



# Arizona Cosmetology License Fact Sheet

<b>Certifying Organization</b>	Arizona State Board of Cosmetology					
<b>Description of Credentials</b>	<p><b><u>Licensed Cosmetologist</u></b></p> <p>The State of Arizona requires you to be licensed prior to working legally in the state in any cosmetology or personal grooming field.</p>					
<b>Entry-Level Annual Salaries</b>	\$25,000-\$30,000 Annually.					
<b>Industry-Based Certification Requirements: Students</b>						
<b>Standard / Curriculum</b>	The program must follow the Arizona Department of Education, Career and Technical Education-approved coherent sequence of instruction that addresses all industry-validated technical standards for the program. In addition, the program must be approved and in good standing by the Arizona Board of Cosmetology.					
<b>Testing Methodology</b> <i>(consists of two tests)</i>	<b>Paper?</b>		<b>Online – Cognitive portion</b>	XX	<b>Performance Exams / Tests? Psychomotor portion</b>	XX
<b>Re-Testing</b> <i>(if available)</i>	<b>Re-Testing Procedures</b>				<b>Max Attempts</b>	
<b>Testing Details</b> <i>(including any age requirements / accommodations)</i>	<p>STEP 1: Register online with Professional Credential Services, Inc. (PCS) to take the examination.</p> <ul style="list-style-type: none"> <li>• Registration website: <a href="http://www.pcshq.com">www.pcshq.com</a> <ul style="list-style-type: none"> <li>○ Click "Applicants &amp; Candidates,"</li> <li>○ Click "Cosmetology &amp; Barbering,"</li> <li>○ Click "Arizona,"</li> <li>○ Click "On type of Examination,"</li> <li>○ Click "Create an account."</li> </ul> </li> <li>• Pay \$177.00 by credit card to PCS for both the written &amp; practical exam.</li> </ul> <p><b>PCS Account Benefits:</b></p> <ul style="list-style-type: none"> <li>• Check status 24/7 - this includes viewing assigned test dates if approved by Board Office.</li> <li>• In addition to ATT Letter (Authorization to Test), an Official Admission Notice for Practical will be emailed (10 business days prior to examination date).</li> <li>• All scores notices will be emailed (10 business days after the exam date).</li> <li>• Reprint Admission Letters, ATT Letters, Score Notices.</li> </ul>					

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	<p><b>STEP 2: Submit Examination Application to Arizona State Board of Cosmetology</b></p> <ul style="list-style-type: none"> <li>• COMPLETE, SIGN AND MAIL the Examination application to the board:             <ul style="list-style-type: none"> <li>○ Mailing address: (NEW LOCATION)                 <ul style="list-style-type: none"> <li>➤ Arizona State Board of Cosmetology</li> <li>➤ 1740 W Adams #4400</li> <li>➤ Phoenix AZ 85007</li> </ul> </li> </ul> </li> <li>• Attach a 2X2 PASSPORT PHOTO to your application.</li> <li>• Certification of Graduation (must be on School's Letterhead) with verification of completion of the 1600 required training hours.</li> <li>• Lawful presence to include supporting document that shows proof of presence in the United States is authorized under the Federal law.</li> <li>• Proof of High School Education &amp; proof of age (16 years old) or Proof of age (over 18 years old).</li> <li>• Pay \$70.00 to Arizona Board of Cosmetology. Money Order must be paid to the "AZ BD of Cosmetology"</li> </ul>		
<b>Industry-Based Certification Requirements: Teachers</b>			
<b>Instructor Certification Requirements (by certifying agency)</b>	<p>Instructor must meet the requirements of the AZ Board of Cosmetology and the AZ Dept. of Education CTE requirements. www.boc.az.gov.</p>		
<b>Proctoring / Test Security (if any)</b>	<p>PCS is the facilitator of all cosmetology exams.</p>		
<b>Certification Tracking</b>			
<b>Credentialing Documentation</b>	<p>Licensure is provided in the form of a license document to be displayed at workspace.</p>		
<b>Certification Tracking System</b>	<p><b>Online Tracking System?</b></p>	<p>XX</p>	<p><b>Details</b></p> <p>www.boc.az.gov</p>
<b>Other Details</b>			<p><b>Expiration? Timeline?</b></p> <p>2 years on birthdate.</p>
<b>Certification Costs / Funding Sources</b>			
<b>Cost Details</b>	<p>Pay \$177.00 to PCS for processing certification. Pay \$70.00 to Arizona Board of Cosmetology for license.</p>		



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<b>Re-test / Refund Policies</b>	Fees are non-refundable.
<b>For More Information</b>	
<b>Certifying Agency Contact Info</b>	<a href="http://www.boc.az.gov">www.boc.az.gov</a> Arizona Board of Cosmetology.