

This brochure can be located and printed from the agency Web site at the following address:

http://www.oregon.gov/OHLA/COS/how_to_get_licensed.shtml



OREGON HEALTH LICENSING AGENCY

700 Summer Street NE, Suite 320

Salem, OR 97301-1287

www.oregon.gov/OHLA

Phone (503) 378-8667

Fax (503) 370-9004

TTY (503) 373-2114

Hours: Mon 9 am – 4:30 pm, Tues-Fri 8 am – 4:30 pm



OREGON HEALTH LICENSING AGENCY

→ **Board of Cosmetology**



You've just graduated from an Oregon cosmetology school...

Now, how do you get certified to practice?

Examination and Application: A How-to Guide

Congratulations from the Oregon Health Licensing Agency (OHLA) and Board of Cosmetology on your recent graduation from one of Oregon's cosmetology schools.



Before Taking the Written Examination

- ❑ **School must submit transcripts:** Confirm with OHLA that your school transcripts have been submitted to OHLA by your school. Your school must submit your transcripts **directly** to OHLA.

Schools may fax transcripts to **503-370-9004** or attach as a Word or PDF file via e-mail to ohla.info@state.or.us.

- ❑ **Complete and submit a practitioner application:** Fillable application and other forms are available at www.oregon.gov/OHLA/COS/forms.shtml.
- ❑ **Pay application fee(s) per field of practice and examination fees:** Do not pay practitioner certification fee(s) until after passing the examination, including the **Oregon Laws & Rules** section.
- ❑ **Identification required:** Two forms of acceptable original identification issued by a federal, state or local government agency of the United States. **One form must be photographic. For example:** US passport, driver's license, Social Security card, original or certified copy of birth certificate
- ❑ **Payment:** Cash, check or credit card for payment of fees is accepted. No third-party checks, please.



Taking the Written Examination

- ❑ **Conducted on a walk-in basis:** We recommend you arrive before 12 noon if you will be taking examinations for two or more fields of practice. On average, applicants take about 1½ hours per examination section.
- ❑ **Receive same-day certification at OHLA in Salem:** If you take and pass the written examination at OHLA in Salem, you'll receive same-day certification. You'll be able to work the same day!
- ❑ **By appointment only:** If you live out of the Salem area (90+ miles), schedule your examination in advance of traveling to Salem. Contact OHLA at 503-378-8667 or ohla.info@state.or.us for more information.



After Passing the Written Examination

- ❑ **Pass exam(s)**
- ❑ **Go to front counter**
- ❑ **Pay license fee**
- ❑ **Now you're certified and ready to practice!**

Questions? Contact information for the Oregon Health Licensing Agency (OHLA) is located on the back of this brochure.

We'll be glad to assist you!

