

## **BOARD OF COSMETOLOGY** **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **BOARD INFORMATION**

#### **1. What are the functions of the Board of Cosmetology?**

The Board of Cosmetology regulates cosmetologists, nail specialists, facial specialists, full specialists, hair braiders, hair wrappers, body wrappers and cosmetology salons.

#### **2. Does the board have a website?**

Yes, the board's website can be accessed via [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr) > Professions and Professional Boards > Board of Cosmetology.

#### **3. What are the statutes and rules that govern cosmetology?**

Chapter 477 of the Florida Statutes and Rule 61G5 of the Florida Administrative Code.

#### **4. When and where is the next board meeting?**

The dates and locations are available online at [www.MyFlorida.com/dpbr](http://www.MyFlorida.com/dpbr) > Professions and Professional Boards > Board of Cosmetology > Board Meetings, Agendas, Minutes, and Executive Summaries.

#### **5. Where can I obtain a copy of the board meeting agenda or past minutes?**

Agendas and minutes are available online at [www.MyFlorida.com/dpbr](http://www.MyFlorida.com/dpbr) > Professions and Professional Boards > Board of Cosmetology > Board meetings, Agendas, Minutes, and Executive Summaries.

### **LICENSURE INFORMATION**

#### **1. How do I become a licensed Florida cosmetologist?**

To become a licensed cosmetologist in the State of Florida you must attend a Florida school of cosmetology and successfully complete a minimum of 1,200 hours of education. Upon the successful completion of the educational hours, a completed cosmetology examination application should be submitted to the department along with the applicable fees. Once the examination application has been approved, you will receive written notification from the department's examination vendor, Promissor, to schedule a date and time for your written cosmetology examination. After successfully passing both portions of the cosmetology

examination, you will be issued a cosmetology license. The website for Promissor is [www.Promissor.com](http://www.Promissor.com).

## **2. How do I become a registered nail specialist?**

To become a registered nail specialist in the State of Florida you must enroll in a nail specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 240 hours of education. Upon the successful completion of the educational hours, a completed nail specialty registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the nail specialist registration will be issued.

## **3. How do I become a registered facial specialist?**

To become a registered facial specialist in the State of Florida you must enroll in a facial specialist program offered by a Florida school of cosmetology and successfully complete a minimum of 260 hours of education. Upon the successful completion of the educational hours, a completed facial specialty registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the facial specialist registration will be issued.

## **4. How do I become a registered hair braider?**

To become a registered hair braider in the State of Florida you must complete a two-day, 16-hour Board of Cosmetology approved hair braiding course. Upon the successful completion of the educational course, a completed hair braider registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the hair braider registration will be issued.

## **5. How do I become a registered hair wrapper?**

To become a registered hair wrapper in the State of Florida you must complete a one-day, six-hour Board of Cosmetology approved hair wrapping course. Upon the successful completion of the educational course, a completed hair wrapper registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the hair wrapper registration will be issued.

## **6. How do I become a registered body wrapper?**

To become a registered body wrapper in the State of Florida you must complete a two-day, 12-hour Board of Cosmetology approved body wrapping course. Upon the successful completion of the educational course, a completed body wrapping registration application should be submitted to the department along with the applicable fees. Once the application has been approved, the body wrapping registration will be issued.

## **7. What is licensure by endorsement for cosmetology applicants?**

You are eligible for a Florida license by endorsement if you have a current and active license in another state, with the requirements of the other state being equal to or greater than the requirements of Florida cosmetology applicants. Florida cosmetology applicants are required to have 1,200 school hours and pass a licensing examination. If you meet those requirements,

you are not required to take the Florida cosmetology examination. If you obtained a license or have a license based upon 1,000 school hours, you can attend (in or outside of Florida) any cosmetology school to obtain the additional 200 educational hours to qualify you for endorsement, so long as you have proof of passing a state written examination. Apprenticeship licenses are not eligible for endorsement.

#### **8. What is licensure by endorsement for registrants (facial specialist, manicure/pedicure/nail extension specialist, full specialist) applicants?**

You are eligible for a Florida registration by endorsement if you have a current and active registration or license in another state, with the requirements of the other state being equal to or greater than the requirements of Florida applicants. Hair braiders, hair and body wrappers and apprenticeship licensees are not eligible for endorsement.

- Florida requirements are as follow:
  - Nail specialist - 240 school hours.
  - Facial specialist - 260 school hours.
  - Full specialist - 500 school hours (240 nail hours, plus 260 facial hours).

#### **9. I have a cosmetology license from another country. Would I be able to apply for a Florida license by endorsement?**

No. Out of country license holders are not eligible for licensure by endorsement. Out of country license holders must apply by examination.

