ENDORSEMENT OF LICENSE

NORTH DAKOTA STATE BOARD OF COSMETOLOGY

SFN 11800 (08-2025)

ND State Board of Cosmetology
4719 Shelburne St, Suite 1
Bismarck, ND 58503
ndcosmetology.com

- Complete this application to transfer a license from a different state to North Dakota.
- Complete application must be submitted along with the other required information before you will be considered for endorsement. **See Page 3 for the checklist and requirements.**
- Once all information is received, you will be notified by e-mail or mail if you are approved for endorsement.

APPLICANT INFORMATION

First Name	Middle Name	Last Name	Date of Birth	Social Security Number
Gender at Birth ☐ Female ☐ Male	Telephone Number	Email Address		
Address		City	State	ZIP Code

Military Status: Are you a member, or spouse of a member, of the active or a reserved armed services of the United States?

☐ No ☐ Yes - provide proof of military/spouse status, such as military orders or a current base identification

CURRENT PROFESSIONAL LICENSING (list all states you have or had a license)

Current Licensee Number	State License Held	Expiration Date	License Type Held/Applying For
Licensee Number	State License Held	Expiration Date	License Type Held
Licensee Number	State License Held	Expiration Date	License Type Held
Licensee Number	State License Held	Expiration Date	License Type Held

Has any of your licenses ever been suspended or revoked?

☐ No ☐ Yes - attach a written explanation

EDUCATION

Hours of School Training Completed	Name of School Attended	State

WORK EXPERIENCE

Length of Work Experience in Cosmetology

In the past 5 years, have you been charged or convicted of an offense other than a minor traffic violation?

☐ No ☐ Yes - attach a written explanation, including nature of offense, action taken, and a copy of the criminal judgment

☐ I have requested license certification from all states I hold or held a license be sent to ND State Board of Cosmetology.

☐ I, as the Applicant, hereby certify under penalty of perjury under the laws of the State of North Dakota that the information stated is true and correct to the best of my knowledge.

Applicant Signature	Date

Privacy Act Statement: The disclosure of the individual's Social Security Number on this form is mandatory pursuant to North Dakota Century Code 43-50-02. Social Security Number is used for identification and verification purposes. Not providing the Social Security Number will cause the application to not be processed.

FOR OFFICE USE ONLY

Applicant has Submitted

☐ Primary ID ☐ Secondary ID ☐ Work Experience ☐ Proof of Training ☐ Proof of Licensure

TO BE COMPLETED BY APPLICANT (top section only)

Applicant Name			
Address	City	State	ZIP Code

TO BE COMPLETED BY SALON OWNER OR MANAGER

Owner/Manager Name	Name of Salon		Telephone Number
Salon Address	City	State	ZIP Code

APPLICANT WORK EXPERIENCE - To Be Verified by Salon Owner/Manager (and notarized below)

Applicant Employed As a ☐ Cosmetologist ☐ Esthetician ☐ Adv. Esthetician ☐ Manicurist	Begin Date	End Date	Hours Completed

CERTIFICATION/NOTARY SECTION (to be completed by the Salon Owner/Manager and Notary)

☐ I, as the Salon Owner/Manager, hereby certify under penalty of perjury under the laws of the State of North Dakota that the information stated is true and correct to the best of my knowledge.

Salon Owner or Manager Signature *(must sign in front of notary)*

Signed and sworn to before me this	Date	Affix Notary Stamp
Signature of Notary Public or Other Authorized Officer		
Commission Expiration Date		

Submit Completed Application to:

ND State Board of Cosmetology
4719 Shelburne St Suite 1
Bismarck, ND 58503

Questions:

Email: bocinfo@nd.gov
Call: (701) 224-9800
www.ndcosmetology.com

CHECKLIST TO COMPLETE ENDORSEMENT REQUIREMENTS

You may become a licensed Cosmetologist, Esthetician, Advanced Esthetician or Manicurist in North Dakota through endorsement if you meet North Dakota license requirements. If you do not qualify for endorsement, you may apply for a license by examination.

License requirements are as follows:

1. Applicant holds a current out-of-state license
2. Completion of required education hours:
   Cosmetologist = 1500 hours
   Manicurist = 350 hours
   Esthetician = 600 hours
   Advanced Esthetician = 1100 hours

   Completion of required apprenticeship hours:
   Cosmetologist = 2500 hours
   Manicurist = 2000 hours
   Esthetician = 2000 hours
3. Must have taken and passed a practical test, the NIC National Theory test, and the North Dakota Laws, Rules, & Regulations test
4. Pay the endorsement and original license fees. Fees are non-refundable and not required to be paid until you are approved for endorsement.

To apply for a North Dakota license by endorsement, you must submit the following documents:

1. Certified **Proof of Licensure**
   Must be completed by the State Board where your active license is held and all states you have or had a license. Please contact your State Board(s) for a letter of certification and a copy of your state license requirements to be sent directly to the North Dakota State Board of Cosmetology at bocinfo@nd.gov. Certifications can take time to obtain so please call and get this process started immediately. **A copy of your license is NOT proof of licensure.**
2. Completed **Endorsement Application**
3. Copy of a **Primary ID** (per N.D.A.C. 31-01-03-10 -documents must be in English & front and back)
4. Copy of a **Secondary ID** (per N.D.A.C. 31-01-03-10 -documents must be in English & front and back)
5. **Work Experience Affidavit** (if needed)
   If you do not meet the education requirements as stated above, 1,000 hours or more of licensed work experience may be considered substantially equal to 100 hours of school training. 500 hours are the maximum you can apply toward education hours; or worked in the licensed profession from at least three of the past five years.
6. Proof of **Training**
   Must have successfully completed course curriculum hours in a Cosmetology School or USDOL registered apprentice program. **Must provide official school transcript if licensed less than 5 years.**
7. **International Applicants**
   Any records from another country, including records in English, must be evaluated by a Board-approved credentialing agency at the applicant's expense. Visit www.ndcosmetology.com for more information.

Licensure delays.

N.D.C.C. 43-51.1-3. Board operations.

11. An applicant aggrieved by a licensure delay first shall try to resolve the matter with the board. If the matter cannot be resolved, the applicant may bring the matter to the office of the governor. https://www.governor.nd.gov/contact

The North Dakota State Board of Cosmetology will contact you via email on what procedures you qualify for licensure. If approved for license by endorsement, you may be required to pass the North Dakota Laws, Rules & Regulations test, you will also need pay the reciprocity fee of $105.00 plus the original license fee. The payment form will be emailed to you if approved.

All applicants are required to take the North Dakota Laws, Rules & Regulations test. Applicants may schedule the examination Prov Exams at https://www.provexam.com/register or call (801)733-4455.

Laws, rules and regulations are available on the board's website: www.ndcosmetology.com

YOU MAY NOT WORK IN THE STATE OF NORTH DAKOTA UNTIL YOU GET A NORTH DAKOTA LICENSE