



OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 WWW.COS.OHIO.GOV

How to Apply for An Examination for Cosmetology or Branch of Cosmetology

Before applying to take an examination, please determine if you have created an eLicense Ohio account. You must have an account to proceed. Please review guidance document titled, **“How to Create an Account.”**

If you have just created an account and you are already logged on to your eLicense Ohio dashboard proceed to step 2 below.

If you logged out of the system after creating your account, begin by going to the Ohio eLicense site: <https://elicense.ohio.gov>



Step 1: Click on – Login/Create Your Account

LOGIN / CREATE YOUR ACCOUNT

Enter your email address and password:

Existing Users

Login

* Email

* Password

LOGIN

[Forgot Password?](#)
[Forgot Email?](#)

Step 2: Click on- Apply for a new license

Step 3: Select Board – Cosmetology and Barber Board

Select a license- Cosmetology, hair designer, esthetics. (The type that applies to you)
Select application type- **Examination**

Step 4: Answer the three (3) compliance questions

Are you sixteen?
Do you have an 8th grade education?
Have you completed your required program/hours?

Click 

Step 5: Personal Information Section

Complete Personal Information Section and Additional Information - Complete answers

Enter License Mailing Address – Click on Use this address as Mailing , then 

Enter License Public Address - Click on Use this address as Mailing , then 

Step 6: Education History Section

Click – 

Begin by typing your education institution- Select your school from the drop down. If school is not present, enter OTHER.

Education Program- Select the program completed

Degree Type- Select type

Degree Received – Enter Cosmetology, hair designer, etc. (the one that applies)

Enrollment Date – Date entered program

Graduation Date- Date completed program

Click – 

Click- 

Step 7: Complete Questions Section

- Are you requesting a work permit that expires on the date of your exam?
- Are you requesting ADA testing accommodations?
- Are you planning on applying for an advanced license?
- Have you ever been convicted, found guilty of, or pled guilty to the offense of trafficking in persons in violation of section 2905.32 of the Revised Code?
-

Step 8: Attachment Section

1. Cosmetology School Certification of Hours

I attest that my cosmetology school has sent or will send the Certification of Program Hours form directly to the Board.

CLICK - ATTEST

2. **Documentation Indicating the Equivalent of a 10th Grade Education**
Attach an education record/transcript or a copy of a diploma or a GED certificate

CLICK – ADD ATTACHMENT (System will upload .doc, tiff, pdf, etc.)

3. **Current Valid Driver's License or State ID**
Copy of applicant's current, valid driver's license, Military ID, USA Passport, or other form of Government identification.

CLICK – ADD ATTACHMENT (System will upload .doc, tiff, pdf, etc.)

Step 8: Review and Submit Section

Read Attestation

Type Signature, click

Click – **SUBMIT**



Step 9: PAYMENT - you will be directed to the CART for payment.

Select the application fee

Click- Continue

Select Payment Method

Please select a payment method.

- Credit Card
 Electronic Check

Enter payment information.

An email confirmation will be sent confirming that you submitted an application for examination.

The application and all required submissions will be reviewed by the Board.

Upon approval, an email will be sent indicating that you are “Exam Eligible” along with instructions to go to the online portal and schedule your examination date.

Login to the portal and under New License Applications you will see your exam application with a status of **In Review/Exam Eligible** click on **OPTIONS** then select “**Schedule Exam**”.

You will be directed to the calendar with the exam date availability. **Click on Show Available Times** This will give you the dates of exam availability. You will click on the date to select. Once you select a date, you will receive an email containing your examination notification sheet. You are NOT required to print the examination notification.