

## SOUTH DAKOTA BOARD OF BARBER EXAMINERS

810 N. Main St., Ste. 298  
Spearfish, SD 57783  
605.642.1600

### INSTRUCTION CHECKLIST

**If testing is required, the State Board of Barber Examiners will approve candidates to take the examination(s) once all application materials have been received and approved in the Board Office.**

\*No application will be processed without the submittance of the respective fees. Please contact the Board office if you have questions.

1. Please complete the appropriate form to be licensed as a **Registered Barber, or Registered Barber through transfer of license or certificate of registration.**
2. Remit the appropriate fees. Please send a check or money order (no cash is accepted) made payable to the SD Board of Barber Examiners.
3. Include a 3x5 photo of yourself with the application.
4. All applicants must complete the section of "Barber school attended, address and date of enrollment." You will need to request official transcripts from the barber college from which you graduated with your Barber degree. Please have the college send the official transcript directly to this office (do not have them send a copy to you first. It must come direct to our office from the school).
5. No school of barbering shall be approved by the Board of Barber Examiners unless it requires as a prerequisite to graduation a course of instruction of not less than nine months with a minimum of 1500 hours.
6. The South Dakota Board of Barber Examiners administers the written examination approved by the National-Interstate Council of State Boards of Cosmetology, Inc. Test results are received in the Board office approximately 5-10 business days after the testing date. A practical examination is required and is administered by members of the Board of Barber Examiners.
7. If you are applying for licensure through Transfer of License or Certificate of Registration, the following must be included:
  1. 3x5 photo.
  2. Applicant must hold current license or certificate of registration as a barber from another state or country that has substantially the same requirements for licensing or registering barbers as required by South Dakota.
  3. Verification of all past/present licensure, completed by the State Board of Barbering in the state in which applicant is currently licensed, sent directly from that state to this office.
  4. Completion of formal education in a recognized School of Barbering. Transcripts to be sent directly to this office from the barber college.
  5. Applicants will be given credit for 50 educational hours for each month such applicant has practiced as a licensed barber in another state whose hours are less than the 1500 hours required by South Dakota.

*If testing in SD. please remit separate checks or money orders (One for Examination Fee, One for Certificate Fee)*

Fee schedule is as follows:

Registered Barber Application for Examination Fee \$100.00

Certificate Fee \$50.00

Registered Barber through transfer of License or Certificate of Registration License Fee \$150.00