in Fall 2017 and Returned in Fall 2018

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, Cherlyn Johnson, Angel Lezark, 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

In the cosmetology profession, each state establishes licensure requirements for being able to practice in their state. Programs of study in cosmetology can range anywhere from 1,000 clock hours to 2,100 clock hours, and as such, states develop specific requirements for individuals who graduated from cosmetology school in one state to be able to become licensed in another state. This process is considered reciprocity or endorsement. We have listed the requirements for an individual who graduates from a cosmetology program in the United States and 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; however, in the field of cosmetology, each state board reviews the number of clock hours you attended in your home state and 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. State boards of cosmetology do not evaluate the curriculum of schools located in other states.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Alabama	The state allows anyone who completed a program in another state to request licensure.	Request certification to be sent from current state; contact the state board for paperwork and exams; and pay a \$100 fee.
Alaska	Hold a current license in a state with equivalent requirements (1,650 hours).	Hold a current license in a state with equivalent requirements (1,650 hours); or 1 year of full-time employment + 1,500 school hours; or 2 years of full-time employment in the field.
Arizona	The state allows anyone who completed a program in another state to request licensure.	At least 1 year of practice in the current state of licensure within the five years prior to application.
Arkansas	The state allows anyone who completed a program in another state to request licensure.	Hold a valid cosmetology license; have certification of licensure and training; and pass a state law exam.
California	The state allows anyone who completed a program in another state to request licensure.	Must hold a cosmetology license in good standing in home state and must be licensed for 3 out of the last 5 years.
Colorado	Hold a valid license from home state with equivalent requirements (1,800 hours).	Apply for licensure by endorsement and hold a valid license from home state with equivalent requirements (1,800 hours).
Connecticut	Hold a valid license from home state with equivalent requirements (1,500 hours).	Hold a valid license from a state with equivalent requirements (1,500 hours) and pass a written exam.
Delaware	Must be licensed in a state with equal requirements (1,500 hours).	Must be licensed in a state with equal requirements (1,500 hours) or submit a notarized statement from an employer certifying that you have been working in the field for at least 5 years.
District of Columbia	Must be licensed in a state with equal or greater requirements (1,500 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 (1,500 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.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Florida	Hold an active license in another state with equal requirements (1,200).	Hold an active license in another state with equal requirements (1,200 hours) or complete additional training hours to qualify for endorsement.
Georgia	Must be licensed in a state that has similar requirements (1,500 hours).	Must be licensed in a state that has similar requirements (1,500 hours) and submit an application and fee for endorsement.
Hawaii	Completed similar or equivalent education requirements (1,800 hours).	Completed similar or equivalent education requirements (1,800 hours) and may be required to take written and practical exams.
Idaho	Completed similar or equivalent education requirements (1,600 hours).	The holder of a current license in another state may also be eligible for licensure by endorsement if an applicant either: holds a current license from another state whose standards are not less than Idaho standards (1,600 hours), or the applicant holds a current license from another state and has met work experience requirements of at least one year of actual practice under certification or licensure in the three years immediately prior to the application in the profession for which the license is being sought. If the applicant 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). Applicants who do not meet the equivalent training requirement must graduate from a licensed Idaho school of barbering or cosmetology.
Illinois	The state allows anyone who completed a program and licensure in another state to request licensure by endorsement.	Apply for licensure by endorsement by providing certification of licensure from the current state board.
Indiana	Must be licensed in a state that requires at least 1,500 training hours.	Must be licensed in a state that requires at least 1,500 training hours and have achieved a passing score of at least 70% on written and practical exams.
Iowa	Must be licensed in a state with similar or equivalent requirements (2,100 hours).	Transfer through endorsement and must be licensed in a state with similar or equivalent requirements (2,100 hours) for 12 of the last 24 months.
Kansas	Must be licensed in a state that requires at least 1,500 training hours.	Must be licensed in a state with similar or equivalent requirements (1,500 hours), and must pass an open-book exam.
Kentucky	The state allows anyone who completed a program in another state to request licensure.	Must have a certification of license from the state board that issued the license and may be required to take state licensing exams.
Louisiana	Reciprocity to those states that use the NIC (National Interstate Council of State Boards of Cosmetology) test.	Applicants in WI, VT, TX, TN, NY, MN, MI, MA, MD, KS, HI, FL, CT, and CO must take the NIC exam (NIC, state theory, and practical exams).
Maine	Must be licensed in a state that requires at least 1,500 training hours.	Hold a valid license in another state with similar requirements (1,500 hours). If requirements differ, must pass state exams.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Maryland	Must be licensed in a state that requires at least 1,500 training hours.	Hold a valid license in another state with similar requirements (1,500 hours) and provide certification that license is current and in good standing.
Massachusetts	Accepts the training provided in other states.	Must pass the state's written and practical board exams.
Michigan	Must be licensed in a state that requires at least 1,500 training hours.	Hold a valid license in another state with similar or greater requirements (1,500 hours).
Minnesota	Accepts the training provided in other states.	Verification of current licensure, high school diploma, completion of exams, and an application for reciprocity.
Mississippi	Accepts the training provided in other states.	Submit an application, an affidavit/certification of training that meets Mississippi's reciprocity requirements, and appear for an application eligibility interview.
Missouri	Must be licensed in a state that requires at least 1,500 training hours.	Hold a current license in a state with substantially similar or superior requirements (1,500 hours), and must have practiced cosmetology for two consecutive years in another state.
Montana	Must be licensed in a state that requires at least 2,000 training hours.	Hold a license in a state with comparable training and testing requirements (2,000 hours); may be required to take additional training hours plus take national exams.
Nebraska	Must be licensed in a state that requires at least 2,100 training hours.	Hold a current license in another jurisdiction issued on the basis of a written and practical examination, and complete a cosmetology course consisting of at least 2,100 hours.
Nevada	Must be licensed in a state that requires at least 1,600 training hours.	Must have a current license (in good standing) in another state and must have passed the NIC (National Interstate Council of State Boards of Cosmetology) written exam in the state of licensure or take the exam in Nevada.
New Hampshire	Must be licensed in a state that requires at least 1,500 training hours.	Must have completed 1,500 training hours in home state and pass a hands-on practical exam and a national written exam in English.
New Jersey	Must be licensed in a state that requires at least 1,200 training hours.	Hold a current license in another state with satisfactory requirements (1,200 hours); otherwise, must submit an "out-of-state" application and required documentation and pass state exams.
New Mexico	Must be licensed in a state that requires at least 1,600 training hours.	Provide verification of licensure in another state with similar or superior requirements (1,600 hours). May substitute 150 credit hours for each 6 full months of licensed experience.
New York	The state limits the acceptable curriculum to those states on the approved list.	Must be currently licensed from a state on NY's reciprocity list. In some instances, must have 1+ years of licensure in order to qualify. The list of 21 states and the number of years licensed to qualify for reciprocity can be accessed here: https://www.dos.ny.gov/licensing/endorsement.html#cosmetology

