

# RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

**PLEASE PRINT. The applicant is required to answer all of the following questions. Read and follow the directions on the checklist (see next page). \$100.00 FEE IS NON-REFUNDABLE. Money Order or Cashier's Check Acceptable -- No personal checks accepted for reciprocity.**

## **1. Personal Information – Print clearly**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Email address (if available): \_\_\_\_\_

*The Cosmetology Commission will not share your email address with anyone outside the organization.*

## **2. Current and Prior Licensing (must have a current license from another state board or country **You must request a certification of licensure from every state in which you have ever been licensed. Please note that a copy of your license is NOT a certification - see Item #2 on the attached reciprocity checklist)****

Current Valid License Number \_\_\_\_\_ in the State of: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type of license (check only one):      Cosmetology      Esthetician      Nail Technician  
(Only license for license is accepted, there is no crossover allowed.)

List all other states/country that you hold license(s) OR have held a license:

Have you ever had your license(s) suspended or revoked?    Yes      No      If yes, why: \_\_\_\_\_

Is your spouse an active member of the armed forces?    Yes      No      If yes, is your spouse subject to military transfer to South Dakota, and did you leave employment to accompany your spouse to South Dakota?    Yes      No

Have you ever been convicted of, plead guilty or nolo contendere to a felony or to any state or federal crime relating to narcotic drugs?    Yes      No      . If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

## **3. Testing (Cosmetologists must have passed a state theory and state hands-on practical test; nail technicians and estheticians must take and pass the NIC theory and NIC hands-on practical in South Dakota. A certification is needed from the other state board(s) showing testing information.**

Indicate your language preference for the written theory & South Dakota laws examination:      English      Vietnamese

Do you need reasonable testing accommodations due to a disability?    Yes      No

## **4. Education (Education: 2100 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)**

Cosmetology School Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started at School: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_

Were any education hours earned in a foreign country?    Yes      No      (If yes, additional rules apply.)

High School or GED or ACT: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Graduation Date or GED Date: \_\_\_\_\_ Your Name in high school or when tested: \_\_\_\_\_

## **5. Work Experience (complete & attach the work experience affidavit if you do not meet the required education hours)**

**I declare and affirm under the penalties of perjury that this information has been examined by me and to the best of my knowledge and belief, is, in all things true and correct. If granted a license to practice Cosmetology, Esthetics, or Nail Technology in the State of South Dakota, I promise to abide by all the laws of the State of South Dakota governing these practices.**

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**South Dakota Cosmetology Commission 500 E Capitol Ave Pierre SD 57501**  
Phone: 605.773.6193 Fax: 605.773.7175 Email: [cosmetology@state.sd.us](mailto:cosmetology@state.sd.us)  
**CHECKLIST TO COMPLETE THE RECIPROCITY REQUIREMENTS**

**You must submit the following for reciprocity. All documentation must be submitted in English only. Incomplete submissions are held for only three months. Fees are non-refundable.**

1. \_\_\_\_\_ **RECIPROCITY APPLICATION** - Complete all areas and sign. **Attach** the following:
  - \_\_\_\_\_ a. Copy of birth certificate, naturalization certificate, permanent resident card, US passport or current driver's license
  - \_\_\_\_\_ b. Copy of high school graduation diploma or transcript, GED certificate or ACT scores
  - \_\_\_\_\_ c. Current photograph or copy of photo ID. (must be a clear photo)
  
2. \_\_\_\_\_ **CURRENT AND PRIOR LICENSING. A CURRENT LICENSE FROM ANOTHER STATE OR COUNTRY IS REQUIRED FOR RECIPROCITY and is proven by a CERTIFICATION FROM A STATE OR GOVERNMENT COSMETOLOGY BOARD.** A certification of current licensure(s) and certification(s) from all other state(s) where you have or had a license must be mailed directly from that State Board or Country licensing agency to this State Board. An inactive license is recognized as a current license. **\*\*IMPORTANT\*\* CERTIFICATIONS can take time to obtain so call and get this process started immediately.** Please note a copy of your license is NOT a certification. If you have a license or have held a license from another country you need to see the "Foreign Applicant" information. Only license for license is accepted, there is no crossover.
  
3. \_\_\_\_\_ **TESTING - THE SOUTH DAKOTA STATE LAWS/RULES EXAM IS REQUIRED OF ALL THOSE REQUESTING RECIPROCITY. Cosmetologist applicants must have passed a theory and hands-on practical given by another state board or a professional testing company. All nail technician and esthetician applicants are required to take the NIC theory and NIC hands-on practical exams in South Dakota.** We do not recognize testing given by a school. The NIC exams must be taken during a pre-scheduled State Board Examination. The state laws/rules exam may be taken in your area if that is the only test required. All exams are scheduled by the office staff. Written exams are offered in English or Vietnamese. No interpreters or dictionaries allowed. Study information is sent after the reciprocity paperwork is approved.
  
4. \_\_\_\_\_ **EDUCATION** required: 2100 hours cosmetology, 600 hours esthetics, 400 hours nail technology.  
If any of your schooling was in a foreign country you will need to have the hours evaluated by a professional evaluation company (see Foreign Applicant information). If you transferred education from one school to another, you will have to state that on the application. See below to add work experience if you do not meet the education requirements. If you do not have the work experience, then you will need to return to school. We only accept education documentation from another State Board of Cosmetology. We do not accept education documentation from the school. All hours need to be earned at the school. Home study or online courses are not accepted.
  
5. \_\_\_\_\_ **WORK EXPERIENCE AFFIDAVIT.** If you do not have the education as required above in #4, then you may add work experience to your education. Example: 1500 education hours + 600 work credit = 2100 hours for cosmetology. Remember, 2 work hours equal 1 hour of education so you need to work 1200 hours to get 600 work experience hours.  
\*If the work experience was obtained more than five years before the date of this application, you will need to attend an Infection Protection course from the commission. Call the office for the course.
  - \_\_\_\_\_ you may get a maximum of 1,000 hours of cosmetologist experience
  - \_\_\_\_\_ you may get a maximum of 350 hours of esthetician experience
  - \_\_\_\_\_ you may get a maximum of 200 hours of nail technician experience
  
6. \_\_\_\_\_ **RECIPROCITY FEE OF \$100.00 cashier's check or money order only** (non-refundable). This fee covers any tests, study materials, the initial license, and verification of documents submitted for reciprocity.
  
7. \_\_\_\_\_ **TEMPORARY LICENSE APPLICATION AND LICENSE FEE OF \$6.00 cashier's check or money order only** (non-refundable). This is processed after the reciprocity application is approved.

**YOU CANNOT WORK IN SOUTH DAKOTA UNTIL YOU GET A SOUTH DAKOTA LICENSE.**