

# Wisconsin Department of Safety and Professional Services

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## BARBERING AND COSMETOLOGY EXAMINING BOARD

### REQUEST FOR LICENSURE INFORMATION LICENSEES AND TRAINEES OF OTHER JURISDICTIONS

There are two ways to obtain licensure in Wisconsin, by endorsement when the applicant is licensed by another state, or by examination, when the applicant's previous training is determined to be equivalent to Wisconsin training requirements.

1. A person who is licensed in another state may obtain a Wisconsin barbering and cosmetology license by reciprocity if all of the following conditions are met:

The applicant holds a current license in another state, and

The applicant has never been disciplined (verified by the previous state board), and

The applicant has at least 4,000 hours of licensed experience (verified by employers/managers).

2. If an applicant does not qualify for reciprocity, the applicant is required to take the state board examination (written and practical) to obtain a Wisconsin credential. To qualify for the examination, an applicant whose training was provided by a school in a state other than Wisconsin is required to have an evaluation of the training by a Wisconsin barbering and cosmetology school in order to determine if the previous education is equivalent to Wisconsin's current educational requirement. This evaluation and certification of the equivalency of the previous training to Wisconsin training requirements will be accepted in lieu of the requirements of statutes 454.06 and 454.07(3) that applicant for the examination have completed a course of instruction in a school of barbering or cosmetology licensed by Wisconsin.

**PROCEDURE FOR EVALUATION OF NON-WISCONSIN TRAINING:** The method of evaluation to be used by the school is not defined by statute or rule. The school, at a minimum in evaluating an applicant's previous training, will do all of the following:

1. Verify the student's identity with 2 forms of identification, at least one of which is an official photo-bearing identification.
2. Contact the non-Wisconsin school providing training to assure that the school that provided the previous training and transcripts is legitimate, and that the student has graduated from the school. If the evaluating school has concerns about the non-Wisconsin school, the transcripts, or the identity of the candidate, the Department of Safety and Professional Services should be consulted.
3. After completing Steps 1 and 2 above, review the transcripts from the non-Wisconsin training and compare them to the current training requirements in BC 5. If the transcripts meet or exceed all training requirements in BC 5, the Wisconsin school conducting the evaluation should complete the competency testing indicated in Step 4 below.
4. When the previous training has been determined to be acceptable, the evaluating school should administer an examination or examinations covering practical skills and subject matter knowledge, including sanitation and safety, which will provide substantial evidence of the applicant's incorporation of knowledge and skills from the previous training, and competency to practice in Wisconsin.
5. After completing Steps 1 through 4, the school conducting the evaluation should complete a CERTIFICATION OF TRAINING form. This form along with a complete set of original (no photocopies) records of training and graduation from the non-Wisconsin school should be placed in a sealed envelope with the certifying school's return address and mailed directly to Pearson Vue.
6. If the school's review of previous training shows deficiencies, the school will indicate both the topics where further training is needed, and the number of hours of training needed in each topic area. Applicants with training deficiencies may complete the training at any Wisconsin school of barbering and cosmetology that will provide the needed training.