



New Jersey State Board of Cosmetology and Hairstyling

Application Process Overview

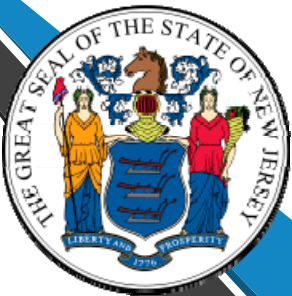
How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

<http://www.njconsumeraffairs.gov/cos/Pages/applications.aspx>

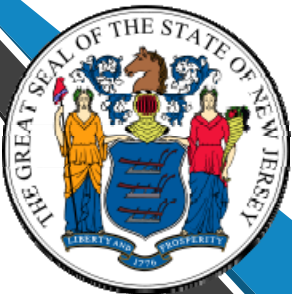


The screenshot displays the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for 'The State of New Jersey' and 'Office of the Attorney General', and a search bar. The main content area is titled 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' and features a profile for Steve C. Lee, Director. A sidebar on the left lists various links such as 'Board Home', 'Members', and 'Applications and Forms'. The main content area is titled 'New Jersey State Board of Cosmetology and Hairstyling' and lists 'Applications and Forms' with sub-sections: 'Initial Applications' (Application for Authorization to Sit for the Examination and for Licensure, Application for Licensure by Endorsement), 'Temporary Permits' (Application for a Temporary Permit), and 'Reinstate/Reactivate a License or Registration' (Application for Reinstatement, Application to Reactivate an Inactive License). A 'File a Complaint' button is visible in the top right corner.



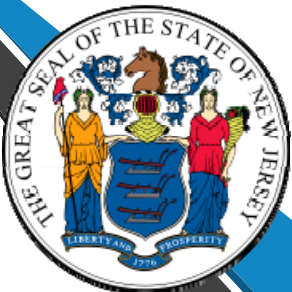
NJ Private School Students

1. Students must enroll in a licensed school of cosmetology.
2. Register as a student with the Board
3. Complete half of the required training and submit a student permit application
4. With student permit, complete your remaining hours of training.
5. Your school will assist you in registering for the written examination
6. Submit an application along with all supporting documentation and your passing written examination scores



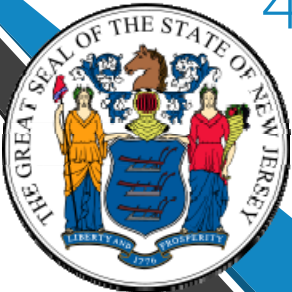
Transferring a License From Another State?

1. Contact the State Board where you are currently licensed to have them submit a certification of your current and active license directly to this Board.
2. Contact the New Jersey State Board of Cosmetology and Hairstyling to confirm receipt of the certification from your home state.
 - a) A representative will review your certification to determine if you qualify to apply for endorsement or if you must apply for examination.
 - b) The Board will instruct you as to which application is appropriate based on your certification.
 - c) If you do not have access to the internet and a printer, be prepared to provide mailing information to the Board office so that we may send you the appropriate application.
3. Complete the application, providing all documentation requested in the application and submit it to the Board for review.



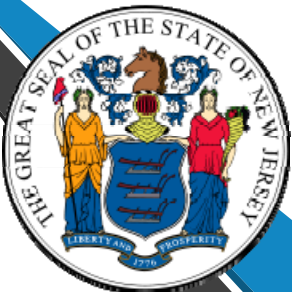
Transferring Licensees

1. If the license the license you hold in another state does not meet the requirements in this state, you may be asked to seek additional training.
 - a. This does not mean that you have to start over. A licensed school in the State of New Jersey may evaluate the training you received.
2. You must hold a current and active license in order to transfer a license into New Jersey. The Board will not accept hours, diploma, or certificates. Hours completed in a licensed school in another state must be transferred to a licensed school in New Jersey.
3. Work experience must be in a licensed salon in the State in which you hold or held a license within the last five years.
4. If the State in which you are currently licensed does not require a practical examination, you will not qualify for endorsement.



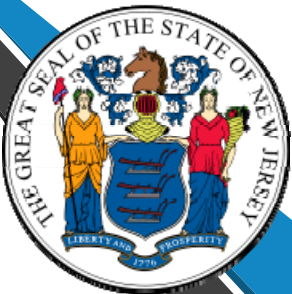
Application Fees

- Application for examination fee:
 - \$50 application fee
 - \$90 licensing fee in the first year of a license cycle
 - \$45 licensing fee in the second year of a license cycle
- Application for endorsement fee:
 - \$100 application fee
 - \$90 licensing fee in the first year of a license cycle
 - \$45 licensing fee in the second year of a license cycle
- Payable by check or money order
 - ***NO CASH/NO CREDIT***



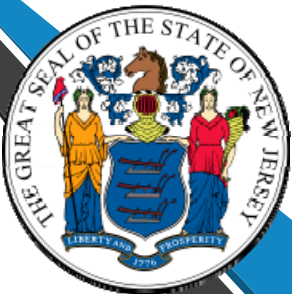
Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name – *contact the Board and update your information*



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



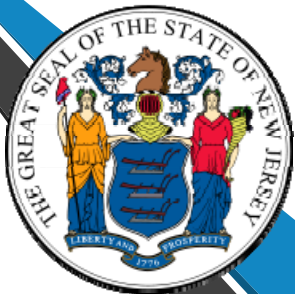
Salon Licensing

Fax a letter of request for salon license or call the Board office to request and application. Indicate where you would like the application to be sent. This fax must include the services being provided in the salon.

