

STATE BOARD OF COSMETOLOGY

Telephone: 833-367-2762
Fax: 717-705-5540
E-mail: st-cosmetology@pa.gov
Website: www.dos.pa.gov/cosmet

Mailing Address:
State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2649

Physical Address:
State Board of Cosmetology
2525 N 7th Street, Suite 330
Harrisburg, PA 17110

REQUEST FOR CERTIFICATION OF HOURS

A fee of \$58.00, check or money order, payable to “Commonwealth of PA”, must accompany your request for certification of hours. The Board office will research records in an effort to certify your earned hours ONLY if you are not licensed and your school is closed. It is important to note that the board office offers certification of hours as a courtesy. There is no requirement by law or regulation that the board office maintain or provide this information. Please note that if a search of board records is made, the \$58.00 fee is the processing fee and is not refundable even in the event hours cannot be found on board records. The board may not be able to certify hours, particularly hours earned prior to 2000.

If your hours were earned in Pennsylvania and your school is CLOSED: Complete this form and forward it to the above listed address. While this office will make every effort to locate your hours, this service is contingent upon the availability of records. We do not guarantee the availability of records from any specific time period. Be advised that records prior to 2000 are less likely to be available. You will be notified if we are unable to locate your hours.

If your school is OPEN and an out-of-state school or another licensing jurisdiction requires certification of hours through the PA Board: *Do not complete this form.* You will need to request that the school you attended send a letter to the requesting entity. The letter must be an original letter, on school letterhead, must bear the embossed school seal, and be signed by the school owner or supervisor. The letter must provide your name, address, social security number, number of hours earned, curriculum and dates of attendance. If needed, the State Board can issue a Certification of Licensure for the School with submission of the proper fee and form.

If you are licensed by the State Board of Cosmetology. *Do not complete this form.* If you are licensed, your hours are certified through a “certification of licensure” process. To request a certification of license to be sent to another state's licensing board, you must login to your account at www.pals.pa.gov and pay a \$21.00 fee by debit or credit card. Please note that certifications of licensure can only be sent to another state's licensing board. There is no functionality to sent it to a school or any other agency.

**COMPLETE THE INFORMATION ON THE
REVERSE SIDE OF THIS FORM**

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REQUEST FOR CERTIFICATION OF HOURS Fee \$58.00

Applicant's Name: _____

Address: _____

City State Zip

Social Security No. ____ - ____ - _____ Phone: _____

License Number (if applicable): _____ Email: _____

Reason for request
(choose only ONE): _____ To continue schooling *in PA** _____ To continue schooling *outside PA*

_____ To apply for licensure examination *in PA* _____ To apply for licensure exam *in a state other than PA*

* The PA Cosmetology Law requires cosmetologists to complete all 1,250 hours within four [4] consecutive years.

Name of School Attended:
(If school is open, do not use this form. See instruction) _____

School license number (if known) _____

School address: _____

City State Zip

Last Date Attended
(if prior to 2000, we may not be able to certify school hours) _____

Month Day Year

Curriculum Enrolled:
(please circle ONE)*

Cosmetologist	Teacher	Esthetics
Manager	Nail Technology	Natural Hair Braiding

Name used at time of Attendance: _____

* If requesting certification for multiple curricula, please submit a separate request for each one.