#### **10. When is a cosmetology examination applicant eligible to work?**

As a Florida cosmetology school graduate, you are eligible to work following the completion of the first licensing examination. You are eligible to practice cosmetology under the supervision of a licensed cosmetologist in a licensed cosmetology salon. You must provide the salon owner or representative with a copy of the completed examination application that was submitted to the department, a copy of the examination notification, and a copy of the results of the examination.

#### **11. Can I still work if I fail the examination?**

You may continue to practice under the above-stated exemption if you apply for the next available examination and until you receive the results of that examination. You must provide the salon owner or representative with a copy of the reexamination application submitted to the department. You cannot continue to practice if you fail the examination twice. After failing the examination two or more times, you are not eligible to work until you have successfully passed the entire examination and have been issued a cosmetology license. The above work practice exception does not apply to an individual who applies to take the cosmetology licensing examination with a license from another state or country, nor does the exception apply to an individual who applies for a Florida cosmetology license by endorsement. Endorsement applicants must be licensed prior to practice.

## **12. What does “under the supervision” of a licensed cosmetologist signify?**

The term “under the supervision” of a licensed cosmetologist refers to an individual who holds a current and active Florida cosmetology license that must physically be present at all times when the applicant is performing cosmetology services.

## **13. When is a registrant (facial, manicure/pedicure/nail extension, and full specialty applicants) eligible to work?**

After successfully completing all school hours and submitting an application along with the required fees to the department, and pending the issuing of the registration, an applicant is eligible to practice under the supervision of a registered specialist in a licensed cosmetology salon with the following conditions:

- Prior to beginning the performance of the specialty service, you must provide the salon owner a copy of the completed licensing application and school transcripts that you submitted to the department.
- However, if notified by the department that the application is incomplete or deficient, you must immediately inform the salon owner and/or licensed supervisor of the notification and you shall immediately stop working under this exception until the correction of the deficiencies.

## **14. What does “under the supervision” of a registered specialist signify?**

“Under the supervision” of a registered specialist refers to an individual who holds a current and active specialty registration that must be physically present at all times when the applicant is performing the specialty services. This work practice exception does not apply to an individual who has applied by endorsement from another state. Endorsement applicants must have their Florida license prior to practice.

## **15. How do I make a personal name change on my license?**

Requests for a name change should be directed to Department of Business and Professional Regulation, Central Intake Unit, License Maintenance Section, 1940 North Monroe Street, Tallahassee, Florida, 32399. A name change must be submitted in writing along with a copy of the legal document granting the name change.

## **16. How may I obtain a list of Cosmetology Schools in the State of Florida?**

You may contact the Department of Education at 850.245.9899 or online at [www.fldoe.org](http://www.fldoe.org) for a list of public schools, or you may contact the Commission for Independent Education at 850.245.3200 or online at [www.firn.edu/doe/cie](http://www.firn.edu/doe/cie) for a list of private schools.

## **17. How may I obtain a list of board-approved providers of hair braiding, hair wrapping and body wrapping courses?**

The lists of approved providers are available online at [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr) > Professions and Professional Boards > Board of Cosmetology > Approved Pre-Licensure Training Courses.

## **18. How can I obtain a cosmetology salon license?**

You must complete the salon application and pay the required application fee. You must also provide proof of meeting all local building and fire codes by providing a certificate of occupancy or certificate of completion from the city or county. The application also inquires about items such as square footage, the number of sinks and chairs in the salon, how many individuals you will employ at any time, the salon ownership, and other salon questions included in the cosmetology laws and rules. After your salon license is issued, within approximately 90 days, an inspector will visit your salon unannounced for the initial inspection. You can open your salon when you receive your license. You do not need to wait to open until you are inspected.

## **19. Can I operate a licensed cosmetology salon out of my home?**

Yes. You can operate the salon out of your home as long as the salon facilities are separated from the living quarters by a permanent wall. There must be a separate entrance to the salon other than through the living quarters. The toilet and lavatory facilities must be separate than those used by the household. The home salon must also meet all other minimum salon requirements. You must complete a salon application and pay the required application fee.

## **20. I am moving to another state. How do I obtain a license certification?**

Submit a written license certification request to the Department of Business and Professional Regulation, Florida Board of Cosmetology, 1940 North Monroe Street, Tallahassee, Florida, 32399-0790. Your request should include your name, license number, where you would like the certification to be mailed, and your payment of \$25. Please allow 30 to 45 days for processing.

## **21. My salon name has changed. How do I make this change?**

The salon license is not a transferable document. You must submit a new salon application and fee of \$100. If the salon name, address, or ownership changes, there must be a new salon license application submitted.

