

# **Cosmetology Practitioner Application Information Packet**



## **HEALTH LICENSING OFFICE**

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301-2192

Phone: 503-378-8667 | Fax: 503-370-9004

[healthoregon.org/hlo](http://healthoregon.org/hlo) | Email: [hlo.info@state.or.us](mailto:hlo.info@state.or.us)

## **COSMETOLOGY PRACTITIONER APPLICATION INFORMATION**

### **HLO Information**

#### **Health Licensing Office**

1430 Tandem Ave, NE, Suite 180  
Salem, OR 97301  
(503) 378-8667

#### **Business Hours:**

Monday: 8 a.m. to 4:30 p.m.  
Tuesday: **9 a.m.** to 4:30 p.m.  
Wednesday through Friday: 8 a.m. to 4:30 p.m.

*\*The HLO is closed on all state-recognized holidays.*

### **Acronyms Referenced**

- “**AOL**” – Affidavit of Licensure
- “**HLO**” – Health Licensing Office
- “**FOP**” – Field of Practice (i.e. barbering, hair design, nail technology and esthetics)
- “**OAR**” – Oregon Administrative Rule
- “**OEI**” – Oregon Education Institution
- “**OLRE**” – Oregon Laws and Rules Examination

### **Application Requirements**

#### **Applicants must:**

- Meet all application requirements specified by OAR;
- Meet all education and/or licensing requirements for specified qualification pathway;
- Pay all applicable fees (i.e. application, examination and licensing fees); and
- Appear in person to the HLO to:
  - Submit completed application;
  - Submit **two** forms of original identification issued by a government agency, **both of which must include applicant’s current legal name**. Front and back of legible (clear) photocopies if submitted by mail. **At least one form of identification provided to the HLO must be photographic**. Acceptable identification options can be found under Chapter 331, Division 30 of Oregon Administrative Rule; and
  - Take all required state prepared written examinations.

### **Qualification Pathways**

In order to obtain one or more Cosmetology certifications, you must come in through one of three different pathway types. Please review the pathways below to determine certification requirements for each pathway.

#### **PATHWAY 1: GRADUATE FROM AN OREGON EDUCATIONAL INSTITUTION**

##### **Oregon Educational Institution (OEI):**

Completion of education/training in one or more fields of practice (FOP) at an approved OEI by the Oregon Department of Education.

##### **Education/Training Requirements:**

- Barbering-----746 hours
- Esthetics -----444 hours
- Hair Design -----1,110 hours
- Nail Technology -----241 hours

**- AND -**

- Oregon Laws and Rules-----20 hours
- Career Development -----20 hours

\*\*\*Applicants coming from a proficiency-based OEI may be required to submit additional information.

##### **Practical Examination:**

Pass a practical examination, administered by an OEI in one or more FOP’s.

##### **Official Transcript:**

The OEI must deliver an official transcript directly to the HLO certifying training, education and practical examination requirements for each FOP.

##### **Written Examinations:**

Applicants may apply to take the state prepared written examinations when the HLO receives the official transcript.

- **SEE WRITTEN EXAMINATION INFORMATION**

## Qualification Pathways Cont.

### **PATHWAY 2: RECIPROCITY**

The HLO recognizes, at its discretion, other states' education and licensing requirements; however, being licensed in another state does not guarantee that an applicant qualifies for certification in Oregon.

#### **Affidavit of Licensure (AOL):**

An AOL is used to confirm that the applicant's authorization to practice in another state is current and in good standing. Applicants initiate the AOL request through:

- (a) Their out-of-state regulatory authority and direct the regulatory authority to deliver the documentation directly to the HLO; **or**
- (b) The HLO by submission of an AOL request form located on the HLO's website at:  
<http://www.oregon.gov/oha/hlo>

Applicants should update their mailing address with the regulatory authority when initiating the AOL request.

The HLO will mail application information to applicants when their AOL is received.

#### **Written Examinations:**

Applicants may apply to take the state prepared written examinations when the HLO receives the AOL.

➤ **SEE WRITTEN EXAMINATION INFORMATION**

### **PATHWAY 3: REVIEW BY THE HIGHER EDUCATION COORDINATING COMMISSION (HECC)**

Applicants can submit their education and training to the HECC to request a review and determination of qualification for licensure.

