



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
BOARD OF BARBERS AND HAIRDRESSERS
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APPLICATION FOR MANICURING LICENSE APPLICATION FOR ADVANCED MANICURIST ENDORSEMENT

Please read instructions before completing the application. Any portion of the application not submitted may delay the issuance of your license.

To perform Manicuring, an individual must hold either a Manicurist license or a Hairdresser license. In addition, individuals may obtain an "Advanced Manicurist Endorsement" which may be added to an existing manicuring or hairdressing license. However, please be aware that individuals can perform the same kind of manicuring services with or without the added endorsement. The **endorsement requires additional training and it allows an individual to advertise or hold out as being an "Advanced Manicurist"** but the scope of practice is the same whether an individual holds a manicurist or hairdresser license or advanced manicurist endorsement.

MINIMUM HOURS REQUIRED FOR LICENSURE:

Manicurist	12 hours of training in an approved school. (Apprenticeship training is not acceptable.)
Advanced Manicurist Endorsement	250 hours of training in an approved school, plus current licensure as a manicurist or hairdresser. (Apprenticeship training is not acceptable.)

The documents listed below must be on file with the department before you can be considered for licensure as a manicurist.

1. Completed, notarized application.
2. Proof of 12 hour training course. (Submit original documents or certified true copies, i.e., student reports or certification from another state regarding hours.)
3. A check or money order payable to State of Alaska as follows:
 - Nonrefundable application fee \$80.00
 - Manicurist License fee \$160.00

To qualify for an Advanced Manicurist Endorsement by examination, you must be currently licensed in the state of Alaska as a manicurist or a hairdresser or approved for licensure as a manicurist or hairdresser. The documents listed below must be on file with the department before you can be considered for the Advanced Manicurist Endorsement.

1. Completed, notarized application.
2. Proof of 250 hour training course. (Submit original documents or certified true copies, i.e., student reports or certification from another state regarding hours).
3. A check or money order payable to State of Alaska as follows:
 - Nonrefundable application fee \$80.00
 - Written Examination fee \$35.00
 - Endorsement fee \$80.00 (The Advanced Manicurist Endorsement fee may be submitted now, or upon passing the examination.)

An applicant who fails the written examination three times or more will be required to complete additional hours of training.

ADVANCED MANICURIST ENDORSEMENT BY WAIVER OF EXAMINATION: If you hold a current license to practice manicuring in another state, please submit:

1. Complete notarized application.
3. Verification of Training, Examination, and Licensure sent directly from the state board where you are currently licensed. Your out-of-state license must be current when your Alaska license is issued. A COPY OF YOUR LICENSE IS NOT ACCEPTABLE.

An individual who has less than 250 hours of training will be required to attend school to obtain the additional hours required. Work experience does not count toward training.

4. Proof of passing a written manicuring examination in another state where you have been or are currently licensed. If you did not take a written examination, it will be necessary for you to do so in Alaska before receiving the endorsement.

5. A check or money order payable to State of Alaska as follows:
 - Application fee – \$80.00
 - Advanced Manicurist Endorsement fee - \$80.00

TEMPORARY PERMITS: An applicant holding a current valid license as a manicurist in another state may be granted a temporary permit. The permit is valid for a maximum of six months or until the board either issues a permanent license or rejects the application. A request for a temporary permit must be made on the application for permanent licensure form and include the following:

1. Complete notarized application.
2. Notarized copy of a current manicurist license from another state. Your license from the other state must be current when Alaska issues your permanent license. If your out-of-state license lapses before Alaska issues your permanent license, you will be required to renew your out-of-state license.
3. A check or money order payable to State of Alaska as follows:
 - Application fee (nonrefundable): \$80.00
 - Temporary Permit Fee: \$80.00
 - Permanent License Fee: \$160.00

SPECIAL ACCOMMODATIONS FOR EXAMINATION

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require special accommodation(s) when taking the licensing examination, you must submit a completed "Application for Examination Accommodation for Candidates with Disabilities" form. This form is available on the division's website: www.commerce.state.ak.us/occ or contact the division to request the form.

GENERAL INFORMATION

The examination dates/deadlines may be viewed on the board's website at: www.commerce.state.ak.us/occ/pbah.htm (or contact the division for the information).

If you wish to practice skin care and make-up in the State of Alaska, you must be licensed as an esthetician.

If you own a Shop or are an Independent Contractor you must apply for a shop owner license issued by the board. A state business license is also required. Please contact the Business License section at (907) 465-2550 or on-line at www.commerce.state.ak.us/occ

Please be advised, a "manicurist" can perform the same services as an "Advanced Manicurist."

"Manicuring" means for a fee, to cut, trim, polish, color, tint, or cleanse a natural or artificial nail; affix material by artificial means to a natural nail for the addition to or extension of the natural nail; cleanse, treat, or beautify the hands or feet for cosmetic purposes; or otherwise treat the nails of the hand or foot. This paragraph, does not include massage treatment; or cleansing, treating, or beautifying the hands or feet solely for the treatment of disease or physical or mental ailments.

PUBLIC INFORMATION – All information supplied with this application is considered public information unless required by state or federal law to remain confidential. Information about licensees, including mailing addresses, is available on the division's website at: www.commerce.state.ak.us/occ under "License Search."

RENEWAL INFORMATION - All licenses expire on August 31 of odd-numbered years regardless of when issued, except new licenses issued within 90 days of the license expiration date will be issued through the next renewal date.

SOCIAL SECURITY NUMBER – Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form located on the division's website at: www.commerce.state.ak.us/occ or contact the division office for the form.

PAYMENT OF CHILD SUPPORT – Alaska Statute 25.27.244 requires the Division of Corporations, Business and Professional Licensing to deny issuance of the professional and occupational licenses of any person reported by the Alaska Child Support Services Division (CSSD) as not in substantial compliance with a child support order.

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

