

RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

PLEASE PRINT. The applicant is required to answer all of the following questions. Read and follow the directions on the checklist (see reverse side). \$100.00 FEE IS NON-REFUNDABLE. Money Order or Cashier's Check Acceptable -- No personal checks accepted for reciprocity.

1. Personal Information – Print clearly

Name: _____ Social Security Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (home) _____ (Cell) _____ Date of Birth: _____

2. Current and Prior Licensing (must have a current license from another state board or country - certification needed - see item #2 on the attached reciprocity checklist)

Current Valid License Number: _____ in the State of: _____ Expiration Date: _____

Type of license (check only one): Cosmetology Esthetician Nail Technician
(Only license for license is accepted, there is no crossover allowed.)

List any other states/country that you hold license(s) OR have held a license: _____

Have you ever had your license(s) suspended or revoked? Yes No If yes, why: _____

3. Testing (cosmetologists must have passed a state theory and state hands-on practical test; nail technicians and estheticians must take and pass the NIC theory and NIC hands-on practical in South Dakota (*see the checklist waiver information). A certification is needed from the other state board(s) showing testing information.

Do you need reasonable testing accommodations due to a disability? Yes No

4. Education (Education: 2100 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)

Beauty School attended: _____ City: _____ State Or Country: _____

Date started at school: _____ Completion date: _____ Total Hours completed: _____

Were any education hours earned in a foreign country? Yes No

If any education hours were earned in a foreign country, please ask for the education evaluation information.

High School or GED or ACT: _____ City: _____ State: _____

Date graduated or GED date: _____ Your Name in high school or when tested: _____

5. Work Experience (complete & attach the work experience affidavit if you do not meet the required education hours)

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. If granted a license to practice Cosmetology, Esthetics, or Nail Technology in the State of South Dakota, I promise to abide by all the laws of the state of South Dakota governing these practices.

Signature of Applicant: _____ **Dated:** _____

CHECKLIST TO COMPLETE THE RECIPROCITY REQUIREMENTS AS OF 07/2011

You must submit the following for reciprocity. All documentation must be submitted in English only. Incomplete submissions are held for only three months. Fees are non-refundable.

1. _____ **RECIPROCITY APPLICATION** – Complete all areas and sign. **Attach** the following:
 - _____ a. copy of birth certificate or naturalization certificate or permanent resident card or US passport or current driver's license.
 - _____ b. copy of high school graduation or GED or ACT scores
 - _____ c. current photograph or copy of photo ID. (must be a clear photo)

2. _____ **CURRENT AND PRIOR LICENSING. A CURRENT LICENSE FROM ANOTHER STATE OR COUNTRY IS REQUIRED FOR RECIPROCITY and is proven by a CERTIFICATION FROM A STATE OR GOVERNMENT COSMETOLOGY BOARD.** A certification of current licensure(s) and certification(s) from any other state(s) where you have or had a license must be mailed directly from that State Board or Country licensing agency to this State Board. An inactive license is recognized as a current license.
****IMPORTANT** The CERTIFICATIONS can take time to obtain so call and get this process started immediately.** If you have a license or have held a license from another country you need to see the "Foreign Applicant" information. Only license for license is accepted, there is no crossover.

3. _____ **TESTING - THE SOUTH DAKOTA STATE LAWS/RULES EXAM IS REQUIRED OF ALL THOSE REQUESTING RECIPROCITY. Cosmetologist applicants must have passed a theory and hands-on practical given by another state board or a professional testing company. As of March 2009, all nail technician and esthetician applicants are required to take the NIC theory and NIC hands-on practical exams in South Dakota. A waiver may be granted if the applicant can show at least five years of work experience and passage of the NIC exams.** We do not recognize testing given by a school. The NIC exams must be taken in Pierre. The state laws/rules exam may be taken in your area if that is the only test required. All exams are scheduled by the office staff. All tests are in English only. No interpreters or dictionaries allowed. Study information is sent after the reciprocity paperwork is approved.

4. _____ **EDUCATION** required: 2100 hours cosmetology, 600 hours esthetics, 400 hours nail technology. (**high school cosmetology education not acceptable.**) If any of your schooling was in a foreign country you will need to have the hours evaluated by a professional evaluation company (see Foreign Applicant information). If you transferred education from one school to another, you will have to state that on the application. See below to add work experience if you do not meet the education requirements. If you do not have the work experience, then you will need to return to school. We only accept schooling documentation from the other State Cosmetology Board, we do not accept documentation from the school. All hours need to be earned at the school. Home study or online courses are not accepted.

5. _____ **WORK EXPERIENCE AFFIDAVIT.** If you do not have the education as required above in #4, then you may add work experience to your education. Example: 1500 education hours + 600 work credit = 2100 hours for cosmetology. Remember, 2 work hours equal 1 hour of education so you need to work 1200 hours to get 600 work experience hours. *If the work experience was obtained more than five years before the date of this application, you will need to attend an Infection Protection course from the commission. Call the office for the course.
 - _____ you may get a maximum of 1,000 hours of cosmetologist experience
 - _____ you may get a maximum of 350 hours of esthetician experience
 - _____ you may get a maximum of 200 hours of nail technician experience

6. _____ **RECIPROCITY FEE OF \$100.00 cashier's check or money order only** (non-refundable). This fee covers any tests, study materials, the initial license, and verification of documents submitted for reciprocity.

7. _____ **TEMPORARY LICENSE APPLICATION AND LICENSE FEE OF \$6.00 cashier's check or money order only** (non-refundable). This is processed after the reciprocity application is approved.

YOU CANNOT WORK IN SOUTH DAKOTA UNTIL YOU GET A SOUTH DAKOTA LICENSE.