

Manicurist 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.
- Applicant must be at least 18 years of age.
- Applicant must have completed eighth grade education or equivalent.
- Include a license certification from the state(s) or country you hold, or have held, a license in. (if from a foreign country, must include an English translation of the documents). Online certification is acceptable if it provides a field for possible disciplinary action.
- The state or country you hold a license in must require at least 450 hours of education. **If not**, one of the following would also qualify:
 - 1) Licensed for **LESS THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of ***300** hours of education.
 - 2) Licensed for **MORE THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of ***100** hours of education.
- The jurisdiction must also require at least 70% passing on the written and practical 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 the original documents are in a foreign language, a certified translation in English must accompany the original documents.
- If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed.

* If the applicant's jurisdiction does not issue a license to practice manicuring the applicant may apply for a provisional manicurist license (see below).

** 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 450 hours of education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 450 hours of education from a beauty culture school. 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 attended a nail school (and has not been licensed in another state which requires graduation from a manicurist program in a beauty culture school), the applicant does not meet minimum reciprocity requirements.

If an applicant comes from a jurisdiction that issues a manicurist 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 out-of-state schools, but are not required by the board to do so.