

FOR OFFICE USE ONLY

Cosmetology Checklist

- Endorsement Examination
- App. & Fee
- Date: _____ Check _____
- Transcript
- Lic. Verification from other States
- RI Apprentice Training
- Results of National Exam



FOR OFFICE USE ONLY

Application Approved:

License Number:

Issue Date:

Signature of Board Administrator

ID#:

Receipt #:

**Rhode Island
Board of Examiners for Electrolysis**

Room 104
3 Capitol Hill
Providence, RI 02908-5097

***Instructions and Application For
License As An***

Electrologist

Electrologist - Independent Laser Hair
Removal

Endorsement

Examination

FOR OFFICE USE ONLY

License # _____
Name _____

MILITARY STATUS ELIGIBILITY

*(Documentation Required)
see next page for instructions*

Please check ONE of the following criteria for expedited application:

- I am in active military duty or a reservist
- I am a military veteran with honorable discharge
- I am the spouse of someone in active military duty or the spouse of a reservist

Applicant - Print Name

LAST NAME

FIRST NAME

MI

Phone: (401) 222-2828

TTY/TDD: (800) 745-5555

Fax: (401) 222-1272

LICENSURE REQUIREMENTS

Completed Application with Cover Page - Applications are valid for 1 year from the day they are received at RIDOH. If you are not licensed within the year you must submit a new application.

Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer in the amount of **\$25.00** and attached to the upper left-hand corner of the first (Top) page of the application. **THIS APPLICATION FEE IS NONREFUNDABLE.**

Official transcript from an accredited school of Electrology or Verification of RI apprenticeship.

Proof of passing the American Electrology Association examination in electrology.

If you have ever been licensed in another state, license verification(s) must be sent directly from the state(s) in which you hold or have held a license. The verification from the board of original licensure must include that you have passed a written exam (i.e., NIC exam or state board exam (Interstate Verification Form included in this application can be used for that purpose)

If you hold a current and active license in another state please provide a copy of that out-of-state license.

If applying for expedited military status, please complete the Military Expedition Form at the end of this application packet.

If applying for Electrologist - Independent Laser Hair Removal, please complete the attestation below.

If applying for Electrologist - Independent Laser Hair Removal and you were licensed as an Electrologist after July 1, 2019, provide proof of an American Electrology Association Board certification in laser hair removal.

Licensure Information

Please visit the RIDOH website at <http://www.health.ri.gov/licenses> to Verify your license, download Rules and Regulations/Laws for your profession, download change of address forms, other licensing forms or obtain our contact information. HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others.

License Certificates

RIDOH will be providing wallet license cards ONLY on issuance of licenses. If you wish to receive a license certificate, suitable for framing, please check the box below and attach a separate check in the amount of \$30.00 made payable to RI General Treasurer.

I would like to receive a license certificate. I have enclosed a separate check in the amount of \$30.00

<p>7. Preferred Mailing Address Please check <u>ONE</u></p>	<p><input type="checkbox"/> Please use my Home Address as my preferred mailing address</p> <p><input type="checkbox"/> Please use my Business Address as my preferred mailing address</p>
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<p>8. Qualifying Education</p> <p>Please list the name and information about the school that you attended that qualifies you for this license.</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; height: 15px; width: 100%;"></td> </tr> <tr> <td style="font-size: 8px;">Type of School (High School, University, College, Trade/Technical School etc.)</td> </tr> <tr> <td style="border: 1px solid black; height: 15px; width: 100%;"></td> </tr> <tr> <td style="font-size: 8px;">Name of School</td> </tr> <tr> <td style="padding: 5px;">Date Graduated: <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td></tr><tr><td style="font-size: 8px; text-align: center;">Month</td><td style="font-size: 8px; text-align: center;">Year</td></tr></table> <table style="display: inline-table; border-collapse: collapse; margin-left: 20px;"><tr><td style="border: 1px solid black; 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<p>9. Other State License(s)</p> <p>Please answer the question and list state(s), if applicable</p>	<p>Have you ever held, or do you currently hold, a license in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the answer to this question is “yes”, list the original state of licensure, license number, and, if applicable, enter all other state abbreviation(s) of licenses in Question 10 (below). Send “Interstate Verification Form” (page 7) to each state in which you are, or ever have been, licensed:</p> <p align="center">Original Licensure</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 250px; height: 15px;"></td> </tr> <tr> <td style="font-size: 8px; text-align: center;">State</td> <td></td> <td style="font-size: 8px; text-align: center;">License Number</td> </tr> </table>				State		License Number
State		License Number					

