



HEALTH LICENSING OFFICE
Board of Electrologists and Body Art Practitioners

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

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

www.healthoregon.org/hlo | Email: hlo.info@state.or.us

ELECTROLOGY LICENSE APPLICATION

1. Applicant Information

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

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

License #: _____ Initials _____ OTC Verified ID Type: _____
 Approval Code/CK# _____

| | | |
|--|--|--|
| Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK# _____ | Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK# _____ | Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> 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**):

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

| | |
|-----------------------------|--------------|
| Applicant Signature: | Date: |
|-----------------------------|--------------|

ORS 181.534, 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.

| | |
|-----------------------------|--------------|
| Applicant Signature: | Date: |
|-----------------------------|--------------|

3. * (Complete This Section Only If Submitting Payment By Mail) *****

**Method Of Payment For: Pathway One - Application Fee \$50; Examination Fee \$50; License Fee \$25; Total of \$125
Pathway Two – Application Fee 150; Examination Fee \$50; License Fee \$50; Total of \$250**

Please check one: Cash Check Money order Purchase order Credit card (see below)

Type of Credit Card: Visa MasterCard Discover (Cardholder must either be the applicant or be present at the time application is submitted) **Do Not Fax or Email Credit Card Information**

Name on card: _____

Card number: _____ Exp: _____ Authorized amount: \$ _____

Cardholder signature: _____

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

License #: _____ Initials _____ OTC Verified ID Type: _____

Approval Code/CK# _____

4. Affirmative Action – Voluntary Question

The State of Oregon has an Affirmative Action Policy. If you choose to provide this information, 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 information.

Ethnic Background (check only one)

- (A) **Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) **African American (not of Hispanic origin):** Persons having origins in any of the Black racial groups of Africa.
- (H) **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of race.
- (I) **American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) **Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

APPLICATION REQUIREMENTS FOR ELECTROLOGY LICENSE

Applicant must:

- Meet the requirements of Chapter 331, Division 30 of Oregon Administrative Rule;
- Submit this completed application accompanied by payment of required fees;
- Submit **two** forms of acceptable identification **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;
- Submit proof of being at least 18 years of age and provide official documentation confirming date of birth, such as a copy of the birth certificate, driver's license, passport or school/military/governmental record with age documented (if not already provided on photographic identification required above);
- Submit proof of having a high school diploma or equivalent; **and**
- Provide documentation of completing a qualifying pathway (**see qualification pathways below**).

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

PATHWAY ONE: GRADUATE FROM A LICENSED ELECTROLOGY CAREER SCHOOL

Applicant must:

- Submit official transcript from an Oregon licensed electrology career school;
- Pay required fees: Application = **\$50**; Written Examination = **\$50**
- Submit passing score of an HLO approved written examination within two years from the date of application;
- Submit passing score of an HLO approved practical examination within two years from the date of application;
and
- Upon passage of all required examinations and before issuance of license, pay **\$25** license fee.

(OR)

PATHWAY TWO: RECIPROCITY

Applicant must:

- Submit an affidavit of licensure pursuant to OAR 331-030-0040 demonstrating proof of holding a current license as an electrologist, which is active with no current or pending disciplinary action, as an electrologist. The licensing requirements must be substantially equivalent to Oregon licensing requirements or if not substantially equivalent the applicant must demonstrate to the satisfaction of the HLO that the applicant has been employed or working as an electrologist full time for three of the last five years.
- Pay required fees: Application = **\$150**; Written Examination = **\$50**
- Submit passing score of an HLO approved written examination within two years from the date of application;
- Submit passing score of an HLO approved practical examination within two years from the date of application;
and
- Upon passage of all required examinations and before issuance of license, pay **\$50** license fee.

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