



SOUTH CAROLINA
BOARD OF COSMETOLOGY



APPLICATION FOR
EXAMINATION & LICENSURE

Please complete this application form (we have included a checklist to help you verify completion -- see #1) and mail to Professional Credential Services (PCS) at the address on the Payment Form. For the practical examination, your application and ALL documentation must be RECEIVED prior to the application deadline of the practical examination you wish to take. Applications are processed daily for theory examinations administered at PSI Testing Centers. Late or incomplete applications will be processed for the next scheduled practical examination. If you have not received an admission notice within seven (7) days prior to the examination date, call PCS toll-free at 888-822-3272 to make an inquiry. For more information, please review the Candidate Information Bulletin online at pcshq.com. **The State Board has the final authority to approve the issuance of a license.**

1. APPLICATION CHECKLIST

- Please check that the following is complete and enclosed prior to mailing (Note: Incomplete applications will not be considered.)
- [] Section 2 (Personal information – Social security number and date of birth must be entered in this section)
 - [] Section 3 (Examination(s) must be selected)
 - [] Section 4 (Correct fees must be attached or credit card information provided) (Note: Personal checks are not accepted)
 - [] Section 5 (Please select a test month)
 - [] Section 6 (If requesting accommodations, box must be checked and all documentation must be attached to application)
 - [] Section 7 (Indicate the method for which you are qualified).
 - [] Section 8 (Carefully read and answer all conviction and disciplinary questions).
 - [] Section 9 (Must read, sign, have signature notarized and attach 2x2 photo where indicated).

In addition to a completed application, you are also required to submit the following documents to PCS: (Note: Instructor candidate required documents differ from those listed below. Please refer to the most current candidate information bulletin)

- A - Proof of Identification – Provide PCS with a copy of **two** of the following: driver license, birth certificate, passport, social security card.
*One form of identification must include a photo (driver's license or passport)
- B - Proof of passing 10th Grade Education – Provide PCS with a copy of one of the following: HS Diploma, HS Transcript, GED.
*If name on your high school transcript, GED, or diploma differs from name on this application, you **must** provide legal documentation (marriage certificate, divorce decree, or court order).
- C - Provide a notarized copy of Cosmetology School Training Affidavit. This form can be downloaded at www.pcshq.com.
- D - Affidavit of Eligibility – All areas of the form must be completed. This form can be downloaded at www.pcshq.com.

*NOTE: Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination(s).

2. TYPE OR PRINT LEGIBLY IN INK

Mr. Mrs. Ms. Miss

 Name (Last, First, MI) Social Security Number
 _____ ()
 Street Address or Box Number Daytime Telephone Number
 _____ ()
 City, State, ZIP Code Home Phone Number

 Date of Birth / / E-Mail Address Mother's Maiden Name

3. PLEASE CHECK EXAMINATION TYPE[S] YOU ARE APPLYING FOR

- | | | |
|--|--|--|
| <input type="checkbox"/> Cosmetology Theory | <input type="checkbox"/> Nail Technician Theory | <input type="checkbox"/> Esthetician Theory |
| <input type="checkbox"/> Cosmetology Practical | <input type="checkbox"/> Nail Technician Practical | <input type="checkbox"/> Esthetician Practical |
| <input type="checkbox"/> Theory AND Practical | <input type="checkbox"/> Theory AND Practical | <input type="checkbox"/> Theory AND Practical |
- *Instructors – Refer to your Candidate Information Bulletin for additional eligibility requirements (www.PCSHQ.com)
- | | | |
|---|---|---|
| <input type="checkbox"/> Cosmetology Instructor Theory | <input type="checkbox"/> Esthetician Instructor Theory | <input type="checkbox"/> Nail Technician Instructor Theory |
| <input type="checkbox"/> Cosmetology Instructor Practical | <input type="checkbox"/> Esthetician Instructor Practical | <input type="checkbox"/> Nail Technician Instructor Practical |
| <input type="checkbox"/> Theory AND Practical | <input type="checkbox"/> Theory AND Practical | <input type="checkbox"/> Theory AND Practical |

REINSTATEMENT: If your license has been expired for less than four (4) years please contact the board at (803) 896-4588. If your license has been expired longer than four (4) years please complete this application and take both the theory and practical examinations. License #_____. Indicate on the previous page which practical examination you are required to take. Reinstatement candidates must pay fees listed below (same as First-Time fees). You must also submit a 2"x2" photo, affidavit of eligibility, and 2 forms of identification (driver's license, birth certificate, US passport, or social security card). One form of identification must include a photo.

