

State of South Dakota
Cosmetology Commission

Frequently Asked Questions

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Booths & Salons:

Q: How do I open a new booth or salon?

A: In order to establish a new booth or salon please complete the 'Salon/Booth Permit License Application': [Permit/License Application](#). The Fee is **\$75.00**.

Q: What should I put as my opening date?

A: The Commission will issue your license with an active date which reflects your 'opening date'. If you are not sure when you will be open because your salon or booth is under construction, you are making renovations, or you are negotiating a lease, please include a date that accounts for this timeline. **You must include an opening date on your application for it to be processed.**

Q: How long is my temporary salon/booth permit valid for?

You have 90 days from the date your permit is issued to be inspected. If you have not completed construction or renovation, or if you have not signed a lease, you will not be inspected. If an inspector attempts to inspect your booth or salon and they are denied entry or are unable to conduct the inspection, you are subject to a reinspection fee.

Salon or booth permits will not be extended unless there is an error or delay on the part of the Commission.

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Q: Do I have to put what days I am closed?

A: You are required to indicate which days your booth or salon will be closed. This information allows the Commission inspectors to schedule unannounced inspections. If your salon or booth is closed at a time when you have indicated it is open, you are subject to a reinspection fee. Your salon or booth may also be closed by the Commission if you do not respond to an "Attempted Inspection Notice" within 10 days of the attempted inspection.

Q: Do I need to apply for a booth or salon license?

A: This is an individual decision based on the preferences and needs of the business owner. However, a booth is required to be registered under an existing salon license. A salon license is required for each unique postal address.

Note: If you are a W-2 employee of a salon and receive a wage from the salon, you are not required to hold a booth license.

Q: What are the basic requirements to open a salon/booth?

A: You must have:

- A minimum of 120 sq ft of working space for the first licensee (does not include restroom or storage closets)
- A minimum of 60 sq ft for each additional licensee
- Plumbing connected to a municipal sewer system
- Adequate ventilation for the square footage of the salon or booth
- Publicly accessible restroom
- Relevant supplies (e.g. labeled containers for soiled/clean items, disinfectant, clean linens)
- A minimum of one covered waste container (to be emptied at least daily)
- Sink
- First aid kit (at least one per salon)
- 5-pound ABC Fire Extinguisher (at least one per salon and one for every 1500 sq. ft.)

License Specific Requirements for:

Nail Salons/Booths:

- Mechanical exhaust system (must vent to open air) or activated carbon filtration adequate for square footage
- Minimum of one nail table with lamp
- Minimum of one manicure chair
- Minimum of one pedicure station with client chair

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- A nail applicator brush
- At least one dedicated sink for use exclusively on clients in the salon (no bathroom, breakroom, or kitchen sinks)

Esthetics Salons/Booths:

- A minimum of one facial chair
- One additional chair
- Clean and disinfected esthetics tools & Implements
- At least one dedicated sink for use exclusively on clients in the salon (no bathroom, breakroom, or kitchen sinks)

Cosmetology Salons:

- A minimum of one shampoo bowl in the salon
- Clean and disinfected cosmetology tools & Implements
- All other required items for nail technology, esthetics, or both (as applicable).

Note: this list is not exhaustive, please refer to the South Dakota Cosmetology Commission Laws & Rules (SDCL 36-15; ARSD 20:42)

Q: What will the inspectors look for during my inspection?

A: Please refer to the South Dakota Cosmetology Commission Laws & Rules (SDCL 36-15; ARSD 20:42) and the salon/booth inspection checklist:

https://dlr.sd.gov/cosmetology/documents/salon_self_inspection_checklist.pdf

Q: I am building or starting a new salon, how do I know if it will pass inspection?

A: In addition to carefully reading the South Dakota Cosmetology Commission Laws & Rules, you may request a pre-inspection for a fee of \$75.00.

To request a pre-inspection, you can do one of the following:

1. [Log into your online account](#), select 'Pay for an Application' and then check 'Reinspection / Pre-Inspection License Fee'.

OR

2. [Complete this form](#) and mail it back with a check or money order.

Education:

Q: Where can I go to school?

