RECIPROCITY EXAM REGISTRATION APPLICATION

If you have completed a course of training in another state, with hours that are equal to Oklahoma requirements, but do not have a license

OR

If your out of state license has expired (between 1 and 5 years),

OR

If your foreign reciprocity application has been denied

OR

If you have a license but do not meet criteria for reciprocity

you must first transfer your hours to Oklahoma and then register for and pass both parts of the Oklahoma State Board exam.

1. **Obtain** and **submit** a certification/affidavit of your license records from the State Board (or other licensing agency) where you hold your license. This certification is a form your State Board will complete for you with your licensing history and information. Certification must include an official signature and state seal. **Certification must either be attached to your Exam Registration OR already be on file with the Oklahoma State Board of Cosmetology.** If your State Board sends your certification of records directly to our office, we will notify you in writing to submit your exam registration form, photo and fee. Please DO NOT submit your license or a copy of your license unless specifically requested to do so by the Oklahoma State Board of Cosmetology.

2. **Submit** the enclosed Reciprocity Exam Registration Application, completed with your signatures notarized.

3. **Submit** one current, 2” x 3”, full face photograph. A current photograph is considered to be less than one year old.

4. **Submit** a fee of $45.00 ($30.00 transfer of hours fee + $15.00 exam registration fee = $45.00) payable by money order or cashier’s check to the Oklahoma State Board of Cosmetology. **NO PERSONAL CHECKS ARE ACCEPTED.**

When we have received your completed application and fee, you will be sent an exam notice advising you of date, time and place of exam, and supplies needed. You will also receive a temporary work permit.
Reciprocity Exam Registration Application

Eligibility Requirements & Instructions:
1. Submit $45.00 fee payable by money order or cashier’s check. PERSONAL CHECKS ARE NOT ACCEPTED.
2. Obtain and submit a certification/affidavit of your school records from the State Board where you hold your license.
3. TEST DATE MAY NOT BE CHANGED UNLESS DUE TO MEDICAL EMERGENCY OR DEATH IN THE FAMILY.

Name______________________________________________________________________________________________________
Mailing Address _____________________________________________________________________________________________
Street City State Zip
Home Phone # (_________)_____________________________ Business Phone # (_________)_____________________________
Birth date __________________________________________________________ Social Security Number _____________________________

For what type of test are you applying? (check only one box)

☐ Cosmetologist - $45.00  ☐ Manicurist - $45.00  ☐ Facialist - $45.00  ☐ Instructor - $45.00

I certify this photo is of me:

Staple Current 2” X 3” Full Face Photo Here (Newer Than One Year)

Date of Photo: ___________________________, 20 ______

Signature of Applicant

This application must be signed before a Notary Public

I solemnly swear that the foregoing statements are true and correct to the best of my knowledge and belief.

(SEAL)  

Signature of Applicant

Subscribed and sworn before me this __________ day of ___________________________ 20 ______

State of __________ County of __________________________

My commission expires ___________________________ Notary Public __________________________