

GEORGIA STATE BOARD OF COSMETOLOGY  
237 COLISEUM DRIVE  
MACON, GEORGIA 31217-3858  
TELEPHONE NUMBER: 478-207-1430  
FAX NUMBER: 478-207-1442  
www.sos.state.ga.us

### **APPLICATION FOR FIRST TIME EXAMINATION**

PLEASE READ THE INSTRUCTIONS CAREFULLY AND BE FAMILIAR WITH THE LAWS AND RULES GOVERNING THE PRACTICE OF COSMETOLOGY IN THE STATE OF GEORGIA.

Visit the following site for information:

[http://www.sos.state.ga.us/ebd-barber\\_cosmet/](http://www.sos.state.ga.us/ebd-barber_cosmet/)

#### **INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATIONS FORMS FOR FIRST TIME CANDIDATES FOR THE MASTER COSMETOLOGISTS, ESTHETICIANS AND NAIL TECHNICIAN EXAMINATIONS.**

PLEASE READ ALL INSTRUCTIONS CAREFULLY. Typing is preferred or legible printing in blue or black ink (do NOT use pencil). Incomplete or incorrectly completed forms will be returned. Allow at least 4-6 weeks for the processing of your application. For verification of receipt of your application, please fill out the enclosed acknowledgement card, place proper postage on it, and return it with your application. We will mail you the card upon receipt of application.

#### **IN-STATE SCHOOLING OR TRAINING:**

Only the appropriate school or shop certification needs be completed (one certification section per school or salon). Trainees attach a copy of your apprentice permit.

#### **OUT-OF-STATE SCHOOLING OR TRAINING:**

If schooling or training was received outside of the State of Georgia, official transcripts or certificates of training must accompany this application from the State Board of Cosmetology in the state where training or schooling was received.

1. **TYPE OF EXAMINATION:**
  - a. **If you are an applicant for re-examination, you must use the re-examination application, NOT THE ATTACHED FORM.**
  - b. Indicate the type of examination for which you are submitting the application. You may choose only one block.
  
2. **FEES:**

Submit the total amount for the requested examination. Make your check or money order payable to THE GEORGIA STATE BOARD OF COSMETOLOGY. STAPLE THE CHECK TO THE UPPER LEFT CORNER OF THE APPLICATION. DO NOT SEND CASH OR COUNTER CHECKS!!! This fee is a processing fee and is NON-REFUNDABLE. Checks returned for insufficient funds are subject to a \$30.00 service charge pursuant to O.C.G.A. §16-9-20.
  
3. **IDENTIFICATION:**
  - a. Complete all information requested.
  - b. Type or print LEGIBLY in blue or black ink. DO NOT USE PENCIL.
  
4. **COSMETOLOGY EDUCATION/TRAINING:**

Enter the name of salon (if trained through an apprenticeship) or name of school you attended. YOU MUST INCLUDE SCHOOL CODE LOCATED ON ATTACHED SHEET. If your transcript or documentation is not in English, an official English translation is required.

Hours and fees required:

Master Cosmetologist:	1,500 school hours & a minimum of 9 months	or	3,000 apprentice hrs & a minimum of 18 months	Fee - \$50
Nail Technician	525 school hours & a minimum of 4 months	or	1,050 apprentice hrs & a minimum of 8 months	Fee - \$45
Esthetician	1,000 school hours & a minimum of 9 months	or	2,000 apprentice hrs & a minimum of 18 months	Fee - \$45

5. EDUCATION:

You must submit proof of high school diploma, general educational development (GED) diploma, postsecondary education or a college degree.

6. VETERAN'S PREFERENCE POINTS:

If you are claiming veteran's preference points, you must attach a copy of your DD-214 showing that you served during a period of conflict or war for a minimum of ninety (90) days.

7. REFUND AND CANCELLATION POLICY:

PROCESSING FEES ARE NON-REFUNDABLE. If you are unable to attend the examination for which you are scheduled, you must submit a re-examination application and enclose the appropriate fee above. If you have missed your examination due to a death in the family or medical emergency, you must submit a re-examination application and official documentation regarding the reason for the absence. You may be eligible for a fee waiver with appropriate documentation. ALL OTHER RE-EXAMINATION APPLICATIONS MUST BE SUBMITTED WITH A CHECK OR MONEY ORDER.