- Examples include:
 - *Hair salon or barber shop – Full Service*
 - *Manicuring salon*
 - *Skin care salon*
- If providing both manicuring and skin care services, this would be considered full service and must include a hair station

Fax number is (973) 504-6477 attention shop section

Phone number is (973) 504-6400 ask for shop section

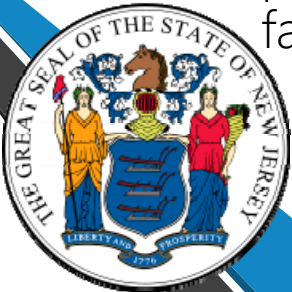


Salon Licensing

The following documentation must be submitted with your application:

- For Corporations or Limited Liability Company (LLC):
 - *Copy of Lease or Deed*
 - *Corporation Formation Documentation*
 - *Federal Employer Identification Number (Tax ID) Document*
 - *Certificate of Occupancy*
 - *Zoning Permit*
 - *Certificate of Fire Inspection*
 - *Copy of Manager's signed Wall License with Photo Affixed*

If a salon was located in the facility prior to your ownership, please provide a notarized letter stating that there were no transactions between tenants for the sale of the equipment and provide a bill of sale for the equipment purchased for the facility.

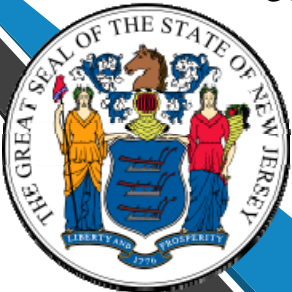


Salon Licensing

The following documentation must be submitted with your application:

- For Partnerships and Sole Proprietorships:
 - Copy of Lease or Deed
 - Federal Employer Identification Number (Tax ID) Document
 - Certificate of Occupancy
 - Zoning Permit
 - Certificate of Fire Inspection
 - Registration of Salon Name with your County Clerk
 - Copy of Manager's Signed Wall License with Photo Affixed

If a salon was located in the facility prior to your ownership, please provide a notarized letter stating that there were no transactions between tenants for the sale of the equipment and provide a bill of sale for the equipment purchased for the facility.

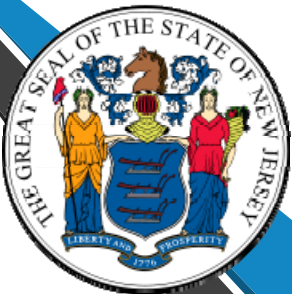


Salon Licensing

All applications must be submitted with the appropriate fees.
The cost is:

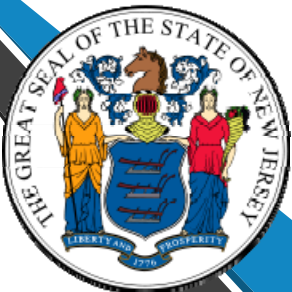
- \$350.00 in the first year of a licensing cycle
- \$250.00 in the second year of a licensing cycle
 - *Salon licenses renew every two years in July of even years.*

Once you have completed your application, you may mail it to the Board office with all of the documentation listed above or you may bring the completed application to the Board office and have it reviewed by a staff member in your presence. Keep in mind that applications are processed in the order in which it is received. The earlier you arrive in the day, the earlier your application will be processed.



Salon Inspection

- All salons must be inspected prior to the issuance of a license.
 - Make sure the salon is ready for operation on the date of the inspection.
- If your grand opening is scheduled on a specific date, please allow ample time for your application to be processed and an inspection to be completed.
- In the event of State office closures or inclement weather, any inspections scheduled may be subject to cancellation. An inspector will contact you to reschedule at the earliest available time.
- The Board office is not permitted to give out inspector contact information.



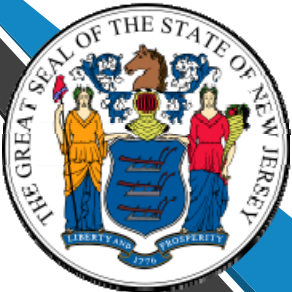
Where Do I Send Mail for the New Jersey Board of Cosmetology and Hairstyling?

Mailing Address:

New Jersey State Board of
Cosmetology and Hairstyling
P.O. Box 45003
Newark, NJ 07101

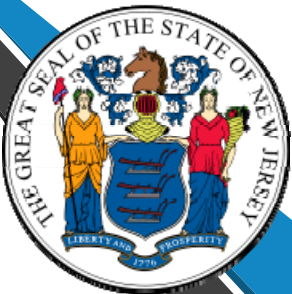
Physical Address:

New Jersey State Board of
Cosmetology and Hairstyling
124 Haley Street, 6th Floor
Newark, NJ 07102



Keeping Your License Current

- Licenses are valid for 2 years
- Every individual license expires in September of even-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee



Useful Links

New Jersey Board of Cosmetology and Hairstyling

<http://www.njconsumeraffairs.gov/cos>

Application Status and Renewals

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

