



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF COSMETOLOGY AND BARBERING

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR TEMPORARY PERMIT BY EXAMINATION

INSTRUCTIONS

You must apply for a license by examination before (or at the same time) you apply for a temporary permit. When you have met all the requirements for licensure by examination other than passing the exam, you may receive a temporary permit to practice.

When you complete the online application on the PCS website, the temporary permit questions are included. However, use this form in the following situations:

- When you completed the online application, you did not request a temporary permit (e.g., you didn't have a job) but now wish to apply.
- You already have a temporary permit but must re-apply for a new permit because you changed shops or supervisors after your temporary permit was issued.

To apply for a temporary permit using this form...

- ☐ Submit completed and signed *Application for Temporary Permit by Examination* including certification signed by supervisor (Notarization is not required.)
- ☐ Enclose processing fee of \$35 by check or money order made payable to "Professional Credentialing."
- ☐ Mail application and check to: Professional Credential Services
ATTN: Delaware Cosmetology
PO Box 198768
Nashville TN 37219-8768

Your temporary permit will be valid for 30 days past the next available examination date. If you fail the exam, the permit can be extended **only if** you have registered for the next available exam. You have two years from the date that you applied for licensure to pass the both exams. If you have not passed the exams by the end of the two-year period, you must wait one year, then reapply and meet all the requirements for licensure, including repeating all educational requirements as well as re-taking and passing both parts of the required exam.

TYPE OF PERMIT

1. I am applying for a temporary permit as a (check all that apply):

☐ Cosmetologist ☐ Barber ☐ Nail Technician ☐ Aesthetician ☐ Electrologist

Alert: Applicants for Instructor licensure by examination may not apply for Temporary Permits.

IDENTIFYING AND CONTACT INFORMATION

2. Full Name: _____
First Middle Family (Last)

3. Social Security Number: _____ 4. Date of Birth (month/day/year): _____

5. Mailing Address: _____
Street

City State Zip

6. Phone: _____ Email: _____

LOCATION OF TEMPORARY PRACTICE

7. Name of Salon/Shop Where Practicing: _____

8. **Location** Address: _____
Street

_____ City _____ State _____ Zip

9. Shop's *Professional* License Number: **M9-** _____

10. Shop's Phone: _____

Applicant Signature: _____ **Date:** _____

SUPERVISOR MUST COMPLETE SUPERVISOR CERTIFICATION SECTION

SUPERVISOR CERTIFICATION

Applicants for Delaware licensure as a Cosmetologist, Barber, Nail Technician, Electrologist or Aesthetician by examination may apply for a temporary permit to work under supervision until they pass the required examinations. While practicing under a temporary permit, applicants must be supervised by a Delaware-licensed sponsor who agrees to be *fully responsible* for the applicant's actions while he/she practices. *A supervisor may supervise only one temporary licensee at a time.*

A temporary permit is issued only when the applicant has met all requirements for licensure other than passing the examination. They have two years from their application date to pass the both exams. The first temporary permit will be valid for 30 days past the next available examination date. If the applicant fails the exam, the permit will be extended **only if** he/she is registered for the next available exam.

1. Supervisor's Name: _____

2. Supervisor's Delaware License Number: **M**____ - _____

3. Name of Salon/Shop Where Applicant Practicing: _____

4. Shop's **Location** Address: _____
Street (no PO Box)

_____ **DE** _____ Shop's Phone: _____
City State Zip

5. Shop's *Professional* License Number: **M9-** _____

6. Please read and indicate whether you understand each of the following statements:

- It is unlawful for an applicant to continue practicing if his/her Temporary Permit has expired. **Yes** ☐ **No** ☐
- In order for a Temporary Permit to be extended beyond its first expiration date, an applicant who fails the examination must register to take the next available examination. **Yes** ☐ **No** ☐
- A licensee or shop that employs unlicensed persons may be subject to disciplinary action against the licensee's or shop's own professional license. **Yes** ☐ **No** ☐

7. **Do you agree to supervise and be fully responsible for the actions of the applicant while he/she practices under a Temporary Permit?** **Yes** ☐ **No** ☐

Supervisor Signature: _____ **Date:** _____