IN ORDER FOR YOUR APPLICATION TO BE PROCESSED IN A TIMELY MANNER  
YOU MUST INCLUDE THE FOLLOWING:

- [ ] The Correct Examination Fee made payable to the Georgia State Board of Cosmetology;
- [ ] A completed and notarized application;
- [ ] Recent photograph attached to application. This must be 2"x 2" passport size photograph;
- [ ] School/ or Apprentice Training Certification;
- [ ] Copy of High School diploma, GED, postsecondary education or college degree;
- [ ] FOR VETERANS ONLY – Copy of DD-214;

*If you fail to submit a complete, notarized application with all supporting documentation, the processing of your application will be delayed.*





**SCHOOL CERTIFICATION**

A school certification must be completed for each school attended.

It is hereby certified that \_\_\_\_\_  
Name of Student

Attended \_\_\_\_\_  
Name of School

\_\_\_\_\_  
School Address                      City                                      State                                      Zip Code

From \_\_\_\_\_ until \_\_\_\_\_ and completed \_\_\_\_\_ training in the  
Date                                      Date                                      Total Hours

curriculum required by the Georgia State Board of Cosmetology for:

Master Cosmetologist               Esthetician               Nail Technician

Did applicant receive a diploma?  Yes  No \_\_\_\_\_  
School Code Mandatory

**AFFIDAVIT**

I hereby certify that the foregoing information is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Instructor

Cosmetology, Esthetician, or Nail Technician Teacher License No. \_\_\_\_\_

Expiration of License \_\_\_\_\_

Master Cosmetologist, Esthetician, or Nail Technician License No. \_\_\_\_\_

Expiration of License \_\_\_\_\_

**NOTARIZATION**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary

My commission expires \_\_\_\_\_

**NOTARY SEAL**

SHOP/SALON TRAINING CERTIFICATION

If apprentice received training in more than one shop/salon, a separate certification must be completed for each shop/salon.

It is hereby certified that \_\_\_\_\_  
Name of Apprentice

Trained under my supervision in the Shop/Salon as an apprentice for:

Master Cosmetologist       Esthetician       Nail Technician

\_\_\_\_\_  
Name of Shop/Salon

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

From \_\_\_\_\_ until \_\_\_\_\_ and completed \_\_\_\_\_  
Date                      Date                      Total Hours

Training in the curriculum required by the Georgia State Board of Cosmetology.

AFFIDAVIT

I hereby certify that the foregoing information is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Master Cosmetologist/Esthetician/Nail Technician

\_\_\_\_\_  
Print Name

License Number \_\_\_\_\_ Expiration date \_\_\_\_\_

NOTARIZATION

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

My commission expires \_\_\_\_\_.