#### **Practical Examination:**

Pass a practical examination, administered by an OEI in one or more FOP's.

#### **Written Examinations:**

Applicants may apply to take the state prepared written examinations when the HLO receives approval documentation from HECC and receives a passing score for a board-approved practical examination.

➤ **SEE WRITTEN EXAMINATION INFORMATION**

## Written Examination Information

The state prepared written examination consists of the OLRE and one or more FOP examinations.

#### **Examination Questions:**

- Oregon Laws and Rules-----90 questions
- Barbering-----100 questions
- Hair Design -----100 questions
- Esthetics -----100 questions
- Nail Technology -----100 questions

Examination questions are sourced from the Oregon Administrative Rules and industry textbooks (i.e. Milady and Pivot Point).

Candidate Information Bulletins are available on the HLO website and provide detailed information about subject domains and the number of questions asked per domain.

#### **Time Allowed:**

90 minutes is provided to take each field of practice examination (i.e. Barbering, Hair Design, Esthetics and Nail Technology) and 90 minutes for the Oregon Laws and Rules examination.

*\*Individuals for whom English is a second language have the option to have additional time provided to take the examination(s). See English as a second language below.*

#### **Examination Schedule:**

There is no appointment necessary for testing, however; you must appear at the HLO by specific cutoff times listed below when sitting for multiple FOP's. Examinations are offered on a walk-in basis and subject to space availability.

Applicants will not be able to sit for an examination if they do not have the appropriate amount of time to complete their examinations and should arrive as early as possible to complete all anticipated exams. It may be necessary to come back to the HLO on an additional day(s) in order to complete all the examinations you wish to sit for.

The following schedule provides the **latest time of arrival** an applicant must appear at the HLO to take one or more FOP's and the OLRE:

- 9:00 a.m. – to take 4 FOP and the OLRE
- 10:30 a.m. – to take 3 FOP and the OLRE
- 12:00 p.m. – to take 2 FOP and the OLRE
- 1:30 p.m. – to take 1 FOP and the OLRE

#### **Please note**

*\*The Health Licensing Office does not open until 9 a.m. on Tuesdays.*

*\*Due to space limitations, family and/or friends may not wait in the reception area and should plan to drop off and pick up applicants.*

## **Written Examination Information Cont.**

### **Examinations Offered in Other Languages:**

All FOP's and the OLRE are currently offered in Spanish and Vietnamese. 90 minutes is provided to take each field of practice examination (i.e. Barbering, Hair Design, Esthetics and Nail Technology) and 90 minutes for the Oregon Laws and Rules examination.

### **Additional Time Offered for English as a Second Language (ESL):**

Individuals for whom English is a second language are provided two and a half (2.5) hours to take each field of practice and the Oregon Laws and Rules examination. Additional time will only be given to individuals taking an examination which is not being administered in the individual's primary language.

### **Time of Arrival to HLO for ESL Examinations:**

The following schedule provides the **latest time of arrival** an ESL applicant must appear at the HLO to take one or more FOP's and the OLRE:

- 8:00 a.m. – to take 2 FOP and the OLRE
- 11:00 a.m. – to take 1 FOP and the OLRE

To accommodate individuals taking three fields of practice and the Oregon Laws and Rules, with additional time, the Office will administer those examinations beginning at 8 a.m. other than Tuesdays. It may be necessary to come back to the HLO on an additional day(s) in order to complete all the necessary examinations you wish to sit for.

#### ***\*Please note\****

*The Health Licensing Office does not open until 9 a.m. on Tuesdays.*

### **What to Expect During Examinations:**

- Exams are administered on a computer touch-screen console.
- Questions are multiple-choice and may be skipped one time.
- Opportunity is provided to answer skipped questions at the end of the examination.
- Results are received at the conclusion of the examination.
- Once you have passed your examinations, you may pay for and receive your certification(s).

## **Written Examination Information Cont.**

### **Conduct While Taking Examinations:**

Applicants are required to review and adhere to rules outlined in the examination conduct form, which must be signed by the applicant prior to taking an examination(s). The following rules of conduct are strictly enforced:

- All personal items must be placed in a locker or space designated by the HLO staff.
- Electronic and communication devices are prohibited in the examination testing room.
- Talking, other than with the HLO staff, is strictly prohibited while taking an examination.

