



**Secretary of State  
Office of Professional Regulation**

**ELECTROLOGIST  
Application Instructions**

**If you already hold a Vermont license in this profession and are applying to add the Laser Hair Removal endorsement, use the Add A Specialty link within your online account.**

**The practice of Electrology shall be permitted only in licensed Electrology Offices.**

**A EXAMINATION: First time applicants**

1. Complete online application and pay non-refundable application fee
2. Verification of Education form must be submitted directly by your school of electrolysis. Complete a course of study of at least 600 hours at a school of electrolysis approved by the director which meets or exceeds the standards set by the American Electrology Association.
3. If you are applying for the Laser Hair Removal endorsement with your initial license, submit a scanned completion certificate for your 60-hour FDA approved Laser Hair Removal course.
4. Once your application is received and reviewed, you will be notified to set up a time and date to complete the International Board of Electrology Certification (IBEC) examination.

**B ENDORSEMENT: Applicants currently licensed in another state**

To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Complete online application and pay non-refundable application fee
2. Enter all states where you have been or are currently licensed.
3. Verification of your licensure submitted from your original state of licensure and from your most recent state of licensure, if different.
4. Verification of Education form must be submitted directly by your school of electrolysis. Complete a course of study of at least 600 hours at a school of electrolysis approved by the director which meets or exceeds the standards set by the American Electrology Association.
5. If you are applying for Laser Hair Removal endorsement with your initial license, scanned completion certificate for your 8-hour FDA approved course.

**c. 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.

1. Complete online application and pay application fee (Non-Refundable Processing fee);
2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.