

Beauty Culture Instructor Application Instructions – By Reciprocity

- All applications must be complete and accurate upon receipt to be fully processed.
- All applications must be accompanied by the \$40.00 application fee.
- All documentation must be in English or accompanied by a certified translation in English.
- Applicant must have a valid equivalent license in another jurisdiction.
- Applicant must be at least 18 years of age.
- Applicant must have graduated from high school education or equivalent.
- Applicant must provide a license certification from their jurisdiction. If applicant's jurisdiction's board offers online license verification, this is acceptable.
- Applicant's jurisdiction must require 1000 hours* of beauty culture instructor education in a beauty culture school. Indiana does not accept apprenticeship hours.** One (1) year of licensed practice may substitute for one hundred (100) hours of education to an applicant who has completed a minimum of 700 hours of instructor education.
- Your jurisdiction must require at least 70% passing on both written and practical licensing exams
- For Jurisdictions outside the United States only: Please submit high school diploma (or record of last year attended) and beauty culture school transcript. If your original documents are in a foreign language, a certified translation in English must accompany the original documents.

* The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply.

** If the applicant's jurisdiction accepts apprenticeship hours as an option for licensure, the applicant should submit documentation showing proof of completing the education requirement; this may include a transcript from the applicant's beauty culture school, an official certification from the original jurisdiction that indicates the applicant received 1000 hours of instructor education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 700 hours of beauty culture instructor education from a beauty culture school.

If an applicant comes from a jurisdiction that issues a beauty culture instructor license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from an out-of-state beauty culture school, but are not required by the board to do so.