

SOUTH DAKOTA COSMETOLOGY COMMISSION

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Reciprocity Licensure Checklist (AS OF 01/2022)

You **must** submit the following for reciprocity. All documentation must be submitted in English only. Incomplete submissions are held for three months before they are considered null and void. Fees are non-refundable.

- 1. RECIPROCITY FEE** - The \$100.00 may be paid by check, cashier's check, or money order. This non-refundable fee covers any tests, study materials, your initial license, and verification of submitted documents. This can be mailed to the Cosmetology Commission along with the [payment identification form](#). You may also call the Cosmetology Commission at 605.773.6193 to make debit or credit card payment over the phone.
- 2. CURRENT AND PRIOR LICENSING** - A current license from another state or country is required for reciprocity and is proven by a Certification of Licensure from said state or government Cosmetology Board. A certification of current licensure must arrive directly from that State Board or Country licensing agency to this State Board office. ****IMPORTANT**** Certifications can take time to obtain, so please request this document from the appropriate agency immediately. Please note, a copy of your license is NOT a certification. If you have a license, or have held a license, from another country, additional "Foreign Applicants" information can be found on our website under the "Licensing Requirements" section. Only license for license is accepted, there is no crossover.
- 3. TESTING** - The South Dakota State Laws & Rules Exam is required of all those seeking reciprocity. Once your application is considered complete, a copy of the South Dakota Cosmetology Laws & Rules book will be mailed to you along with an exam. You can complete the open book exam from the comfort of your home and mail it back to our office. Should you require a translator, please indicate so on your application.
- 4. EDUCATION REQUIRED** – required hours are: **1,500 hours Cosmetology, 600 hours Esthetics, or 400 hours Nail Technology**. If any of your schooling was done in a foreign country, you will need to have those hours evaluated by a professional evaluation company (see Foreign Applicant information). If you transferred education from one school to another, you will need to state that on your 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 education documentation from another State Board of Cosmetology.
- 5. WORK EXPERIENCE AFFIDAVIT** - If you do not have the education as required above in section 4, you may add 2 hours of work experience to your education for every 1 hour of lacking education. All work experience must have been conducted in a state where you were previously licensed. Example: 1,000 education hours + 1,000 work credit = 1,500 hours for cosmetology. *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 offered by the Commission. Call the office for the course.
 - You may get a maximum of 750 hours of cosmetologist experience
 - You may get a maximum of 300 hours of esthetician experience
 - You may get a maximum of 200 hours of nail technician experience
- 6. TEMPORARY LICENSE APPLICATION (Optional)** – A Temporary License Application and fee of \$6.00 **must** be sent to the Cosmetology Commission if you wish to apply for a temporary license. This license would be mailed to you with your exam information once your reciprocity application is considered complete. This can be mailed to the Cosmetology Commission along with the temporary license fee (\$6.00 – check or money order) and [payment identification form](#). You may also call the Cosmetology Commission at 605.773.6193 to make debit or credit card payment over the phone.

REMEMBER, IT IS A VIOLATION OF SOUTH DAKOTA STATE LAW TO PRACTICE COSMETOLOGY, ESTHETICS, OR NAIL TECHNOLOGY WITHOUT A LICENSE. YOU MUST BE IN POSSESSION OF YOUR PHYSICAL LICENSE TO PRACTICE.