ENDORSEMENT: I hold an active license in the following state: _____ License # _____
Have you previously passed a national NIC *theory* examination? (circle one) YES NO
Have you previously passed a national NIC *practical* examination? (circle one) YES NO

*See candidate information bulletin (pcshq.com) for a complete list of required documentation for endorsement to South Carolina.

4. FEES (The following fees also include your license fee)

First-time applicant fees listed below include LLR processing and 2-year license fee of \$45. PCS collects LLR fees and submits to LLR on a routine basis. Re-examination candidate should call PCS to re-apply. (1-888-822-3272)

**Reinstatement candidates must submit First-Time Candidate Fees as defined below.

- First-Time Candidate Fee for both Theory & Practical Examinations: **\$165**
- First-Time Candidate Fee for Instructor Practical Only: **\$130**
- First-Time Candidate Fee for both Theory & Practical **Instructor** Examinations: **\$195**

5. PRACTICAL EXAMINATION SITE – Select a month you wish to take your practical exam

In order to test in the month selected, PCS must receive your COMPLETE application prior to the application deadline date of the practical examination date selected. Please see the PCS web site (www.pcshq.com) for a detailed list of examination dates and application deadlines. The exact location of the practical examination site will be identified on your *Admission Notice*, which you will receive approximately 7-10 business days prior to the examination date:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

6. SPECIAL ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

- Check **ONLY** if you are requesting special accommodations. You may obtain an ADA Accommodations Form online at www.pcshq.com or from your school. All required documentation **MUST** be included with this application.

7. PROFESSIONAL TRAINING QUALIFICATIONS (This section MUST be completed)

Name of Cosmetology/Manicure/Esthetic School Attended _____
Street Address of School: _____
City: _____ State: _____ Country: _____ Zip: _____
Email of School: _____ Enrolled from _____ to _____ Graduation Date: _____
Phone No.: _____ Contact Name: _____

8. DISCIPLINARY QUESTIONS / LAWS

Have you been found guilty or entered a plea of nolo contendere for any crime in this or any other state? **THIS PAGE OF THE APPLICATION WILL BE RETURNED IF YOU DO NOT ANSWER THIS QUESTION, AND YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE.**

- YES
- NO

Have you ever had a license revoked, suspended, or otherwise sanctioned by any board or agency, or have you ever been denied Issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any board or agency in this or any other state? **THIS PAGE OF THE APPLICATION WILL BE RETURNED IF YOU DO NOT ANSWER THIS QUESTION, AND YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE.**

- YES
- NO

❖ If you answered "Yes" to the question regarding court convictions, you must submit to PCS one of the following:

- a) Candidates with convictions that occurred **in the state of South Carolina** must obtain a SLED report.
*Contact South Carolina Law Enforcement Division. Phone: 803-737-9000 Address: P.O. Box 21398 Columbia, SC 29221
Web site: www.sled.sc.gov
- b) Candidates with convictions that occurred **outside of the state of South Carolina** must obtain a criminal history report from the local law enforcement office.

Your license will not be issued until this information is received by PCS and reviewed by the Board.

❖ If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to PCS.
Your license will not be issued until this information is received by PCS and reviewed by the Board.

_____ Please check here if you answered "Yes" to the questions above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **BUT NEW CONVICTIONS MUST BE SUBMITTED.**

SOUTH CAROLINA LAWS, RULES and REGULATIONS

You must select one of the following:

- I have read, understand and agree to comply with South Carolina's Board of Cosmetology Laws, Rules and Regulations.
- I have not reviewed the South Carolina Board of Cosmetology Laws, Rules and Regulations. However, I understand that it is my responsibility to be aware and knowledgeable of the laws and rules that govern my profession. I will locate a current copy, read, understand and agree to the above mentioned documents prior to taking my first examination.
Download SC Laws here - <http://www.llr.state.sc.us/POL/Cosmetology/index.asp?file=laws.htm>

9. INFORMATION CONSENT AND WAIVER AGREEMENT

I understand that all information in this document is a public record subject to disclosure pursuant to the S.C. Freedom of Information Act, except any item designated with this symbol (*).