## **APPLICATION ASSISTANCE**

### **1. How can I obtain assistance on completing my application?**

If you have any questions or need assistance completing your application, please contact the department's Customer Contact Center at 850.487.1395.

### **2. Where do I mail my application?**

Department of Business and Professional Regulation  
Central Intake Unit  
1940 North Monroe Street  
Tallahassee, FL 32399-0783

### **3. What are the fees for the various cosmetology applications?**

- Initial Cosmetology Examination Application - \$53
- Cosmetology Re-examination Application - \$23

- Initial Specialty Registration Application - \$60
- Initial Hair Braider, Hair Wrapper, Body Wrapper Registration Application - \$30
- Cosmetology Endorsement Application - \$80
- Specialty Registration Endorsement Application - \$60
- Initial From Null & Void Application - \$30 (Cosmetology, Hair Braiding, Hair Wrapping, Body Wrapping) \$60 (Nail, Facial or Full Specialty)
- Cosmetology Salon Application - \$100

#### **4. Where can I find the various cosmetology applications?**

Board forms are accessible online at [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr) > Professions and Professional Boards > Board of Cosmetology > Application Packages and Individual Forms.

### **RENEWAL INFORMATION**

#### **1. How do I renew my license?**

You may activate a personal account with the department by going online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) and renew your license by paying the required renewal fee. You may also make an electronic renewal payment by calling the Customer Contact Center at 850.487.1395 or by returning the renewal notice along with a check made payable to the Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, Florida 32399-0783. Please note that the license renewal will not be processed until your continuing education hours have been completed.

#### **2. My Florida license is null and void. Can the license be reinstated?**

A null and void license cannot be reinstated; however, you may reapply for licensure. Your previous license must have been obtained with the current hour requirements. If not, you will be required to complete additional school hours before a new license can be issued.

#### **3. I sent in my renewal fee but did not receive a license because I did not complete my continuing education requirements. Can I obtain a refund of my payment?**

The payment is not refundable. The department has processed your renewal and notified you that continuing education is required for issuance of the license. You may renew as inactive with out the required continuing education if you prefer; however, you may owe a delinquent fee if you did not submit your payment prior to the expiration date.

### **CONTINUING EDUCATION INFORMATION**

#### **1. What are the continuing education requirements to renew my license?**

The Cosmetology Board requires all cosmetologists, facial specialists, nail specialists and full specialists to complete 16 hours of board-approved continuing education prior to the license/registration renewal. For hair braiders, hair wrappers and body wrappers, the continuing

education requirement for registration renewal is an update of the HIV/AIDS course. All continuing education courses must be completed from a Cosmetology Board approved continuing education provider.

## **2. How may I obtain a list of board-approved continuing education providers?**

The list of approved continuing education providers and their courses are available through the department's Customer Contact Center at 850.487.1395 or online at [www.MyFlorida.com/dpbr](http://www.MyFlorida.com/dpbr) > Professions and Professional Boards > Board of Cosmetology > Continuing Education Information.

## **COMPLAINTS**

### **1. I have a complaint about a cosmetologist or salon. Whom do I contact?**

You may contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

### **2. I have a complaint about an unlicensed cosmetologist or salon. Whom do I contact?**

Please contact the department's toll-free unlicensed activity hotline at 1.866.532.1440 or file a complaint online at [www.MyFloridalicense.com](http://www.MyFloridalicense.com) > File a Complaint.

### **3. I recently visited a salon where smoking is allowed. Whom should I contact to lodge a complaint?**

Please contact the Florida Department of Health at 1.800.337.3742 for assistance.

## **SPECIAL BOARD ISSUES**

### **1. Can a barber work in a cosmetology salon or a cosmetologist work in a barbershop?**

A licensed barber is allowed to work in a cosmetology salon as long as a licensed cosmetologist is also employed. A licensed cosmetologist is allowed to work in a barbershop as long as a licensed barber is also employed.

### **2. Can I have an animal in my cosmetology salon?**

No. Animals are not permitted inside a cosmetology salon, with the exception of closed aquariums or service animals.

### **3. I want to cut hair in a community care facility or nursing home. What do I need to do?**

There is a provision in the laws and rules allowing licensed cosmetologists to perform cosmetology services on individuals residing in these facilities and exempting these cosmetologists from having to offer their services in the otherwise required licensed salons. The arrangements for cosmetologists to offer their services in a community care facility or nursing home must be made through a licensed salon and the information as to the name of the

client and the address at which the services are to be performed shall be recorded in the appointment book which must remain at the salon and be made available upon request to any department inspector.