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
North Carolina	The state limits the acceptable curriculum to those states on the approved list.	Hold a current license in good standing, meaning no disciplinary actions. Licensed in a state that offers reciprocity to North Carolina. The list of 13 states that have reciprocity with North Carolina can be accessed here: https://www.nccosmeticarts.com/initiallicensing/outstategraduates.aspx . An individual from a state that does not have reciprocity may provide a copy of his/her transcripts for verification. If the required practical experiences were not obtained, the individual may need to take additional training in a cosmetology school to meet the state's requirements.
North Dakota	Accepts the training provided in other states.	Provide a letter of certification from the current state board and a copy of the state's licensing requirements, and must take the North Dakota Laws, Rules and Regulations exam.
Ohio	Does not recognize curriculums from other states.	Does not offer reciprocity; must take and pass Ohio's practical, theoretical, and manager exams.
Oklahoma	Must be licensed in a state that requires at least 1,500 training hours.	Hold a current license in a state with equal or higher requirements (1,500 hours); have at least 3 years of recent, licensed work experience; and may be required to take state licensure exams.
Oregon	Accepts the training provided in other states.	Submit an affidavit of licensure and a qualifying application and pass the written exam, which includes the Oregon Laws and Rules exam.
Pennsylvania	Accepts the training provided in other states.	Hold a current license and have 2 years of working experience from the original licensure dates.
Rhode Island	Must be licensed in a state that requires at least 1,500 training hours.	Hold a license in another state with equivalent educational requirements (1,500 hours). Work experience may be considered. Must pass licensing exams.
South Carolina	Accepts the training provided in other states.	Hold a current license (in good standing) in another state and must have passed a nationally recognized exam.
South Dakota	Must be licensed in a state that requires at least 2,100 training hours.	Hold a current license from a state with equal or greater requirements (2,100 hours); work experience may be considered (2 work hours = 1 school hour). Must pass the South Dakota Laws and Rules exam.
Tennessee	Must be licensed in a state that requires at least 1,500 training hours.	Provide proof of a current license from another state with equal requirements (1,500 hours); may substitute with proof of 5 years of work experience.
Texas	Must be licensed in a state that requires at least 1,000 training hours.	Licensed in a state with substantially equivalent requirements (1,000 hours); in some cases, work experience may be credited.
Utah	Must be licensed in a state that requires at least 1,600 training hours.	Submit verification of current license; must meet educational (1,600 hours) and exam requirements.
Vermont	Must be licensed in a state that requires at least 1,500 training hours.	Hold a license in a state whose requirements are equal or superior (1,500 hours), and pass a state law exam.

STATE	ACCEPTS CURRICULUM	RECIPROCITY REQUIREMENTS
Virginia	Must be licensed in a state that requires at least 1,200 hours (80% of the 1,500 hours required by the state).	Have a current license in a state with substantially similar training requirements (1,200 hours or 80% of the 1,500 hours required by the state) and submit an application for endorsement and proof of licensure.
Washington	Accepts the training provided in other states.	Have a current license in good standing in another state.
West Virginia	Accepts the training provided in other states if the state uses the NIC examination for licensure.	If licensed in a state that uses the National Interstate Council of State Boards of Cosmetology (NIC) examination, you must take and pass the state law exam; if licensed in a state that does not use the NIC examination, you would need to submit an application for review.
Wisconsin	Accepts the training provided in other states.	Currently licensed in another state.
Wyoming	Must be licensed in a state that requires at least 2,000 training hours.	Currently licensed in a state with equal requirements (2,000 hours); must have graduated from a state-recognized school and have taken board-administered exams.