

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

## SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri Ave., Pierre, SD 57501  
Tel. 605.773.6193 | cosmetology.sd.gov

### EXAMINATION PAYMENT & PRE-REGISTRATION INSTRUCTIONS

**Instructions:** To pre-register for examination:

1. Complete the [contact information form](#) (if your email address is already on file with the Commission go to [Step 3](#). If you've already created an online account, [go to Step 4](#))
2. Wait for confirmation from the Cosmetology Commission that your contact information has been processed. You will receive an email from an address ending in '@state.sd.us' (be sure to check your spam folder).
3. Create a user account by [clicking on this link](#), then clicking on 'create new password':

#### South Dakota Cosmetology Commission

##### Login

Email

Password

Password is case sensitive.

If you are a new user, please click "Create New Password" and a temporary password will be sent to your email on file with the Commission. If you do not have an email on file with the Commission, please complete the "[Contact Information Form](#)". The Commission office will then add an email to your account, and send you a confirmation email so you may register for an online account.

If you have forgotten your password, please click "Create New Password" and a temporary password will be sent to your email on file with the Commission. You will then be prompted to create a new password

You will then enter the email address you provided on your contact information form and click 'reset'. An email will be sent to you with a link to create a new password (You must click this link and create a password within 1 hour).

4. Log into your new account using your email address and new password:

#### South Dakota Cosmetology Commission

##### Login

→ Email

→ Password

Password is case sensitive.

5. Click on 'Pay for an Application':

## South Dakota Cosmetology Commission

### Select An Option

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

6. Select 'Examination Application Fee' and click 'Pay':

|                                     | Payment Category                               | Code |
|-------------------------------------|--|------|
| <input type="checkbox"/>            | APPRENTICESHIP APPLICATION FEE                 | LAP  |
| <input type="checkbox"/>            | Duplicate/Replacement License Fee              | LDU  |
| <input checked="" type="checkbox"/> | EXAMINATION APPLICATION FEE                    | REX  |
| <input type="checkbox"/>            | EXAMINATION RETAKE FEE                         | RER  |
| <input type="checkbox"/>            | INSTRUCTOR LICENSE/EXAMINATION APPLICATION FEE | LIN  |
| <input type="checkbox"/>            | INSTRUCTOR RENEWAL FEE                         | LIR  |
| <input type="checkbox"/>            | LAWS & RULES BOOK FEE                          | LNR  |
| <input type="checkbox"/>            | LICENSE CERTIFICATION FEE                      | LCR  |
| <input type="checkbox"/>            | PENALTY FEE (Personal)                         | RPE  |
| <input type="checkbox"/>            | RECIPROCITY/EXAMINATION APPLICATION FEE        | RRC  |
| <input type="checkbox"/>            | TEMPORARY LICENSE APPLICATION FEE (Personal)   | LTP  |
| <input type="checkbox"/>            | NEW BOOTH/SALON PERMIT APPLICATION FEE         | LPN  |
| <input type="checkbox"/>            | REINSPECTION FEE                               | RIN  |
| <input type="checkbox"/>            | PRE-INSPECTION FEE                             | ROT  |
| <input type="checkbox"/>            | PENALTY FEE (Booth)                            | RPE  |
| <input type="checkbox"/>            | OTHER FEE (ROT)                                | ROT  |

←

**Note: If you are applying for an instructor license, please select 'Instructor License/Examination Application Fee'**

7. Enter your credit or debit card details (Visa or Mastercard) and click "submit":

Zip


**Shipping Information** ☐ Same as Billing

Address

City

State

Zip



8. Once you have submitted your payment and received an email receipt, wait for an email from the Cosmetology Commission with details to register for examination on the examination vendor's website (Prov.com).

Note: You will receive an email from an address ending in '@state.sd.us' (**be sure to check your spam folder**).

**Note: When registering with PROV, make sure your First and Last Name are identical to what is listed on the government issued Identification (ID) you use.**

**Acceptable Forms of ID:**

- State Issued Driver's License or Identification Card
  - Military ID
  - U.S. Passport
  - U.S. Passport Card
  - An Expired State Issued ID (up to 30 days past due).
9. Complete the [license agreement form](#) in order to receive your license in the mail once you pass your examination(s).