I understand that any omission, inaccuracy or failure to make full disclosure in this application may be deemed sufficient reason to withhold license or renewal, suspend or revoke a license if issued by the Board. I understand that the Board may make such inquiry and investigation concerning my record or background as the Board in its judgment deems proper, and further agree to furnish any additional information that may be requested by the Board.

I understand that various cosmetology and/or nail products are to be used during certain sections of cosmetology (and related) practical examinations for licensure.

I agree that in the event of an illness and/or injury that precludes my completion of the examination, any claim I may have will be limited to a refund of the examination fee paid. I agree that I shall hold harmless the State of South Carolina, its employees, agents and independent contractors (state) from any and all claims, injury, loss, damage, suits, actions, liabilities, and costs of any kind for any and all claims by any party arising directly or indirectly from any acts or omissions in connection with this examination. I acknowledge that neither I nor any other party claiming through me shall have the right of action of any kind against the State with regard to any use or misuse of said Products during this examination and I release, with informed consent, the State from any liability with respect to the same.

I verify that the information contained on this application form and all supporting documentation is true and correct. I am aware of the criminal penalties for tampering with public records or information pursuant to South Carolina law.

I understand that I must meet the application deadline and that the application must be complete by the application deadline in order to take the practical examination at the location and date desired. I also understand that if I do not appear with proper identification at the scheduled time and date for either the theory or the practical examination(s), all fees will be forfeited. I agree that any claim is limited to the examination fee paid in the event that the theory or practical examination(s) are cancelled. I ascertain by my signature below that I agree with the conditions noted on this application and in the most current *Candidate Information Bulletin* (www.pcshq.com). I also ascertain that my signature below releases my score and personal information to my school and to the State Board.

I understand my signature below serves as acknowledgement that my social security number will be used as my unique identifier for the purpose of reporting results to the state licensing agency and my school of graduation for licensing purposes. I further agree to release Professional Credential Services, Inc. (PCS) and its subcontractors from any liability arising from the use of my social security number as my unique identifier as required by the state with which I am applying for licensure.

Attach a 2 x 2 front face/shoulders colored photograph MUST be attached [no photocopies]

Candidate Signature [date]

Parent's Signature (if candidate is a minor) [date]

NOTARY SECTION

_____, first being duly sworn, deposes and says that
(PRINT) NAME OF NOTARY
Candidate (listed above) is making the preceding statements, and that all statements made herein are true in every respect. Sworn and subscribe to before me this _____ day of _____ 20_____.

Notary Public in and for the County of _____, State of _____ My Commission Expires: _____

NOTARY SIGNATURE

[NOTARY STAMP]



PAYMENT FORM

Applicant Name: _____

Social Security Number (Mandatory): _____ - _____ - _____

Fees are non-refundable and non-transferable Personal checks are not accepted

Payment must be by certified check or money order (payable to PCS) or credit card (MasterCard/VISA Only). Please record your social security number on the check. Place a check mark in the appropriate box indicating the type of payment.

Payment Type: Cashier's Check/Money Order Credit Card (complete information below)

If paying by credit card: MasterCard VISA Authorized payment amount: \$_____

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____

Print Cardholder's Name _____

Authorized Signature _____

***If your credit card is declined, you will be required to submit a cashier's check or money order.**

**Return this Payment Form with Examination Application.
DO NOT staple your payment to this form.**

Note: This document will be shredded after it has been processed.

Mail Examination Application and Payment Form to:
Professional Credential Services / South Carolina Cosmetology
P.O. Box 198768 (U.S. Postal Service)
Nashville, Tennessee 37219-8689
150 Fourth Avenue North, Suite 800 (Courier Delivery)
Nashville, Tennessee 37219-2496
Toll free: (888) 822-3272 (615) 312-3782
Fax: (615) 846-0153
Web Site: <http://www.pcshq.com>



Mark Sanford
Governor
Adrienne Riggins Youmans
Director

South Carolina
Department of Labor, Licensing and Regulation
Office of Licensure and Compliance



110 Centerview Drive
Post Office Box 12517
Columbia SC 29211
Phone: (803)896-4501 or 896-4400
Fax: (803)896-4525 or 896-4570
www.llr.state.sc.us

AFFIDAVIT OF ELIGIBILITY

Pursuant to Section 8-29-10 SC Code of Law, **ALL** applicants for a South Carolina license after July 1, 2008 are required to complete and sign this Affidavit of Eligibility.