### **Passing the Examination(s):**

A score of 75 percent or higher is required to receive a passing score on each examination.

## **Acceptable Identification**

When applying, **two forms** of original identification issued by a government agency must be submitted. **At least one form of identification must be photographic.**

Applicant's name must appear the same on both forms of identification and they must match the name on the official school transcript or affidavit of licensure. If not, the applicant must provide legal documentation sufficient to confirm the name change.

Acceptable identification includes but is not limited to:

- Driver's license
- Social Security card
- United States passport
- Birth certificate (original or certified copy)

Refer to <http://www.oregon.gov/oha/hlo> or OAR 331-30-0000 for a complete list of acceptable identification.

## **Special Accommodations**

Special accommodations are available upon request under the Americans with Disabilities Act (ADA). Such requests must be made 30 days prior to the examination date and time. Contact the HLO if you have questions regarding special accommodations.

## ***Notice to Applicants***

### **Material Misrepresentation:**

Material misrepresentation or material errors of fact on an application for, or renewal of, a certification are grounds for disqualification of examination, refusal to issue or revocation of the certification.

### **Fitness for issuance:**

An applicant who has been the subject of any disciplinary action, including the imposition of a civil or criminal penalty, is not considered qualified for an Oregon certification to practice until the HLO determines the scope, applicability and finality of the disciplinary action as it relates to the applicant's fitness to be issued a certification to practice or use a professional title under a program listed in ORS 676.565.

### **Fingerprint / Criminal Background Check:**

The HLO may require an applicant to complete a fingerprint check through the Oregon State Police. The HLO may also conduct a criminal background check of convictions to determine whether the applicant has been convicted of a crime that may affect the applicant's fitness to practice.

### **Parole or Probation:**

Applicants currently on parole or probation must provide a letter of release from their parole or probation officer authorizing the applicant to obtain a certification to practice in addition to any other specific licensure needed (i.e. independent contractor and/or freelance).

## ***Fees***

### **Application (non-refundable):**

- Original certificate  
Per field of practice (FOP) \$ 30
- Reciprocity (FOP) \$100

### **Examination:**

- Barbering \$ 45
- Hair Design \$ 45
- Esthetics \$ 45
- Nail Technology \$ 45
- Oregon Laws and Rules \$ 45
- Retakes (FOP) \$ 45

### **Certification (valid for two years):**

- Original certificate (FOP) \$ 35
- Reciprocity (FOP) \$ 65

Refer to <http://www.oregon.gov/oha/hlo> for a complete list of fees.

## ***Payment Options***

The HLO accepts cash, check, money order, Visa, Discover and MasterCard. Payment must be made for the exact amount required.

If using a third-party credit card, the cardholder must be present when payment is made.

**\*\*\*Please note:** Bring the attached application with you at the time of testing. **Do not** fax, email or mail the application in to the HLO.



**HEALTH LICENSING OFFICE**  
**Board of Cosmetology**

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**COSMETOLOGY PRACTITIONER APPLICATION**

**1. Applicant Information**

**Check fields of practice you are qualifying for:**

- BARBERING       HAIR DESIGN       ESTHETICS       NAIL TECHNOLOGY

**Application by:**

- Pathway 1: Oregon Educational Institution  
 Pathway 2: Reciprocity – State: \_\_\_\_\_ License Number(s): \_\_\_\_\_  
 Pathway 3: Higher Education Coordinating Commission (HECC) review of education, training and experience.

APPLICANT NAME: LAST FIRST MIDDLE INITIAL

**RESIDENTIAL PHYSICAL ADDRESS (REQUIRED)**

CITY STATE ZIP

**MAILING ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)**

CITY STATE ZIP

PHONE:  HOME  CELL BUSINESS PHONE EMAIL

GENDER BIRTHDATE SOCIAL SECURITY NUMBER (REQUIRED)

- Female  Male

● Have you ever been known under any other name?

- No  Yes – If yes, list full name(s): \_\_\_\_\_

● Do you hold or have you previously held licensure, certification or registration with the Health Licensing Office or any other state?  No  Yes - If yes, please list information below.

