



# Barber Cosmetologist Nail Technician Esthetician Application Instructions

Review the following paths to determine which path to apply under. Applications are submitted through the [Online Services System](#). Official documentation can be sent by postal mail or by email to [SOS.OPRLicensing3@vermont.gov](mailto:SOS.OPRLicensing3@vermont.gov). Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.

## Apply by Examination

First-time applicants. If you hold a license in another state, see endorsement.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- Upload a copy of your high school diploma or GED (Does not apply to Nail Technicians)
- Evidence of Training
  - If your training was at a school, evidence of the actual number of professional training hours completed is required. You may upload a copy of your professional training course completion certificate or request your school submit a completed verification of education form directly to the Office.
    - Barbers need a minimum of 750 school hours or 150 crossover hours for a currently licensed individual
    - Cosmetologists need a minimum of 1,000 school hours or 250 crossover hours for a currently licensed individual
    - Estheticians need a minimum of 500 hours
    - Nail Technicians need a minimum of 200 hours
  - If your training was as an apprentice, evidence of the actual number of professional training hours completed is required. You may upload a completed Apprentice Verification form, signed by you and your supervisor, or have your supervisor submit the form directly to our office.

- Barbers need a minimum of 1,125 hours or 300 hours for a currently licensed individual
  - Cosmetologists need a minimum of 1,500 hours or 300 crossover hours for a currently licensed individual
  - Estheticians need a minimum of 750 hours
  - Nail Technicians need a minimum of 300 hours
- Once your application is complete you will be emailed an official approved to sit communication. You will then need to register with the exam service to take your practical and theory examinations.

## Apply by Endorsement

Applicants who are licensed or certified in another jurisdiction where the qualifications are substantially equivalent to Vermont's requirements.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- If your state's requirements are not substantially equivalent to Vermont, you will need to show proof of 1,500 documented hours of practice in not less than one year. The Affidavit of Experience form will need to be completed, and signed, and uploaded into your online application.
- Request that an official verification of license be sent directly to OPR from your initial state of licensure and your most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email or by postal mail.

## Fast Track Endorsement

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system.
- Request an official verification of license be sent directly to the Office. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of the application. This must be sent directly from the licensing authority and can be sent by email or by postal mail. It is not required that the other state complete the Vermont verification form.

# Instructors Specialty

If you already hold a Vermont license in this profession and are applying to add the instructor specialty, use the Add Specialty option in your online services account.

- You must be licensed by the Office, in good standing, to perform the professional acts you will teach
- You must attest to having attained at least 1,500 hours of practical experience in not less than one year
- You must pass the instructor's examination or instructor training recognized by the OPR Director.