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

1. ___ I am a United States citizen or legal permanent resident eighteen years of age or older; or
2. ___ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
 - a. ___ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
 - b. ___ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.
3. ___ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
 - a. ___ I am a US citizen, not physically present or employed in the United States.
 - b. ___ I am a Foreign National, not physically present or employed in the United States.

If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.

Section B: Secure and Verifiable Document. This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided **upon request only**.

- Any South Carolina Driver License, South Carolina Driver Permit or South Carolina Identification Card, expired less than one year.
- Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year. State: _____
- Valid Temporary Resident Card
- Certificate of Naturalization with intact photo
- Certificate of (US) Citizenship with intact photo
- Other: (Name of verifiable document) _____

_____/_____/_____

Social Security Number

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

(If issued by a state agency, include both the state and agency name.)

3. What is the secure and verifiable document number? _____

4. What is the expiration date of your secure and verifiable document? ____/____/____ (month/day/year)

(If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States. I may also be required to provide proof of lawful presence.
- I understand that in accordance with section 8-29-10 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Labor, Licensing and Regulation upon request and is subject to verification.

Signature

Date

Please print your name as shown on your secure and verifiable document.

Professional License Type: _____

License Number (if already licensed): _____

The South Carolina Code of Laws requires that every individual who applies for an occupational or professional license provide a social security or alien identification number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

VOCATIONAL SCHOOL PROGRAM COSMETOLOGY TRAINING AFFIDAVIT

This form must be completed by the school representative.

CANDIDATE NAME: _____ X _____
 (PLEASE PRINT) FIRST MIDDLE LAST CANDIDATE SIGNATURE

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL LICENSE NUMBER: _____ SCHOOL PHONE NUMBER: _____

ENROLLMENT DATES: FROM _____ TO _____ GRADUATION DATE: _____

SUBJECTS

CREDITS IN HOURS

Science of Cosmetology (400)

Sanitation and Sterilization.....	_____
Personal Hygiene and Grooming.....	_____
Professional Ethics.....	_____
Public Relations, Salesmanship and Psychology.....	_____
Anatomy.....	_____
Dermatology.....	_____
Trichology.....	_____
Nail Structure.....	_____
Chemistry.....	_____
Safety Precautions.....	_____

Practice of Cosmetology (1,055)

Shampoos and Rinses.....	_____
Scalp and Hair Care - Treatments.....	_____
Hair Shaping.....	_____
Hair Styling.....	_____
Thermal Pressing, Thermal Curling, Wiggery	
Roller Placement, Molding, Pin Curling.....	_____
Nail Technology.....	_____
Chemical (Cold) Waving, Chemical Relaxing or Straightening.....	_____
Hair Tinting (Coloring) and Lightening (Bleaching).....	_____
Facial – Skin Care and Make-up.....	_____

South Carolina State Law: Rules, Regulations, Code (15)

Threading (10)

Unassigned: Specific Needs (20)

Total Number of Hours.....

 (PRINT) NAME OF INSTRUCTOR

 SIGNATURE OF INSTRUCTOR

 (PRINT) NAME OF SCHOOL OFFICIAL

 SIGNATURE OF SCHOOL OFFICIAL

(This section must be completed by a notary public)

_____, first being duly sworn, deposes and says that he or she (listed above) is the Instructor of
 (PRINT) NAME OF NOTARY

Cosmetology, making the preceding statement, and that all statements made herein are true in every respect.

Sworn and subscribe to before me this _____ day of _____ 20_____.

