

# STATE OF TENNESSEE DEPARTMENT OF COMMERCE & INSURANCE

## STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS

500 JAMES ROBERTSON PARKWAY NASHVILLE, TENNESSEE 37243 (615) 741-2515

Website: https://www.tn.gov/commerce/regboards/cosmo/

#### **INSTRUCTIONS: PLEASE READ PRIOR TO COMPLETION OF APPLICATION**

#### This application should be completed ONLY by the following applicants:

- Reinstatement of Tennessee Cosmetology Licensure expired for three (3) or more years; or
- Students who completed education in or out of state but have never tested and/or have never been issued licensure.

#### 1. Applicant Information:

- Check the type of licensure: Original or Reinstatement
- Check the Applicable Category of Licensure being sought
- Complete all information requested under Applicant Information

#### NOTICE: If you do not provide an email address:

- The Board office will only correspond with you via regular mail.
- PSI, the testing vendor for Tennessee, will also only communicate with you via regular mail.
- Please allow additional mail time for documents to reach you and to schedule your test.
- Please Note: Email improves licensing time and allows you to test 7 to 14 days faster.

## · Provide the following required documentation:

- 1. Copy of certified High School transcript, or GED;
- 2. Copy of Driver's License; and
- 3. Copy of Social Security card.

#### 2. Educational Information:

Complete all boxes listed under Educational Information

## NOTICE: If Cosmetology or Barber hours were completed in another State:

- Certification from that State must be sent directly to the Tennessee Board office at the address listed above; or
- Certified Transcript of education from the school is acceptable as a substitute if State Board or Country does not
  offer certification.
- For international applicants, documents must be certified and translated to English. If English is not your primary language, please let the board know as there are some Cosmetology exams available in Spanish and Vietnamese.

#### 3. Questions:

Answer 'Yes' or 'No' to Questions 1-6 and provide additional information if necessary

#### NOTICE: If answering 'Yes' to Questions 3 or 4, include the following documents with your application:

- Letter of recommendation from school administrator or instructor.
- Cover sheet explaining each offense, date of offense, place, charge, and action taken.
- If disciplinary action was previously taken, submit a letter explaining relevant details.

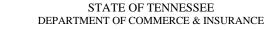
## 4. Sign and Date the Application

5. Email the completed application and ALL required supporting documentation to the board at: cosmetology.board@tn.gov

<u>IMPORTANT NOTICE</u>: Please look for an email or correspondence from PSI letting you know your application has been approved and you can schedule your exam at: <a href="https://test-takers.psiexams.com/">https://test-takers.psiexams.com/</a>

## KEEP THIS INSTRUCTION SHEET FOR FUTURE REFERENCE – DO NOT SEND WITH APPLICATION

IN-1783 (Rev. 2/22) RDA 10222





COSMETOLOGIST

NATURAL HAIR STYLIST

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MANICURIST

INSTRUCTOR, BARBERING

## **APPLICATION TO TEST**

AESTHETICIAN

MASTER BARBER

Type of License: \_\_\_Original Tennessee License \_\_\_Reinstatement of Tennessee License

(Check Applicable Category of Licensure)

BARBER TECHNICIAN INSTRUCTOR, COSMETOLOGY EYELASH SPECIALIST 1. Applicant Information: Social Security Number: Name: (Maiden/Other) Middle Email: Street Address: City:\_ State: Date of Birth: / (attach proof of age) Phone: Age: 2. Educational Information: Name of High School Attended: \_\_\_\_\_ Highest Grade Completed: \_\_\_ High School Address:\_\_\_ Check if passed G.E.D. Name of Cosmetology or Barber School Attended: \_\_\_\_\_ Phone: Address: Total number of hours completed in Cosmetology or Barber school: 3. Questions: 1. YES NO HAVE YOU EVER TAKEN OR APPLIED FOR THIS EXAMINATION IN TENNESSEE BEFORE? If yes, when? HAVE YOU EVER HELD A COSMETOLOGIST, AESTHETICIAN, MANICURIST, NATURAL HAIR STYLIST, YES BARBER, OR INSTRUCTOR LICENSE IN TENNESSEE OR IN ANY OTHER STATE? If yes, 2. NO list the State and License Number? State: License Number: HAS ANY DISCIPLINARY ACTION EVER BEEN TAKEN AGAINST YOU BY ANY STATE BOARD OF 3. YES NO COSMETOLOGY AND/OR BARBERING? (If yes, see instructions) HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST THREE (3) YEARS OR ANY 4. YES NO MISDEMEANOR INVOLVING MORAL TURPITUDE WITHIN ONE (1) YEAR? (If yes, see instructions) YES NO ARE YOU A UNITED STATES CITIZEN? 5. YES NO DO YOU HAVE QUALIFIED ALIEN DOCUMENTATION? (Refer to Eligibility Verification for Entitlement Act). I hereby submit my application for testing to the State Board Cosmetology and Barber Examiners under the Laws outlined in Tennessee Code Annotated Title 62. Chapter 4 and Chapter 3 and certify that the information and documentation provided as a part of this application is true and correct. I am aware it is unlawful for me to practice cosmetology or barber services until I take and pass the required examination. Applicant Signature: Date:

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