

## State Board Application Instruction Sheet

1. Go to the PA State portal [www.pals.pa.gov](http://www.pals.pa.gov) and register as a new user. ALL red lined box information is required. You MUST have an email account that you can access to complete the registration (**DO NOT use your school email**). Check your email and activate your account.

- a. Sign in with the username and password you created.
- b. Select "apply for a new license"
- c. Select Cosmetology and complete questions

2. You will be able to complete a portion of the application, up to and including the background check before you are required to submit the \$10.00 application fee and the \$22.00 background check fee by credit card. After this is paid, you will be able to move forward and upload the remaining documents.

3. All items will be uploaded **EXCEPT** your Cosmetology transcript, early or final testing affidavit, and your \$93.00 payment.

4. Items you will need (everything in yellow is your responsibility and everything in green the school will provide):

- Age requirement- copy of your driver's license or birth certificate
- High school requirement- a letter from your sending school, on letterhead, signed by a school official that states that you successfully completed 10th grade OR a copy of your completed 10th grade transcripts (preferred if you do not have diploma) OR copy of diploma, if graduated.
- You must have a 2x2 headshot (can be taken with your phone, and uploaded).
- Educational affidavit- either 900 hours for early testing or 1250 for final testing (1250 is a final testing affidavit and requires notary, must be completed by instructor).
- The school Cosmetology transcript- once you have all other information completed and collected, we will provide your transcript in a sealed envelope (mailed to PearsonVue with final testing affidavit and money order).

Money Order or Certified check (cannot send a personal check) payable to: Pearson Vue for \$93.00

- Must include application reference #, and last four digits of social security # on the money order

Once all information is uploaded, **SEND** the following items:

Cover sheet with name, application reference number, what is enclosed

Final or early testing affidavit

Cosmetology transcript

\$93.00 payment (money order or certified check)

**TO:**

Pearson Vue

% Dasher, Inc.

P.O. Box 1652

Harrisburg, PA. 17105-1652

## State Board of Cosmetology Application Checklist

**Directions:** Apply to test at [www.pals.pa.gov](http://www.pals.pa.gov) and upload or mail the following documents. If the documents do not specify to mail, then you can take a picture and upload with your phone. While applying, make sure to save the application, and it will pause where you left off so you can return later.

**Important: When applying for your exam, make sure everything you type is correct. Proof-read everything before submitting the application. Typos will delay the processing of your application. If you do not receive an eligibility letter by email in 48 hours then contact the Pearson Vue office at 866-474-1148.**

- A. **First, activate your account in the PALS system by creating a username and password. Keep username and password in a safe place as you need this information to obtain your license.**
  1. Go to [www.pals.pa.gov](http://www.pals.pa.gov)
  2. Click register
  3. Red box = required
  4. Activate account before logging into account to apply for State Board exam
- B. **After account activation, scroll to, "New Professional License Application."**
- C. **Click, "State Board of Cosmetology."**
- D. **Answer "no" to the question, "Are you applying for apprentice?"**
- E. **Click license type - Cosmetologist**
- F. **Prepare and upload or mail the following documents (everything in yellow is your responsibility and everything in green the school will provide).**

1. \_\_\_ Your start date and end date (2020 graduates):  
Start Date: 8/28/17 End Date: Contact Mrs. B for your end date
2. Early Testing Affidavit (Steel Center provides proof of 900 hours) -mail
3. \_\_\_ Affidavit (Steel Center provides proof of 1250 hours) - **mail**
4. \_\_\_ Application Fee (\$10 payable online with credit card)
5. \_\_\_ Criminal History Check (w/in 90 days) - hover over for a link to the website
6. \_\_\_ Education Verification (Steel Center provides)
7. \_\_\_ Education Transcript - Early Testing (Steel Center provides) - **mail**
8. \_\_\_ Education Transcript - Final Testing (Steel Center provides) - **mail**
9. \_\_\_ Testing organization fees- \$93 certified check or money order pay to Pearson Vue - **mail**
10. \_\_\_ PA Exam Early Test
11. \_\_\_ PA Exam Cosmetologist
12. \_\_\_ Proof of age (copy or picture of Social security card, birth certificate, or driver's license)
13. \_\_\_ **School Code (School License #): CS000489L**
14. \_\_\_ Your photo (Head shot from shoulders and above)
- G. **After submitting the application, upload the necessary documents (affidavit, photo, driver's license, etc.)**
- H. **Mail necessary documents with a cover sheet**
  1. \_\_\_ First and last name
  2. \_\_\_ Last 4 digits of SSN -also write on check/money order
  3. \_\_\_ Application # (Starts with AA) - also write on check/money order
- I. **After receiving the verification to test, schedule your exam.**
- J. **If the exam is failed, wait 24 hours and call Pearson Vue to pay the testing cost (\$93) again.**