INSTRUCTIONS

1. Complete your application online by going to: https://core.tn.gov. There are videos to assist in the registration and completion of the application. Paper applications are no longer available.

2. Make sure to select the Out of State license type option.

3. If you are moving from a state that does not meet Tennessee’s minimum education requirements (see below), you may submit proof of your last 5 years license history.

   **PLEASE NOTE** If you do not meet Tennessee’s minimum education requirement and do not have 5 years license history, you will be required to take additional hours to make up the deficit and take the theory and practical exams. In addition, if the state from which you are moving does not require a practical exam (hands on), you will have to take the practical exam in Tennessee as a prerequisite for licensure.

4. Attach a copy of your Cosmetology School transcript or diploma, if available.

5. Attach a recent photo of yourself.

6. Contact your state board and request that they send us certification of your license.

   **PLEASE NOTE** If you have been licensed in more than one state – please provide a license certification from each state in which you’ve ever been licensed even if the license is no longer active. Only one license needs to be active. **Receipt of certifications from other states vary in time, so please allow three to four weeks for processing once you have submitted everything needed per the instructions above.

7. A non-Refundable application fee must be included to start the reciprocity application process – Please complete the online process by paying the required fifty dollars $100.00 at the end of the process.

8. Once approved for licensure in Tennessee, a license will be mailed to the address you provided. Please make sure to update the board if you have moved. Your license expires every two years and, by statute, you must inform the board of a change of address within 30 days, or update it online yourself.

   NOTE: You will be required to produce proof of identification at all times. Make sure your name on the license matches your identification documents.

   TEXAS APPLICANTS: In addition to instructions provided above, applicants with education from Texas must also include Certified Transcript of Texas Education.

   GEORGIA and CALIFORNIA APPLICANTS: In addition to the instructions provided above, applicants with education from Georgia and California must also include one of the following: an official school transcript, official training documentation from the state board, or if the school is closed and the state board cannot confirm your education - proof of preceding 5 years work history.

   PROOF OF WORK EXPERIENCE

   If your hours of school training were less than 1500 hours for cosmetologist, 750 for aesthetician, 600 for manicurist, or 300 for natural hair stylist or instructor, follow the instructions below (you may still qualify for reciprocity). Submit any of the documents listed below:

   1. NOTARIZED affidavits.
   2. Statements from employers on original letterhead documenting five (5) years of licensed work experience immediately prior to application. The letter should include your name, job duties, and dates of employment.
   3. Tax preparer, or accountant tax records that include your name and occupation.
   4. Copies of IRS form1040, w-2 or 1099 forms that include your name and occupation.
   5. Shop licenses dating back five (5) years.

   If you do not meet minimum requirements for reciprocal licensure, your application may be deemed necessary to be presented to the Board at the next meeting, visit website listed below for date and times:

https://www.tn.gov/commerce/calendar.cosmetology-barber.html
### TENNESSEE RECIPROCITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Profession</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetologist</td>
<td>1500 (school)</td>
</tr>
<tr>
<td>Manicurist</td>
<td>600 (school)</td>
</tr>
<tr>
<td>Aesthetician</td>
<td>750 (school)</td>
</tr>
<tr>
<td>Natural Hair Stylist</td>
<td>300 (school)</td>
</tr>
<tr>
<td>Instructor</td>
<td>1500 cosmetologist hours plus (must teach the discipline you are licensed in) + 300 hours licensed instructor training</td>
</tr>
</tbody>
</table>

NOTE: Applicants applying for instructor by reciprocity must attach proof of: 1) at least a 12th grade education or equivalent, 2) proof the applicant has completed and passed a board approved course of instruction of at least 300 hours for instructors, and 3) has at least 3 years continuous licensure in the discipline you will be instructing. Instructor requirements vary greatly between States.

YOU MAY NOT WORK UNTIL YOU RECEIVE LICENSE OR VISIT [http://verify.tn.gov/](http://verify.tn.gov/) TO PRINT PROOF OF ACTIVE LICENSE.

It is our intent and desire to make all reciprocal license transactions as quick and convenient as possible; however, state laws, board rules and office policies must be observed – these requirements may not be waived and exceptions are not considered. DO NOT ASK THE OFFICE STAFF FOR “SPECIAL HANDLING” AS ALL APPLICATIONS MUST BE PROCESSED IN THE SAME MANNER. THE SYSTEM WILL NOT PROCESS INCOMPLETE APPLICATIONS.

THE PRACTICE OF COSMETOLOGY IS PROHIBITED IN THIS STATE UNTIL A PROPER TENNESSEE LICENSED IS SECURED.