A: The list of Commission approved education institutions are available here:

https://dlr.sd.gov/cosmetology/documents/approved_education_providers.pdf

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Q: What school does the Commission recommend?

A: The Commission does not endorse any school or college.

Q: When can I take the State board examination?

A: Students with an active enrollment status at a Commission approved school or college may take the State board examination at any time. However, we strongly encourage students to complete at least 50 percent of their education before attempting the State board examination.

Examinations:

Q: When are examinations held?

A: Examinations are available online, to first-time candidates, anywhere a computer and internet connection are available. An examination applicant may choose a date and time that works for his or her schedule when registering for examination (subject to availability).

The instructions to register, pay for, and complete an examination are available here:

<https://dlr.sd.gov/cosmetology/exams.aspx>.

Q: How will I know when I am scheduled to take the examination?

Examination applicants will receive a confirmation email (and an optional text message) from the examination vendor 'Prov'. The email will include the date, time and instructions for completing the examination.

Q: When will I receive my exam results and my license?

A: The pass/fail status for your theory examination and state laws & rules examination will be available in your [online licensee portal](#) within 72 hours of completing your examination (**excluding weekends and holidays***) To access your results, log into your online licensee portal and select 'Application Status'.

Select An Option

- Pay for an Application
- Renew License(s)
- Address Update
- Change Password
- Change Email Address
- Application Status
- Admin



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Q: What if I pass?

A: If you pass your examination, you will receive a 'Provisional Work Authorization' document that you can print and post at your workstation while you wait for your license to arrive in the mail (**only for school graduates with an SER on file with the Commission**).

Q: What if I fail?

A: If you fail your examination, you are ineligible for a provisional work authorization and **must not work until you pass your examination**.

You can apply to retake your examination by:

1. Logging into your [online licensee portal](#)
2. Selecting 'Pay for an Application'
3. Checking the box next to 'Examination Retake Fee'
5. Clicking 'Pay'
4. Entering your payment information

Examinees who fail the state board examination will be ineligible to work until they have passed the state board examination. Retake examinations are administered, in-person, in Pierre.

Inspections:

Q: What will the inspector look for?

A: Please refer to the South Dakota Cosmetology Commission Laws & Rules (SDCL 36-15; ARSD 20:42) and the salon/booth inspection checklist:

https://dlr.sd.gov/cosmetology/documents/salon_self_inspection_checklist.pdf

Q: What happens if I fail inspection?

A: You will receive a 'Notice of Required Corrective Action'. This form is a pink half-sheet which includes:

- Name of Inspector
- Date of Inspection
- Area(s) of Non-Compliance
- Required Corrective Action

*Compliance issues with a small number "1" next to them require the licensee to email proof of corrective action (e.g. receipt, photo, etc.)

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******Compliance issues with a small number “2” next to them require the licensee to remit a \$75.00 reinspection fee. The licensee will also require a reinspection for this compliance issue.

*******Compliance issues with a small number “3” next to them require the licensee to remit a \$75.00 reinspection fee. The licensee will also require a reinspection for this compliance issue.

Note: Items with the number “3” next to them are serious compliance issues and will be referred to the investigative committee for review.

SOUTH DAKOTA COSMETOLOGY COMMISSION
217 W. Missouri Ave., Pierre, SD 57501
Phone: 605-773-6193 | Email: cosmetology@state.sd.us

Notice of Required Corrective Action

Inspector: TYLER EVINS Date of Inspection: 07/01/2024
Licensee Name: JANE DOE Primary License No.: CD-12345

Documented Non-Compliance:

☒ No First Aid Kit 1 ☐ Other 1: _____
☐ No Fire Extinguisher 1 ☒ Other 2: SEE INSPECTION REPORT
☐ Expired License 1 ☐ Other 3: _____
☒ Unlicensed Worker 3
☐ Prohibited Tool/Procedure 3: _____

Inspector Signature: _____

① Mail or email proof of corrective action (e.g. receipt, photo, etc.) to the Commission (within 10 days).
② Requires reinspection, remit payment of \$50.00 to the Commission (online or with cash/money order, within 10 days).
③ Violation will be referred to the Investigative Committee for further action. Requires reinspection, remit payment of \$50.00 to the Commission (online or with cash/money order, within 10 days).

