



# 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
Aesthethician	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 (ATB)	Copy of diploma/GED, Transcript with seal, ATB results, letter from Board of Education
Certificate of Health	Negative TB result or TB risk assessment 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
11. Beauty School Documentation	Copy of diploma, transcript, letter from school or state board stating attendance to school
12. Certification of Education Form	This form is in the reciprocity packet attached to this instruction sheet
13. Exam Results from D.L. Roope Administrations	WV 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.

## IMPORTANT INFORMATION

\* If you have a foreign high school diploma, or foreign cosmetology or barber school transcripts, or if you graduated from a domestic online high school program, you must have your education documents evaluated by AEQUO International prior to submitting this application. For information on how to have your education documents evaluated, please contact AEQUO International at (844) 882-3786.

\* If your first, middle, or last name differ on any documentation, you must include proof of name with this application (copy of marriage certificate/license or an official court document).



# 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

Date Registered   
License #   
License Type

## APPLICATION FOR REGISTRATION BY RECIPROCITY

### Checklist of Required Documents to Submit with this Application

- |  |   |
|--|---|
| <input type="checkbox"/> Complete this form  | <input type="checkbox"/> Beauty School training documentation (diploma/transcript/etc.)     |
| <input type="checkbox"/> Complete Certification of Education Form                      | <input type="checkbox"/> Copy of Social Security Card                                       |
| <input type="checkbox"/> Submit \$100.00 Reciprocity Application Fee                   | <input type="checkbox"/> Government-issued photo identification card                        |
| <input type="checkbox"/> 2 passport-sized photos                                       | <input type="checkbox"/> Employment history tax records if training hours do not match WV   |
| <input type="checkbox"/> Proof of high school diploma, GED, or Ability to Benefit Test | <input type="checkbox"/> License Certification sent from your State Board to WV State Board |
| <input type="checkbox"/> Certificate of Health   | <input type="checkbox"/> Copy of current license  |
| <input type="checkbox"/> WV State Law Exam Results from Third-Party Examiner           |   |

### TYPE OF LICENSE APPLYING FOR:

- Aesthetician       Nail Technician       Barber       Cosmetologist/Hair Stylist

### APPLICANT INFORMATION

Name	<input type="text"/>	SSN	<input type="text"/>
Address	<input type="text"/>		Phone # <input type="text"/>
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
		Phone 2 #	<input type="text"/>
County	<input type="text"/>	Date of Birth <input type="text"/>	Email <input type="text"/>

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

Name of Beauty School	<input type="text"/>	Telephone #	<input type="text"/>
Beauty School Address	<input type="text"/>		
Date Enrolled	<input type="text"/>	Date Graduated	<input type="text"/>
Total Hours Earned	<input type="text"/>		

### LICENSING INFORMATION

State Originally Licensed	<input type="text"/>	License Type	<input type="text"/>
Date of Exam	<input type="text"/>	Date Licensed	<input type="text"/>
Expiration Date	<input type="text"/>		
List of All States in Which You Hold a Professional License	<input type="text"/>		

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.



# 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

---

## APPLICATION FOR REGISTRATION BY RECIPROCITY

---

### 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), [www.legis.state.wv.us](http://www.legis.state.wv.us), or by other researching methods.

Please study Chapter 30 Article 27 for the WV State Law Exam.

---

### 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.

---

### APPLICANT ACKNOWLEDGEMENT

By submitting this application, I affirm that I have passed the examination and the required documentation submitted with this application is true in every respect and that without the documents above I will be rejected licensure. I understand that by submitting fraudulent documentation that I may risk revocation of my professional license and may face other penalties. *Having passed an examination and being otherwise qualified, according to the provisions of Chapter 30, Article 27, Code of West Virginia, I hereby make application for registration for licensure.*

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

Current Date

ATTACH TWO  
PASSPORT-SIZED  
PHOTOS  
HERE

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.



# 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

## CERTIFICATION OF EDUCATION

### PART 1-INDIVIDUAL

#### APPLICANT INFORMATION

Name	<input type="text"/>	SSN	<input type="text"/>
Address	<input type="text"/>	Phone #	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
County	<input type="text"/>	Phone 2 #	<input type="text"/>
		Email	<input type="text"/>

### PART 2-HIGH SCHOOL- *Must present copy of diploma, GED, transcript, letter from local board of education.*

#### SCHOOL INFORMATION

Name of School	<input type="text"/>	Telephone #	<input type="text"/>
Address	<input type="text"/>	County	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
		Graduation Date	<input type="text"/>

### PART 3-BEAUTY SCHOOL/PROFESSIONAL TRAINING- *Must present copy of diploma, transcripts, or letter of school completion from State Board*

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

Name of Beauty School	<input type="text"/>	Telephone #	<input type="text"/>
Address	<input type="text"/>	County	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
Date Enrolled	<input type="text"/>	Graduation Date	<input type="text"/>
		Total Hours Earned	<input type="text"/>