

STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
TENNESSEE BOARD OF COSMETOLOGY AND BARBER EXAMINERS  
500 JAMES ROBERTSON PARKWAY DAVY CROCKETT TOWER  
NASHVILLE, TENNESSEE 37243

Phone: (615) 741-2515 | [cosmetology.board@tn.gov](mailto:cosmetology.board@tn.gov)

COSMETOLOGY RECIPROCITY REQUIREMENTS AND INSTRUCTIONS

**STEPS TO TAKE TO COMPLETE YOUR APPLICATION**

STEP 1: Contact the state board where you are currently licensed.

STEP 2: Have the state board where you are currently licensed send a certification of licensure to the Tennessee State Board of Cosmetology and Barber Examiners (The Board) at the mailing or email address above. Please ensure this certification displays the type of examination that you passed, the state(s) in which you are currently licensed and confirms that you are in good standing. License certifications will only be accepted directly from the state boards, not from the applicant.

*\*Texas and California applicants for reciprocity should review additional requirements listed under NOTES FOR STEP 4.*

**IMPORTANT NOTES FOR STEP 2:**

- You must have an active license in another state to be eligible for reciprocity in Tennessee.
- You must have completed at least two (2) years of high school or passed the General Education Development (GED) test. You may use a high school diploma, GED document, college degree, college transcript, or other documentation to meet the high school requirement.
- Applicants applying for instructor reciprocity must provide proof of a 12<sup>th</sup> grade education or equivalent, proof of passing a state board approved course of at least 300 hours for instructors, and proof of passing an instructor theory and practical exam.
- A state theory and hands-on practical exam are required to be eligible for reciprocity in Tennessee. If you were not required to take either of these exams in the state where you currently hold an active license, then you may be required to take one or both. Additional hours may also be required to substantially meet Tennessee licensure requirements.
- If you do not meet the minimum requirements for reciprocal licensure, it may be deemed necessary for your application to be presented to The Board at the next board meeting. Meeting date(s) and time(s) are listed here: <http://www.tn.gov/commerce/section/cosmetology-and-barber-examiners>.

STEP 3: Go to <https://core.tn.gov> and complete your electronic application.

**IMPORTANT NOTES FOR STEP 3:**

- Make sure to select the “Out of State” application option.
- Submit a non-refundable payment of \$100.00.
  - Application Fee must be paid to submit the electronic application to our office.
- Provide proof of education equivalency, cosmetology school record, or diploma, if available. Include license information for any cosmetology license you hold or have previously held on your application.
  - If you have been licensed in more than one state—each state board under which you have been licensed must send a certification. Only one license needs to be current.
  - Receipt of certifications from other states varies in time—please allow three (3) to four (4) weeks for processing your application once you have submitted everything needed per the instructions above.

- Provide a copy of a government-issued photo ID or a current photo.
- If applicable, provide copies of other legal documents that authorize a change in name such as marriage licenses, divorce decrees, or other court documents.
  - A license will only be issued as reflected on legal documents. Make sure your name on the license matches your identification documents.

**STEP 4:** Once your application is submitted, if you are approved for licensure in Tennessee, a license will be mailed to the address provided. Please make sure to update The Board if you have moved.

**IMPORTANT NOTES FOR STEP 4:**

- Your license expires every two (2) years and you must inform The Board of a change of address within thirty (30) days, or you may update it online yourself by going to here: <https://core.tn.gov>.
- If your hours of school training were less than the education requirements listed on the following page, then you may submit any of the documents listed below (you may still qualify for reciprocity):
  - If applicable, provide notarized affidavits, tax preparer or accountant tax records, IRS form 1040, W-2 or 1099 forms with the page listing your name and occupation, or shop licenses dating back a minimum of one (1) full year and no more than three (3) years are needed. Note: Shop licenses will only qualify if you were the shop owner.
  - Notarized statement from employer with your name, exact dates of employment, list job duties, and the owner/manager's signature.

**TEXAS APPLICANTS:**

**OTHER REQUIRED DOCUMENTATION: TRANSCRIPTS AND ADDITIONAL REQUIREMENTS.**

- In addition to the documents requested in STEP 3, you must also order a Certified Transcript of Texas Education from the Texas State Board and have the transcript certification sent directly to The Board.

**CALIFORNIA APPLICANTS:**

**OTHER REQUIRED DOCUMENTATION: TRANSCRIPTS AND ADDITIONAL REQUIREMENTS.**

- In addition to the documents requested in STEP 3, you must include one (1) of the following: an official school transcript from the school where you completed your education, a copy of your diploma, or official training documentation from the California State Board sent directly to The Board.
- Transcript(s) must be sent to The Board directly from the school or clearinghouse. If the school has permanently closed and the California State Board cannot confirm your education—you may submit work history for the preceding five (5) years.

**SPECIAL NOTES FOR ALL APPLICANTS:**

**OTHER CONSIDERATIONS: UNLICENSED PRACTICE, LAWS, AMENDMENTS, REQUIREMENTS.**

- **NO UNLICENSED PRACTICE:** Practice of cosmetology, and corresponding disciplines is prohibited in this state until a proper Tennessee license is secured. You may not work as a cosmetologist, manicurist, or aesthetician until you receive a license. You may print proof of an active Tennessee license here: <http://verify.tn.gov/>.
- **STATE LAWS, RULES, OFFICE POLICIES MUST BE OBSERVED:** The Tennessee State Board of Cosmetology and Barber Examiners strives to make all reciprocal license transactions as quick and convenient as possible. However, The Board's Laws and Rules, must be observed. These requirements will not be waived.
- **AMENDMENTS TO APPLICATION:** As an applicant for reciprocity, you are responsible for ensuring that all documents are submitted and received by our office. Further, you are under a continuing obligation to notify

The Board of any changes in the information provided in your application.

- **NO SPECIAL CONSIDERATION:** All applications will be processed the same. Please do not ask office staff for special handling or special consideration. The system will not process an incomplete application.
- **RECIPROCITY REQUIREMENTS:** The education hour requirements for reciprocal licensure in Tennessee are listed below.

**TENNESSEE RECIPROCITY EDUCATION HOUR REQUIREMENTS**

Cosmetologist	1500 hours
Manicurist	600 hours
Aesthetician	750 hours
Natural Hair Stylist	300 hours
Instructor	Base license held for three years (must teach the discipline you are licensed in) plus 300 hours licensed instructor training.