

**645—60.2(157) Requirements for licensure.**

**60.2(1) Requirements for licensure.** All persons providing services in one or more cosmetology arts and sciences disciplines shall hold a license issued by the board. The applicant shall:

*a.* Submit a completed, board-approved application for licensure online at [www.ibplicense.iowa.gov](http://www.ibplicense.iowa.gov). Paper application forms may be obtained from the board's website ([www.idph.state.ia.us/licensure](http://www.idph.state.ia.us/licensure)) or directly from the board office. Completed paper applications and appropriate fees shall be sent to Board of Cosmetology Arts and Sciences, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

*b.* Direct the educational program to submit to the board a diploma or an official transcript indicating date of graduation and completion of required hours in each practice discipline for which the applicant is requesting licensure.

*c.* If the applicant graduated from a school that is not licensed by the board, direct the school to provide an official transcript showing completion of a course of study that meets the requirements of rule 645—61.14(157).

*d.* Foreign-trained applicants. If educated outside the United States, attach an original evaluation of the applicant's education from World Education Services (WES) or any other accredited evaluation service. An applicant may obtain an application for evaluation by contacting WES online at [www.wes.org](http://www.wes.org) or at (212)966-6311, or by writing to WES, P.O. Box 5087, Bowling Green Station, New York, New York 10274-5087.

*e.* Examination requirements. Pass a national examination as prescribed by the board for the particular practice discipline with a score of 75 percent or greater.

(1) The applicant shall submit the test registration fee directly to the test service PSI at [www.psiexams.com](http://www.psiexams.com). NIC examinations are administered according to guidelines set forth by the National-Interstate Council of State Boards of Cosmetology.

(2) If applying for licensure by endorsement, the applicant shall complete the requirements set forth in rule 645—60.7(157).

**60.2(2) Requirements for an instructor's license.** An applicant for an instructor's license shall:

*a.* Submit a completed application for licensure and the appropriate fee to the board;

*b.* Be licensed in the state of Iowa in the specific practice discipline to be taught or be licensed as a cosmetologist who possesses the skill and knowledge required to instruct in that practice discipline;

*c.* Provide documentation of completion of 1,000 hours of instructor's training or two years' active practice in the field of cosmetology within six years prior to application;

*d.* Submit proof of completion of an instructor methods training course consisting of at least 16 hours;

*e.* Submit proof of 60 hours of practical experience, excluding school hours, in the area of electrolysis prior to application for an instructor of electrolysis license.

*f.* Pass an instructor's national examination, which, effective January 1, 2008, shall be the NIC instructor examination unless the applicant is applying for an instructor's license by endorsement as outlined in rule 645—60.7(157).

**60.2(3) Conditions.** The following conditions apply for all cosmetology arts and sciences licenses.

*a.* Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

*b.* The licensure fee is nonrefundable.

*c.* Licensees who were issued their initial licenses within six months prior to the license renewal beginning date shall not be required to renew their licenses until the renewal month two years later.

*d.* A new license granted by the board of cosmetology arts and sciences to an individual who holds multiple active licenses with the board shall have the same license expiration date as the licensee's existing license(s). If the licensee holds only one active license with the board, the license expiration date shall be in the current renewal period unless licensure is issued within six months of the end of the renewal cycle, in which case subrule 60.8(2) shall apply.

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