<p>10. Licensure</p> <p>List all states or countries in which you are now, or ever have been licensed to practice your profession.</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">State/Country:</td> <td style="width:50%; border-bottom: 1px solid black;">State/Country:</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> </table> <p>DOCUMENTATION NEEDED: YOU must send an “Interstate Verification Form” to each state in which you are, or ever have been, licensed (Make copies as needed)</p>	State/Country:	State/Country:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Active <input type="checkbox"/> Inactive
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<p>11. Criminal Convictions</p> <p>Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided.</p> <p>If necessary, you may continue on a separate 8½ x 11 sheet of paper.</p>	<p>Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Abbreviation of State and Conviction¹ (e.g. CA - Illegal Possession of a Controlled Substance):</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 80%;"></td> <td style="border: 1px solid black; width: 10%; text-align: center;">Month</td> <td style="border: 1px solid black; width: 10%; text-align: center;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> </table>		Month	Year									
	Month	Year											

<p>12. Disciplinary Questions</p> <p>Check either Yes or No for each question.</p>	<p>1. Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr style="border-top: 1px dashed black;"/> <p>2. Have you ever been denied a license, certificate, registration or permit in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Note: If you answer “Yes” to any question, you are **required** to furnish complete details, including date, place, reason and disposition of the matter on a separate sheet of paper.

13. Affidavit of Applicant

Complete this section and sign.

Make sure that you have completed all components accurately and completely.

I, _____, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as a Hairdresser/ Barber/Manicurist/Esthetician/Instructor in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Hairdressing & Barbering of any change in the answers to these questions after this application and this affidavit is signed.

Signature of Applicant

Date of Signature (MM/DD/YY)



Rhode Island Board of Examiners for Electrolysis

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

ELECTROLYSIS STUDENT TRAINING IN RHODE ISLAND

AFFIDAVIT

This is to certify that, _____, has successfully completed a student training program in electrolysis consisting of _____ hours of study and practice in the theory and practical application of electrolysis in Rhode Island.

FROM _____ TO _____
Month/Day/Year Month/Day/Year

This student training program was served under my supervision.

RI INSTRUCTOR'S LICENSE NUMBER: _____

RI INSTRUCTOR'S NAME: _____

Please Print

AFFIDAVIT

The following acknowledgement must be sworn to before a Notary Public or a Justice of the Peace.

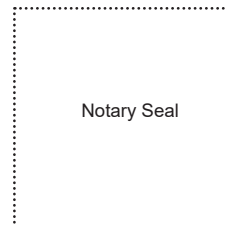
STATE OF _____ County of _____ City/Town _____.

In said County, on the _____ day of _____ A.D. 20_____, personally appeared before me, _____ Who, after signing the foregoing application in my presence, made oath that the facts stated in said affidavit are true.

Signature of Instructor

Name of Notary (Print, Type or Stamp)

Signature of Notary



Notary No/Commission No.

Commission Expiration Date (MM/DD/YY)



Rhode Island Board of Examiners for Electrolysis

Substitute forms are not acceptable - Copy this form as needed.

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

INTERSTATE VERIFICATION FORM - ORIGINAL AND ALL OTHER STATES OF LICENSURE

I am applying for a license to practice as an Electrologist in the State of Rhode Island. The Rhode Island Board of Examiners in Electrolysis requires that the following form be completed by the jurisdiction in which I obtained my original license and all other states of licensure. This constitutes your authority to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Hairdressing & Barbering at the above address.