Notary Public in and for the County of _____, State of _____ My Commission Expires: _____

 NOTARY SIGNATURE

Affix Notary Seal Here

VOCATIONAL SCHOOL PROGRAM ESTHETICIAN TRAINING AFFIDAVIT

This form must be completed by the school representative

CANDIDATE NAME: _____ X _____
 (PLEASE PRINT) FIRST MIDDLE LAST CANDIDATE SIGNATURE

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL LICENSE NUMBER: _____ SCHOOL PHONE NUMBER: _____

ENROLLMENT DATES: FROM _____ TO _____ GRADUATION DATE: _____

<u>SUBJECTS</u>	<u>CREDITS IN HOURS</u>
Professional Practices (50)	
Bacteriology and Sanitation.....	_____
Business Practice.....	_____
Sciences (120)	
Histology of Skin.....	_____
Dermatology.....	_____
Structures and Functions of Human Systems.....	_____
Facial Treatments (125)	
Facial Massage.....	_____
Electrical Current-Facial Treatments.....	_____
Other Kinds of Facial Treatments.....	_____
Hair Removal (50)	
Depilatories.....	_____
Tweezing.....	_____
Waxing.....	_____
Threading.....	_____
Unassigned: Specific Needs.....	_____
Makeup (50)	
Purpose and Effects.....	_____
Supplies and Implements.....	_____
Preparation.....	_____
Procedures.....	_____
Safety Measures.....	_____
Body Wraps (40)	
Purpose and Effects.....	_____
Types of Treatments.....	_____
Supplies and Instruments.....	_____
Preparation.....	_____
Procedure.....	_____
Safety Measures.....	_____
South Carolina State Law, Rules, Regulations and Codes (15)	_____
Total Number of Hours.....	_____

 (PRINT) NAME OF INSTRUCTOR

 SIGNATURE OF INSTRUCTOR

 (PRINT) NAME OF SCHOOL OFFICIAL

 SIGNATURE OF SCHOOL OFFICIAL

(This section must be completed by a notary public)

_____, first being duly sworn, deposes and says that he or she (listed above) is the Instructor of Esthetics, making the
 (PRINT) NAME OF NOTARY

preceding statement, and all statements made herein are true in every respect. Sworn and subscribe to before me this ____ day of _____ 20__.

Notary Public in and for the County of _____, State of _____ My Commission Expires: _____

 NOTARY SIGNATURE

Affix Notary Seal Here

VOCATIONAL SCHOOL PROGRAM NAIL TECHNICIAN TRAINING AFFIDAVIT

This form must be completed by the school representative

CANDIDATE NAME: _____ X _____
 (PLEASE PRINT) FIRST MIDDLE LAST CANDIDATE SIGNATURE

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL LICENSE NUMBER: _____ SCHOOL PHONE NUMBER: _____

ENROLLMENT DATES: FROM _____ TO _____ GRADUATION DATE: _____

<u>SUBJECTS</u>	<u>CREDITS IN HOURS</u>
SANITATION & SAFETY MEASURES (75)	
Bacteriology.....	_____
Sanitation.....	_____
Safety Precaution.....	_____
ANATOMY & PHYSIOLOGY (30)	
Nail Shapes, Structure, Growth.....	_____
Bones, Muscles, Nerves.....	_____
Skin.....	_____
Blood Circulation.....	_____
NAIL TECHNOLOGY (105)	
Preparation.....	_____
Equipment and Implements.....	_____
Supplies.....	_____
Procedures.....	_____
Pedicure.....	_____
Artificial Nails (50).....	_____
Power Equipment (25).....	_____
South Carolina State Law, Rules, Regulations and Codes (15).....	_____
Total Number of Hours.....	_____

 (PRINT) NAME OF INSTRUCTOR

 SIGNATURE OF INSTRUCTOR

 (PRINT) NAME OF SCHOOL OFFICIAL

 SIGNATURE OF SCHOOL OFFICIAL

(This section must be completed by a notary public)

_____, first being duly sworn, deposes and says that he or she (listed above) is the Instructor of
 (PRINT) NAME OF NOTARY

Nail Technology, making the preceding statement, and that all statements made herein are true in every respect.

Sworn and subscribe to before me this _____ day of _____ 20_____.

Notary Public in and for the County of _____, State of _____ My Commission Expires: _____

 NOTARY SIGNATURE

Affix Notary Seal Here

AFFIDAVIT OF COMPLETION

The following students has completed:
(circle one)

1500 Cosmetology hours
450 Esthetician hours
300 Nail Technician hours

In the Board approved curriculum

(STUDENT'S NAME)

____ - ____ - ____
(SS#)

I, _____ swear or affirm that I am authorized to report the
aforementioned student's information to the State Board of Cosmetology on behalf of
_____ School which is licensed to do business in South Carolina. I also
swear that the information provided is true and correct to the best of my knowledge.

Authorized School Official Signature

Date