NOTARY SEAL

GEORGIA STATE BOARD OF COSMETOLOGY  
 APPROVED SCHOOL LIST  
COSMETOLOGY SCHOOLS

Academy of Beauty	CL000001	Reta's School of Cosmetology	CL000040
Academy of Hair Arts and Designs	CL000002	Rivertown School of Beauty	CL000076
Albany School of Beauty Culture	CL000003	Roberts School of Cosmetology	CL000057
American Beauty College (Riverdale)	CL000004	Savannah School of Cosmetology	CL000058
American Beauty College (Fayetteville)	CL000005	Southeastern Bty School (Midtown)	CL000059
Armstrong University of Beauty	CL000006	Southeastern Bty School (N.Lumpkin)	CL000060
Arnold/Padrick's University of Beauty	CL000008	Southern Academy of Cosmetology	CL000065
Artistic Beauty College, Inc.	CL000009	Stagedoor International Bty Academy	CL000077
Augusta Beauty College, Inc.	CL000012	Statesboro Beauty School	CL000062
Beauty College of America	CL000013	The Academy By Joel & Co.	CL000063
Beauty College of Georgia, Inc.	CL000014	The Hair School of Cosmetology	CL000078
Brunswick Beauty College	CL000016	The James Gang Academy of Cosm.	CL000064
Capelli Learning Center For Cosmetology	CL000017	Valdosta Academy of Beauty Culture	CL000067
Careers In Cosmetology	CL000018	Vogue Beauty School	CL000066
Cedartown School of Cosmetology, Inc.	CL000019	Vogue Beauty School (Cartersville)	CL000081
Classic Academy of Beauty & Health	CL000011		
Cobb Beauty College, Inc.	CL000021	<u>ESTHETICIAN SCHOOLS</u>	
College of Cosmeknowledge	CL000022	Academy of Spa Esthetics	ES000003
Dalton Beauty College	CL000024	Derma Clinic Academy	ES000001
Decatur School of Hair Design	CL000025	International School of Skincare	ES000002
Devine Design School of Cosmetology	CL000068		
East Point Beauty College	CL000031		
Empire Beauty School (Kennesaw)	CL000079		
Empire Beauty School ( Atlanta)	CL000082	<u>MANICURIST SCHOOLS</u>	
Fayette Beauty Academy	CL000007	Career Institute of Nailcare	MA000006
Georgia Institute of Cosmetology	CL000030	International School of Nailcare	MA000002
Hair School Arts & Sciences	CL000028	New York Nail School	MA000003
Hermie's College of Beauty Culture	CL000034	North Georgia Nail Institute	MA000008
Ila Garmon Beauty College	CL000035	The Georgia Nail School	MA000009
International City Beauty College	CL000036		
Johnson's School of Cosmetology	CL000038		
LaCarm School of Cosmetology (DeKalb)	CL000027	<u>APPRENTICE TRAINING</u>	AP0000099
LaGrange School of Cosmetology	CL000039		
Lillie's Institute of Cosmetology (E.Point)	CL000069	<u>OUT OF STATE TRAINING</u>	OS0000099
Lillie's Institute of Cosmetology (Atlanta )	CL000070		
Mable Bailey Fashion College	CL000010	<u>HIGH SCHOOL TRAINING</u>	HS0000099
Macon Beauty College	CL000041		
Mar-Jan's Beauty School	CL000042		
Metropolitan School of Hair Design	CL000044		
Metropolitan Beauty Academy	CL000071		
Michael's School of Beauty (Macon)	CL000072		
Michael's School of Beauty (Dublin)	CL000080		
Minosa School of Beauty & Hair Design	CL000045		
Mitchell-Windham Academy of Cosm.	CL000046		
Modern Trend Beauty Culture	CL000047		
Moore/Haight Int'l Academy of Hair	CL000020		
Myers & George School of Cosmetology	CL000048		
New Generations Cosm Training Cntr.	CL000073		
North Fulton Beauty College	CL000051		
Osborne University of Cosm. (E.Point)	CL000052		

Osborne University of Cosm (Atlanta)	CL000049
Page's University of Cosmetology	CL000053
Paris Beauty School	CL000054
Powder Springs Beauty College	CL000055
Progressive Trend Beauty School Inc.	CL000050

Projections School of Beauty & Hair Dsgn	CL000074
Pro-Way Hair School (Jonesboro)	CL000056
Pro-Way Hair School (Macon)	CL000075

TECHNICAL SCHOOLS

Albany Tech	VO900001	Altamaha Tech	VO900028
Athens Tech	VO900002	Atlanta Area Tech	VO900003
Augusta Tech	VO900004	East Central Tech	VO900005
Carroll Tech	VO900006	Chattahoochee Tech	VO900007
Columbus Tech	VO900008	Coosa Valley Tech	VO900009
DeKalb Tech	VO900010	Flint River Tech	VO900024
Griffin Tech	VO900011	Gwinnett Tech	VO900012
Heart of Georgia Tech	VO900030	Lanier Tech	VO900013
Macon Tech	VO900014	Middle Georgia Tech	VO900015
Moultrie Tech	VO900016	North Georgia Tech	VO900017
North Metro	VO900031	Okefenokee Tech	VO900018
Ogeechee Tech	VO900032	Pickens Tech	VO900019
Sandersville Tech	VO900033	Savannah Tech	VO900020
South Georgia Tech	VO900021	Southeastern Tech	VO900029
Swainsboro Tech	VO900022	Thomas Tech	VO900023
Valdosta Tech	VO900025	Walker Tech	VO900026
West Georgia Tech	VO900027		