Print/Type Full Name	Signature	Date
Previous Names Used	Social Security Number	Date of Birth
License Number	Date Issued	

THIS SECTION TO BE COMPLETED BY THE COSMETOLOGY BOARD

Electrology Program Completed:		Graduation Date:	
Location:		Number of Hours Completed:	
Licensed by Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has completed and passed a Written Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No		
License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed	Original Date Issued:	Expiration Date:	
<p>Questions:</p> <p>1. Does the applicant have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Has this licensee ever been investigated by your Board? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Do you know of any information that may discredit this person? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answer "Yes" to questions 2-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

Certification:

Signature	Date
Type or Print Name	
Title	
Full Name of Licensing Board	



Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Electrologist – Independent Laser Hair Removal

AFFIDAVIT

If licensed as an Electrologist before July 1, 2019, you attest that:

You have practiced laser hair removal under the supervision of a medical director for not less than two (2) years.

You have conducted at least one thousand (1,000) supervised laser hair removal treatments.

No disciplinary complaints have been found to be actionable by the department resulting the suspension of a license.

If licensed as an Electrologist after July 1, 2019, you attest that:

You have completed two (2) years of laser hair removal treatment of patients under the oversight of a medical director.

You have completed one thousand (1,000) patient laser hair removal treatments.

I attest that the above responses and information are true and accurate to the best of my knowledge and that none of the information set forth above is false, erroneous, or defective in any important, as set forth in R.I. Gen. Laws § 11-18-1. I understand that this application is being made to the Rhode Island Department of Health, which shall rely upon my attestation and the information provided in this document.

Signature of Applicant

Date



Rhode Island Department of Health Military Expedition Form

Please attach this form to the *front* of your completed application and mail to the address shown on the application cover.

Pursuant to Rhode Island General Laws § [5-88-1](#) et seq., upon application, this state may recognize occupational licenses, certificates or permits obtained from other states for military members and their spouses who relocate to this state pursuant to military orders. The Rhode Island Department of Health (RIDOH) will expedite your or your spouse's health professional license application provided the following conditions are met.

I. PROFESSION/LICENSE TYPE

Please indicate the profession and/or license type you are applying for so that your application can be routed to the correct office:

Profession/License Type: _____

II. MILITARY STATUS

Please check ONE of the following criteria for expedition:

I am in active military duty or a reservist.

I am the spouse of someone in active military duty or the spouse of a reservist.

I am a military veteran with honorable discharge. *You do not need to complete the rest of this application – please skip to the signature line.*

III. PROOF OF MILITARY STATUS

Please attach a copy of proof of your military status such as one of the following: Leave Earning Statement (LES), Letter from Command, or Copy of Orders

IV. MILITARY CHANGE OF STATION ORDER

Permanent Change of Station Order

V. PROOF OF GOOD STANDING

Proof of good standing from the board in the other state in which the person has a license.

VI. Criminal Background Check (a "BCI") (*unless required in the initial license application*)

BCI completed from the RI Attorney General's Office.

VII. ATTESTATIONS:

Check all that apply:

No board in any other state has revoked the license for which I am applying as a result of negligence or intentional misconduct.

I have never surrendered an occupational license, certificate, or permit because of negligence or intentional misconduct.

I do not have a complaint, allegation, or investigation currently pending before a board in another state which relates to unprofessional conduct or an alleged crime.

I attest that the above responses and information are true and accurate to the best of my knowledge and that none of the information set forth above is false, erroneous, or defective in any important, as set forth in R.I. Gen. Laws § 11-18-1. I understand that this application is being made to the Rhode Island Department of Health, which shall rely upon my attestation and the information provided in this document.

Signature of Applicant

Date

On a case-by-case basis RIDOH may grant a temporary license should the military member or spouse need additional time to complete education, training, and/or experience for the licensure in Rhode Island. RIDOH will contact the applicant directly should that be needed.