

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501 | Tel: 605.773.6193 | Fax: 605.773.7175 | cosmetology.sd.gov

RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

PLEASE PRINT. Applicant is **required** to answer all 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: _____
STREET CITY STATE ZIP

Telephone: (home) _____ (cell) _____ Date of Birth: _____

Email address (if you have one): _____

2. CURRENT AND PRIOR LICENSING (must have a current license from another state board or country **You must request a certification of licensure from the most recent state in which you are licensed. Please note that a copy of your license is NOT a certification — 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/countries where you hold license(s) OR have held a license: _____

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

Is your spouse an active member of the armed forces? Yes No If yes, send a copy of your military ID card and the reciprocity and temporary license fee will be waived. Future year renewal fees will also be waived

Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs?
 Yes No If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

3. TESTING Applicants must have passed a theory examination. A certification is needed from the other state board showing testing information.

Indicate your language preference for the examinations: English Vietnamese

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

4. EDUCATION (Education: 1,500 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)

Cosmetology School Attended: _____ City: _____ State: _____

Date Started at School: _____ Completion Date: _____ Total Hours Completed: _____

Were any education hours earned in a foreign country? Yes No (If yes, additional rules apply.)

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: _____ Date: ____/____/____

(OVER FOR ADDITIONAL INFORMATION)

SOUTH DAKOTA COSMETOLOGY COMMISSION

Tel: 605.773.6193 | Fax: 605.773.7175 | email: cosmetology@state.sd.us

CHECKLIST TO COMPLETE THE RECIPROCITY REQUIREMENTS (AS OF 7/01/2020)

You must submit the following for reciprocity. 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:

- Copy of birth certificate, naturalization certificate, permanent resident card and current photo
OR
- Copy of driver's license (front side only with a clear photo for exam identification purposes)

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 a current licensure must be mailed directly from that State Board or Country licensing agency to this State Board office. ****IMPORTANT** CERTIFICATIONS can take time to obtain so call and get this process started 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 you need to contact the Commission Office for 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. A copy of the South Dakota Cosmetology Laws/Rules book is sent after the reciprocity application is received for information and review by the applicant prior to taking the Laws/Rules exam. The exams are offered in English or Vietnamese. No interpreters or dictionaries allowed. All applicants must have passed a theory examination given by another state board or a professional testing company.

4. EDUCATION REQUIRED. 1,500 hours cosmetology, 600 hours esthetics, 400 hours nail technology. 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 education documentation from another State Board of Cosmetology. We do not accept education 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: 1,000 education hours + 500 work credit = 1,500 hours for cosmetology. Remember, 2 work hours equal 1 hour of education so you need to work 1,000 hours to get 500 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.

WORK HOURS

_____ 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 for those who qualify for a temporary license.

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