

Ohio FAQ's

Renew your license

Question: What is Continuing Education (C.E.)?

A. Continuing Education (C.E.) is required of all Ohio licensees who wish to keep their license active when they renew. The two exceptions to the C.E. requirement are individuals who will be renewing their very first Ohio license and those individuals who are at least 65 years of age, on or before the expiration date of the renewal period. C.E. can be completed in the methods listed below.

- Correspondence Courses (through the mail)
- Internet Courses (over the internet)
- On Site Courses (Hair shows, Nail seminars, etc.)

Question: How can I reactivate my current, escrowed license?

Answer: You must [contact](#) the Ohio State Board of Cosmetology to obtain the CE requirements and fees associated with moving your license from escrow status.

Question: What is amnesty and how can I take advantage of it?

The Amnesty Program is an initiative that began in July of 2009 that allows previously licensed individuals to regain their license without retaking the Board exam. To be eligible, you must have passed the state board exam in the past, be willing to pay back fees and complete intensive continuing education classes, including a mandatory 4 hour class provided by the Board, free of charge.

Anyone interested should contact the Board and request an individualized packet for amnesty.

Question: Do I need to list my continuing education classes or include my certificate with my license renewal?

Answer: No. You will be asked to confirm that you have completed your CE hours requirement for the type of license held during the online renewal process. It is your responsibility to retain your CE certificates in the case of an audit.

Question: How long can my license be kept in escrow?

Answer: You may keep your license in escrow indefinitely as long as you continue to pay the renewal fee each renewal period.

Question: How do I determine the status of my license?

Answer: There are two ways to verify the status of your license:

- Go to the License Verification page and search for your license.
- Contact the Board and request the status of your license.

Continuing Education

Continuing Education (CE) classes for the 2013-2015 renewal must be taken between February 1, 2013 and January 31, 2015. When taking a CE course, licensees are required to sign-in to the class using their name and Board identification number (e.g. COSM.991234). Upon completion of the course, licensees should receive a certificate of completion. The certificate should indicate the date, location, hours received, CE approval number, and name of course. Under no circumstance can a CE class be duplicated during a renewal period. During the CE audit the Board may request proof of completion of CE hours. Therefore, the certificate should be retained in a safe and accessible place.

All CE classes intended to be used for license renewal must have pre-approval by the Board. It is the responsibility of the licensee to distinguish if a CE class has been approved. Approved classes are listed on the Board website www.cos.ohio.gov. Also, licensees should ask the provider of the class if Board approval has been obtained. If there are questions regarding specific CE course content, loss of a certificate of completion, directions, etc. please contact the provider of the class directly.

PLEASE NOTE: The Board will no longer accept out-of-state classes towards personal license renewal unless class has been pre-approved by the Board.

Continuing Education Hour Requirements:

License	Hour Requirement	Class Content Eligibility
Cosmetology/Managing Cosmetology	8	Hair, Nails, Skin Care–Relaxation Massage/Business
Esthetician/Managing Esthetician	8	Skin Care – Relaxation Massage / Business
Hair Designer/Managing Hair Designer	8	Hair Care / Business
Manicurist/Managing Manicurist	8	Nail Care / Business
Natural Hair Stylist/Managing Natural Hair Stylist	8	Braiding, Extensions (no chemicals or cutting)/ Business
Independent Contractor (IC)	0	N/A
Instructor	8	Teaching – See List Below

Instructor ONLY CE Courses

Any course that is designated for Instructor CE must meet the following guidelines:

- Course must be designed for instructor CE only, cannot be in combination with other scope of practice material.
- Curriculum for instructor only classes must be comprised of topics from the list promulgated by the “Board” to include one or more of the following:

- Instructional Methods
- Lesson Plan Development
- Direct Instructional Activity
- Dealing with Difficult Personalities
- How-to-Instructional Course
- How to Teach Hands-on-Learning
- Developing Course Curriculums
- State Laws & Rules
- Speech Courses

Career Technical Teachers may submit a transcript from a college or university as proof of post graduate work. Transcript/proof of completion and/or questions should be emailed to cathy.franklin@cos.state.oh.us.

First Time Licensee

If this is your first Ohio license, you are not required to take continuing education (CE) for this renewal cycle. However, it is required that the renewal fee be paid to keep a license active.

Continuing Education exemption for licensees aged sixty-five (65) or older.

Licensees age sixty-five or older before January 31 of a renewal period are exempt from the requirement to obtain continuing education hours for the renewal of their active license.

However, it is required that the renewal fee be paid to keep a license active.

Escrow

Licensees with an escrowed license must continue to pay the renewal fee each period. Failure to pay renewal fee will result in license going into a lapsed status. At the time a licensee wishes to remove a license from escrow, proof of the appropriate number of continuing education hours must be provided. Please contact the Board directly for more information.

Lapsed/Amnesty

If a renewal fee has not been received for two (2) consecutive renewal periods that license will go into a lapsed status. Once a license is lapsed it is required that the licensee pay all back fees and obtain up to twenty-four (24) hours of CE to return a license to an ACTIVE state. Please contact the Amnesty Department of the Board directly for more information.