Note: This notice must be mailed or emailed back with your proof of corrective action or with your reinspection payment.

Date Received: _____

Q: How often will I be inspected?

A: Established salons and booths will be inspected annually, at a minimum.

Licensing:

Q: What licenses are offered under the South Dakota Cosmetology Commission?

A: The South Dakota Cosmetology Commission offers three licenses, Cosmetology, Esthetics, and Nail technology. Cosmetologists may practice all services covered by the three licenses.

Q: How many education hours are required for each license?

A: Cosmetologists must earn 1500 Commission approved education hours. Estheticians must earn 600 Commission approved education hours. Nail Technicians must earn 400 Commission approved education hours.

Q: Can I perform eyelash extension, microdermabrasion, or electric nail files?

A: A licensee may perform the above services if it is within their scope of practice, and they have received proper certification. A Certificate from the completed course will need to be submitted to the Commission to review and add to your license.

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Q: How do I get certified to perform eyelash extension, microdermabrasion, or electric nail files?

A: In order to become certified, you must do the following:

- Eyelash extension:
 - Complete 16 hours of approved coursework/training
 - Submit proof of completion to include a certificate with the number of hours and course title.
- Microdermabrasion:
 - Complete 16 hours of approved coursework/training
 - Submit proof of completion to include a certificate with the number of hours and course title.
- Electric Nail Files:
 - Complete 8 hours of approved coursework/training
 - Submit proof of completion to include a certificate with the number of hours and course title.

If you choose to use a course provider that is not pre-approved by the Commission, you will be required to pay \$35.00 so the Commission can research the provider and verify the course. **Providers and courses not on the pre-approved list are not guaranteed to be approved.**

A \$15.00 duplicate license fee is required for issuance of an updated license. To request a duplicate license, please make payment by:

1. Logging into your [online account](#), clicking on “Pay for an Application,” and selecting “Duplicate/Replacement License Fee”.
- OR
2. Mailing the “[Payment Form](#)” along with a check or money order for \$15.00.

Reciprocity Licensing:

Q: I am moving to South Dakota; how can I transfer my license?

A: If you hold an active Cosmetology, Esthetics, or Nail Technology license in good standing in another state, you may be eligible to receive a reciprocity license in South Dakota. In order to apply for reciprocity licensure, you will need to complete the following:

1. Submit the online Reciprocity Application:
https://sdeforms.na2.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAAABlqZhADy2oLgEL7zM6zb9hOozPCE5HuakeCthmjVlvuScd3j6bCugBxIFoP5x7JaufIV00*

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2. Request that the state which issued your license send the SD Cosmetology Commission a 'Certification of Licensure'. The certification will need to include details about the amount of education you received, whether or not you have taken and passed a state approved theory examination, whether or not your license is active and in good standing, whether you have ever received disciplinary action, and when your initial license was issued.
3. Request that your school send the Commission an official transcript (*optional – strongly recommended*)

Many states have different names for their Cosmetology, Esthetics, and Nail technology licenses so do not be discouraged if your license does not have the same name as one in South Dakota. If you meet the basic requirements for licensure in South Dakota it is likely that you are eligible for a reciprocity license.

Q: How long does the process take?

A: Once the Cosmetology Commission has received your application and **all required documents** it can take up to 15 business days for the Cosmetology Commission to review your application and issue your license (if you qualify).

Q: Will I have to take an exam?

A: All applicants for reciprocity licensure are required to take the 'State Laws & Rules' examination. If you have not taken a state approved theory examination for your specific license type, you will be required to take the South Dakota State Board Examination. Proof of your exam status must be included on your certification of licensure in order to receive a waiver for the South Dakota State Board Examination.

Q: What if my license type does not match a license in South Dakota?

A: Each application is reviewed individually to determine equivalency with a relevant South Dakota license.

The license types available in South Dakota are Cosmetology, Esthetics, and Nail Technology. Please [click here](#) to see the hours requirements for each license type.

If your license is determined not to be equivalent to a South Dakota license, you may need to earn additional education hours.