

IDAHO STATE BOARD OF COSMETOLOGY
APPLICATION FOR INSTRUCTOR LICENSURE

NOTICE

As noted in § 54-816, Idaho Code, the board may either refuse to issue or renew, or may suspend or revoke, a permit or license for any of the following causes: The conviction of a felony; Malpractice or in-competency; Continued practice by a person knowingly having an infectious or contagious disease; False or deceptive statements in advertising; Habitual use of habit-forming drugs; Immoral or unprofessional conduct; Submitting a fraudulent application or obtaining a license or permit through fraud; The violation of any other provision of the cosmetology laws or rules.

INSTRUCTIONS

All requested information must be provided and all questions must be answered. Your signature must be notarized and the appropriate fees must be attached. Submit the completed form to the address noted below.

Method #1 - If you are applying for an instructor license based on experience and training, you must pass the instructor examination and document the number of years you have practiced under licensure and any training received as a student instructor. Experience documentation must include the name and address of all businesses in which you obtained the experience; and the beginning and ending dates of experience for each business listed. All training received as a student instructor must be documented by an original student record of instruction, noting the name and address of the school and signed by an instructor or owner of the school. If you have more than 1 year, but less than 2 years of experience, you must document 6 months of student instructor training. If you have more than 2 years, but less than 5 years of experience, you must document 3 months of student instructor training. If you have 5 or more years of experience, student instructor training is not required. Your application must include the appropriate fees.

Method #2 - If you are applying for an instructor license based on college credits, you must submit a certified transcript of no less than twelve (12) semester credits or the equivalent as outlined in Rule 600. If the credits are approved, the examination may not be required. Your application must include the appropriate fees.

Endorsement - If you are applying for instructor licensure by endorsement or examination based on a license from another state, etc., your application must include the original license fee, acceptable proof of birth, and the endorsement fee (if applicable). The Bureau of Occupational Licenses must receive certification of your licensure as an instructor directly from the licensing agency that issued your license, before your application will be processed. You are responsible for requesting certification from the agency that issued your license. Applicants from AK, CO, CN, D.C., FL, GA, IL, MD, MA, MI, NY, NC, OH, OK, OR, TX, UT, VT, VA, WA, Puerto Rico, and other territories and countries must also submit proof of a minimum 10th grade education or it's equivalent. To qualify for instructor endorsement, you must hold a current instructor license issued by the licensing authority of another state, country, etc., and:

1. You must verify satisfactory teaching experience as a qualified instructor in another state. Said experience shall be no less than three (3) years of the previous five (5) years immediately prior to application.

OR

2. You provide documentation that the requirements for license under which the certificate was issued are of a standard not lower than those required in Idaho.

The State of Idaho Cosmetology Laws and Rules may be downloaded at: www.ibol.idaho.gov

ENDORSEMENT FEE \$65.00

ORIGINAL INSTRUCTOR LICENSE \$15.00 (\$5.00 if you hold a current Idaho RC, HC, EST, EE, or NT license)

FEES ARE NONREFUNDABLE. Please make checks and money orders payable to IBOL. All returned checks are subject to a \$20.00 fee.

Questions regarding this application or the requirements for licensure may be addressed to:

IDAHO STATE BOARD OF COSMETOLOGY
BUREAU OF OCCUPATIONAL LICENSES
700 West State Street, P.O. Box 83720
Boise, Idaho 83720-0063
e-mail – cos@ibol.idaho.gov

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ADDENDUM

APPLICANT NAME _____

A. CHARACTER REFERENCES: All applicants must provide the names and addresses of three character references below.

Full Name	Full Name	Full Name
Street Address	Street Address	Street Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code

B. WORK EXPERIENCE: Please list all work experience obtained under licensure. Experience obtained under a permit or prior to being issued a license will not be considered. Include employer names, addresses, phone numbers and dates of practice.

NAME OF SHOP _____ EMPLOYER'S NAME _____

ADDRESS of SHOP _____ PHONE NO. _____
Street Address, City, State, Zip Code

DATES of PRACTICE _____ TO _____
mm/dd/yyyy mm/dd/yyyy

NAME OF SHOP _____ EMPLOYER'S NAME _____

ADDRESS of SHOP _____ PHONE NO. _____
Street Address, City, State, Zip Code

DATES of PRACTICE _____ TO _____
mm/dd/yyyy mm/dd/yyyy

NAME OF SHOP _____ EMPLOYER'S NAME _____

ADDRESS of SHOP _____ PHONE NO. _____
Street Address, City, State, Zip Code

DATES of PRACTICE _____ TO _____
mm/dd/yyyy mm/dd/yyyy

If more space is needed, attach a separate sheet of paper

C. PHOTOGRAPH: All applicants must attach an original PASSPORT photo of yourself below.

ATTACH PHOTOGRAPH HERE
(please use tape not staples)

EYE COLOR _____

HAIR COLOR _____

OTHER DISTINGUISHING FEATURES

