



# West Virginia State Board of Barbers and Cosmetologists

1201 Dunbar Avenue  
 Dunbar, West Virginia 25064  
 Tel: 304.558.2924 Fax: 304.558.3450  
 www.wvbbc.com

## REGISTRATION BY RECIPROCITY INSTRUCTIONS

In order to transfer your license to West Virginia, you must meet the following hour requirements:

PROFESSION	HOURS NEEDED
Aesthetician	600
Barber	1200
Cosmetologist	1800
Hair Stylist	1000
Nail Technician	400

If your hours do not meet or exceed the WV required hours, we will accept 25 hours per month of employment. (Proof must be provided through tax receipts.). For example:

MONTHS WORKED	HOURS EARNED
1 month	25 hours
12 months	300 hours
18 months	450 hours
24 months	600 hours

REQUIRED INFORMATION	ACCEPTABLE DOCUMENT VERIFICATION
1. Proof of high school diploma, GED, or Ability to Benefit Test results (ABT)	Copy of diploma/GED, Transcripts, ABT results, letter from Board of Education
2. Completed Certificate of Health form (see page 4)	Certificate of Health form completed within 1 year
3. Copy of current license where licensed	Photo copy of current license from state currently licensed
4. License Certification	Call state board where originally licensed and request license certification mailed to us
5. Social Security Card for employment eligibility	Copy of social security card and DHS if Homeland Security approval is required
6. Government issued photo identification	Copy of driver's license, passport, state-issued ID card, or registration (alien) card
7. Employment history (if training hours are less than hours in box above)	Copy of tax records to prove employment to cover lack of training hours
8. 2 recent passport-size photos	Passport-size photo can be obtained at US Post Office, UPS, FEDEX, etc..
9. \$100.00 application fee	Check, Money Order, Cashier's Check
10. Beauty/Barber School Documentation	Official transcripts from school or letter from state board stating attendance to school
11. West Virginia State Law Exam Results	State law Exam results from D.L. Roope Administrations

### NIC (National Interstate Council) STATES

Individuals coming from states that offer NIC (national) written and practical exams are eligible to sit for the West Virginia State Law Exam. Exams must be scheduled with DL ROOPE, 888-375-2020. You will need to send in your exam results with this application.

### NON-NIC STATE

Individuals that are from non-NIC states (meaning that state does not offer NIC national written and practical exams) will have their application reviewed to determine licensure status.

**\* \*NOTE: If your first, middle, or last name differ on any documentation, you must include proof of name change (copy of marriage certificate/license or an official court document). If you have a foreign high school diploma, foreign barber/cosmetology school transcripts, or a domestic online high school diploma, you must have your education evaluated by AEQUO International prior to submitting this application.**



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Date Registered

License #

License Type

## APPLICATION FOR REGISTRATION BY RECIPROCITY

Checklist of Required Documents to Submit with this Application

- Complete pages 2-4 of this form
- Complete Certification of Education Form
- Submit \$100.00 Reciprocity Application Fee
- 2 passport-sized photos
- Proof of high school diploma, GED, or Ability to Benefit Test
- Completed Certificate of Health form (see page 4)
- WV State Law Exam Results from D.L. Roope Administrations
- Beauty School training documentation (diploma/transcript/etc.)
- Copy of Social Security Card
- Government-issued photo identification card
- Employment history tax records if training hours do not match WV
- License Certification sent from your State Board to WV State Board
- Copy of current license

TYPE OF LICENSE APPLYING FOR:

Nail Technician

Aesthetician

Barber

Cosmetologist/Hair Stylist

### APPLICANT INFORMATION

Name  SSN

Address  Phone #

City  State  Zip Code  Phone 2 #

County  Date of Birth  Email

### EDUCATION-PROFESSIONAL TRAINING (BEAUTY/ BARBER SCHOOL INFORMATION)

Name of School  Telephone #

School Address

Date Enrolled  Date Graduated  Total Hours Earned

### LICENSING INFORMATION

State Originally Licensed  License Type

Date of Exam  Date Licensed  Expiration Date

List of All States in Which You Hold a Professional License

This form contains Personally Identifiable Information (PII). The SSN number collected within this form is to manage your license account by effectively identifying your information and **will not** be shared with a third-party. The information collected on this form will be securely protected through the Board's server database. By submitting this form, I agree to the policy.



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## APPLICATION FOR REGISTRATION BY RECIPROCITY

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### NOTICE TO APPLICANT

The laws and rules that governing the practice of beauty culture and barbering in the State of West Virginia can be found in the WV Code, Chapter 30, Article 27. The code can be obtained by visiting [www.wvbbc.com](http://www.wvbbc.com) or [www.legis.state.wv.us](http://www.legis.state.wv.us).

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### RECIPROCITY PROCESS

The reciprocity process is a detailed information gathering process. This is to prevent licensure through fraudulent documentation.

The process is outlined below:

1. Obtain the reciprocity application packet.
2. Read the Registration by Reciprocity Instructions carefully.
3. Complete the application for Registration by Reciprocity Form.
4. Gather all supporting and required documentation (i.e. TB test, diploma, copies, etc.).
5. Call your current State Board and request to transfer license to WV (this may take your Board 3-6 weeks).
6. Call D.L. Roope at 888-375-2020 to schedule to take the WV State Law Exam.
7. Once you have completed the State Law Exam and receive your results, neatly organize your COMPLETED packet.
8. Mail to: WVBBC - RECIPROCITY, 1201 Dunbar Avenue, Dunbar, WV 25064.
9. License will be mailed to you if all requirements have been met.

Overall wait time for reciprocity completion process may vary depending on the time of your request.

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### APPLICANT ACKNOWLEDGEMENT

Upon submitting this application, I affirm, through my signature, that the information submitted and completed on or with this application is true in every respect. I understand that by submitting fraudulent documentation that I may risk obtaining a West Virginia license and may face other penalties. I also affirm that the signature below represents that I am familiar with the laws and rules governing the practice of beauty culture in the State of West Virginia.

Signed By \_\_\_\_\_

Current Date

ATTACH TWO  
PASSPORT-SIZED  
PHOTOS  
HERE

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## Certificate of Health Form

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### To the Health Care Professional:

This form should be used for patients who need to be examined by a physician, physician's assistant or a nurse practitioner to apply for a professional license, certificate, registration or permit in the barbering, cosmetology, aesthetics, nail technology or waxing industry. Please complete the below portion of this form and sign and date the form.

### To the Applicant:

You need to have a physical examination to apply for a professional license, certificate, registration or permit in barbering, cosmetology, aesthetics, nail technology or waxing. Your physician, physician's assistant or a nurse practitioner must complete, sign and date this Certificate of Health form. You must submit your application within one (1) year from the date of this examination.

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## Certificate of Health:

I am a duly licensed Physician , duly licensed Physicians Assistant , or duly licensed Nurse Practitioner , and hereby

state that in the course of a routine examination of \_\_\_\_\_, on  
*(Applicant's Name)*

\_\_\_\_\_, I found no clinical evidence of the presence of infectious or  
*(Date of Physical Examination)*

communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation.

Print Name of Physician: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Practice: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Title: \_\_\_\_\_