State: Lic./Cert./Reg.# Expiration:

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State: Lic./Cert./Reg.# Expiration:

**(Do not write in this section – Official use only)**

Initials \_\_\_\_\_ OTC  Verified ID  Type: \_\_\_\_\_

Qualifying Exam:  Laws/Rules  Barber  Hair  Esthetics  Nail  Re-Exam

Method of Payment:  Visa  MasterCard

Discover  Cash  Check  MO  PO

AMOUNT: \_\_\_\_\_

INITIALS: \_\_\_\_\_

APPROVAL CODE/CK# \_\_\_\_\_

Method of Payment:  Visa  MasterCard

Discover  Cash  Check  MO  PO

AMOUNT: \_\_\_\_\_

INITIALS: \_\_\_\_\_

APPROVAL CODE/CK# \_\_\_\_\_

Method of Payment:  Visa  MasterCard

Discover  Cash  Check  MO  PO

AMOUNT: \_\_\_\_\_

INITIALS: \_\_\_\_\_

APPROVAL CODE/CK# \_\_\_\_\_

**2. Individual Records Questions: Please accurately answer all of the questions below. The Office may review your information through the Law Enforcement Data System, other governmental agencies, and private vendors to confirm the accuracy of the information. Any misrepresentation or failure to disclose information may result in disciplinary action.**

● Are you now, or have you ever been, the subject of any active or inactive disciplinary action or voluntary resignation of a professional license, certificate, registration or permit imposed by a licensing or regulatory authority in this or any other state? Disciplinary action includes, but is not limited to, probation, suspension, civil penalty, or any other sanction limiting, in any way, a license, certificate, registration or permit.  Yes  No If yes, please explain (**attach additional pages if necessary**):

● Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list <b>all</b> convictions, including the charges as stated in the court documents and year convicted ( <b>attach additional pages if necessary</b> ).	Year Convicted

● As of today, are you on probation or parole?  Yes  No If yes, you **must** provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation.

As part of your application for initial or renewed occupational or professional license, certification, or registration issued by the Health Licensing Office, you are required to provide your Social Security number (SSN) to the Office. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC §405(c)(2)(C)(i), 42 USC § 666(a)(13), and 41 CFR 61.7. Failure to provide your SSN will be a basis to refuse to issue or renew the license, certification, or registration you seek. This record of your SSN is used for child support enforcement and tax administration purposes (including identification). The HLO will use your SSN for these purposes only, unless you authorize other uses of the number. Your SSN will remain on file with the Office.

I have examined this application and certify that it is true, correct, and complete. I understand that knowingly making a false statement on this application will be cause for denial, suspension, or revocation of my license, certification or registration. I have enclosed the required fees and documentation.

<b>Applicant Signature:</b>	<b>Date:</b>
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ORS 181A.195, 181A.200, 670.280, 676.608, and 676.612 authorize the Health Licensing Office to conduct criminal background checks and the office requests that you voluntarily provide your Social Security number for this purpose. I understand my application may be subject to a criminal background check.

Before issuing a default final order, the Health Licensing Office must determine the military status of a Respondent, under 50 USC App § 521(b) (Supp. 2005). Your Social Security Number may be used in order to verify your military status (or lack thereof).

If any disciplinary action is taken against your license, certification, or registration, your Social Security Number may be reported to the National Practitioner Data Bank (NPDB) under Title IV of Public Law 99-660, the Health Care Quality Improvement Act of 1986 (Title IV); Section 1921 of the Social Security Act (Section 1921); Section 1128E of the Social Security Act (Section 1128E); and their implementing regulations found at 45 CFR Part 60.

I hereby voluntarily consent to disclose my Social Security number to the HLO for criminal background checks, verification of military status, and reports to the National Practitioner Data Bank (NPDB). Failure to provide your Social Security number for these purposes will not be used as a basis to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your Social Security number by the HLO for these purposes, it may be used only for these purposes.

<b>Applicant Signature:</b>	<b>Date:</b>
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### 3. Race / Ethnicity – Voluntary Question

The State of Oregon has an Affirmative Action policy. If you choose to provide your race/ethnicity information below, it will help us evaluate the effectiveness of our affirmative action programs. This information will also be used in the aggregate (i.e. as a whole, not individually) for research and statistical purposes. It will not be tied specifically or directly to your licensing eligibility or qualifications.

#### Ethnic Background (check only one)

- American Indian or Alaska Native (I)** (Non-Hispanic or Latino): A person having origins in any of the original peoples of North and South American (including central America), and who maintain a tribal affiliation or community attachment.
- Asian (A)** (Non-Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American (B)** (Non-Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino (H)**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race.
- Native Hawaiian or other Pacific Islander (P)** (Non-Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (W)** (Non-Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Two or more races (T)** (Non-Hispanic or Latino): Persons who identify with two or more racial categories named above.

### APPLICATION REQUIREMENTS FOR PRACTITIONER

Applicant must:

- Meet the requirements of Oregon Administrative Rule, Chapter 331, Division 30;
- Submit this completed application accompanied by payment of required fees;
- Submit **two** forms of original identification issued by a government agency, **both of which must include applicant's current legal name**. Front and back of legible (clear) photocopies if submitted by mail. **At least one form of identification provided to the HLO must be photographic**. Acceptable identification options can be found under Chapter 331, Division 30 of Oregon Administrative Rule; **and**
- Meet all education, examination and training requirements in effect at the time of application through one of the following pathways listed on the next page.

**NOTE:** The applicant is responsible for payment of fees assessed by the organization when obtaining required official documentation.



**PATHWAY ONE: GRADUATION FROM AN EDUCATIONAL INSTITUTION**

Applicant must:

- Submit official transcript from an educational institution showing proof of hours for a field of practice as required by the Department of Education pursuant to ORS 345.400 and OAR 581-045-0200; or
- Submit a passing score of a board-approved practical examination within two years before the date of completion and passage of all applicable written examinations;
- Complete and pass a board approved written examination within two years before the date of application including the Oregon laws and rules examination. An applicant with a current certification who is seeking to add a field of practice must pass the Oregon laws and rules examination if the applicant has not passed this examination within two years of applying to add a field of practice; and
- Upon passage of all required examinations and before receipt of certificate, the applicant must pay all required fees. Qualification through pathway one: **Application fee = \$30 (per field of practice); Examination fee = \$45 (per field of practice); and Oregon Laws and Rules exam = \$45.**

(OR)

**PATHWAY TWO: RECIPROCITY**

Applicant must:

- Submit an affidavit of licensure pursuant to OAR 331-030-0040 from another state, which is active with no current or pending disciplinary action and is substantially equivalent to Oregon certification requirements pursuant to ORS 690.047;
- Complete and pass a board approved written examination within two years before the date of application including the Oregon laws and rules examination. An applicant with a current certification who is seeking to add a field of practice must pass the Oregon laws and rules examination if the applicant has not passed this examination within two years of applying to add a field of practice; and
- Upon passage of all required examinations and before receipt of certificate, the applicant must pay all required fees. Qualification through pathway two: **Application fee = \$100 (per field of practice); Examination fee = \$45 (per field of practice); and Oregon Laws and Rules exam = \$45.**

(OR)

**PATHWAY THREE: Higher Education Coordinating Commission (HECC) Review of education, training and experience.**

Applicant must:

- Submit documentation from the HECC confirming the applicant is qualified to take the Board-approved qualifying examination;
- Submit a passing score of a Board-approved practical examination. Practical examination scores are valid for two years from the date the practical examination was completed and passed.
- Complete and pass a Board-approved written examination within two years before the date of application including the Oregon laws and rules examination.
- Upon passage of all required examinations and before receipt of certificate, the applicant must pay all required fees. Qualification through pathway three: **Application fee = \$30 (per field of practice); Examination fee = \$45 (per field of practice); and Oregon Laws and Rules exam = \$45.**

**NOTE:** An applicant is not required to provide proof of official transcripts in a field of practice if the applicant was previously certified in Oregon.

**NOTE:** An applicant coming from a proficiency based educational institution under ORS 345.400 may be required to submit additional information to the HLO.

**NOTE:** The applicant is responsible for payment of fees assessed by the organization when obtaining required official documentation.