



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Appearance Enhancement
P.O. BOX 22049
Albany, NY 12201-2049
Customer Service: (518) 474-4429
www.dos.ny.gov

Nail Specialty Application

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and allows you to view and access your license records throughout the license process.

Visit our website at: www.dos.ny.gov

Please see the online section of these instructions for more information.

Read the instructions carefully before completing the application. All fields are mandatory, incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.

What does the practice of Nail Specialty cover?

The *practice of Nail Specialty* means providing services for a fee or any other consideration to cut, shape or enhance the appearance of the nails of the hands or feet. Nail Specialty also includes the application and removal of sculptured or artificial nails.

Who must apply for a Nail Specialty license?

Any person practicing Nail Specialty as described above is required by law to have a Nail Specialty license. A Nail Specialty license will not permit you to operate a business; a separate business application must be completed and a separate business license obtained.

What qualifications and supporting documents do I need to apply for licensure?

If you are at least 17 years old, you may apply for a Nail Specialty license based on:

1) *New York State Education and Examinations (eligible for temporary license)*

You must complete a 250 hour approved course of study and pass both the New York State written and practical examinations to get a license to operate in this state.

As proof of successful completion of schooling, you must have the **Affirmation of New York State Approved Schooling** section of the application completed by your school director.

For an online application using NYS License Center, you must enter the curriculum code listed on your school certificate. Schools participating in the online certification program will affirm the completion of the course for the student through NYS License Center. For schools that are not participating in the online certification program, you must upload your school certificate when you have reached the “Affirmation of NYS Schooling” section of the online application. The system will notify you which method is required based on the curriculum code selected.

After your application is reviewed and accepted, you will receive an email that explains the examination process in detail.

2) *Education Outside of New York State or the United States (eligible for temporary license)*

We may waive the New York State schooling requirement if you can document an equivalent level of schooling from another state or country. You must submit **all** three of the following documents:

- (1) a school certificate;
- (2) a school transcript listing subjects and hours completed;
AND
- (3) a current Certification of Licensure from your state board **or, if not licensed**, a current Certification from your state’s board verifying the hours claimed.

After your application is reviewed and accepted, you will also be required to pass both the New York State written and practical examinations to obtain a Nail Specialty license in this state. You will receive information that explains the exam process in detail.

Nail Specialty Application

3) Experience: 5 years outside New York State

Any individual having five years of legal experience in an occupation equivalent to nail specialty may apply for a New York State license by submitting satisfactory evidence of education and experience.

Within the United States experience:

- (1) An original certification from the licensing agency you were previously licensed with.
- (2) Two experience statements filled out by former employers, co-workers, and clients that can claim your experience in the state for at least five years. These experience statements must include **EXACT** dates (month and year of start of service and month and year of end of service), location city, state, shop name), and specific services that you performed.
- (3) **Copy** of tax returns which indicate nail specialty as the occupation.

Outside of the United States experience:

Evidence may include but is not limited to:

- (1) Official certification from the licensing authority in your country or verification from the Consulate that a license is not required to practice this occupation in your country.
- (2) Detailed letters from employer(s) in your country specifying **EXACT** dates of employment, location and specific services that you performed.
- (3) Detailed letters from your client(s), or coworker(s), in your country specifying **EXACT** dates of service, location and specific services you performed.
- (4) **Copy** of passport which indicates nail specialty as occupation, drivers' license, workbook with nail specialty experience, or any photo identification.
- (5) **Copies** of course curricula and diplomas/certificates for education completed in your country.
- (6) **Copy** of tax returns which indicate nail specialty as occupation.

After your application is reviewed and accepted, you may obtain a Nail Specialty license in New York State without examination or further education.

4) Endorsement

An applicant who holds a Nail Specialty license in another jurisdiction may obtain a Nail Specialty license in New York through endorsement without examination or further education.

Refer to our website www.dos.ny.gov for a Nail Specialty endorsement list to determine if you qualify for licensure based on endorsement.

An applicant must submit an original certification dated within 6 months from the jurisdiction where s/he holds an equivalent license.

5) Previous New York State Licensure

An individual who fails to file an application and fee for renewal within five years of the expiration date cited on the individual's license shall be ineligible for such license until he/she passes a written exam. Proof of previous licensure may be required.

Why do I need to provide my email address on the paper application?

Your email address will be used to create your NYS License Center account. Most communications will be sent via email. If you change your email address in the future you will need to log into your account and update it with the new email address.

How do I schedule my examination once my application has been approved?

Scheduling exams will only be available through your online account.

Once your application has been approved you will receive an email notifying you that you may now schedule your exam. If you applied online through the NYS License Center you will be able to log into your account to schedule your examination. If you applied submitting a paper application to the Division of Licensing Services, the email will be sent to the email address you included in your application. If you have indicated that you require special testing arrangements, you will be contacted by a representative from the Division of Licensing Services to have your examinations scheduled for you.

Can I work before passing the state exams?

Yes. Two six-month temporary licenses are available to applicants who want to work while completing the examination process. Only applicants applying based on education obtained in New York State or the United States are eligible for temporary licensure. Applicants may apply for a temporary license renewal once they have passed the written or practical examination. Once you pass both examinations, a four-year license will be issued.

What are the fees and terms of licensure?

\$40 - Original application license fee (for all applicants). For those applicants who are not required to pass the examinations (e.g., applying based on five years of legal experience), this is the only fee that is required.

\$10 - 6 month temporary license fee.

Nail Specialty Application

\$10 - 6 month temporary license renewal fee (separate application).

Please Note: If applying for an original application and a temporary license, you may submit one \$50 application fee. Separate application fees are not required.

The term of licensure is four years. The term for a temporary license is 6 months.

\$15 - Exam fee (to be collected when you schedule your exam online).

What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State or by American Express, MasterCard or Visa, using a credit card authorization form or when applying online. Do not send cash. **Application fees are nonrefundable.** A \$20 fee will be charged for any check returned by your bank.

Do I need a physical to be licensed?

Yes. You need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Nail Specialty. Your **physician, physician's assistant or nurse practitioner** must complete and date the Health Certification section of the application or the Health Certification Form (DOS-1948) if you are applying online. You must submit your application within 30 days after the certification is signed and dated.

Child Support Statement

A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Information on Online Services:

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.

For more complete instructions and other online information see the FAQ's at <http://www.dos.ny.gov/licensing/lc-faq.html>

What transactions and information are available online?

- Complete an initial application
- Check the status of an application
- Renew your license
- Schedule an examination and view the results
- Check the status of a license
- Amend license information
- Request a duplicate license

How do I register for an account within the NYS License Center (NYSLC)?

In order to register for an account within the NYS License Center (NYSLC), you must first register with My NY.gov.

If you are not currently registered with My NY.gov, go to the My NY.gov registration site at <https://aca.licensecenter.ny.gov/aca/> and click on the 'I need a NY.gov ID' link and follow the registration for My NY.gov. Once you are registered with My NY.gov, select the NYS License Center option from the options available to you on My NY.gov. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new applications created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

What if I already have a My NY.gov Account?

If you are already registered with My NY.gov, go to My NY.gov and sign in, then select the NYS License Center option from the options available to you on My NY.gov. This will create your NYS License Center Account. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new application created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

How do I apply for a license in NYS License Center?

To apply for a license at NYS License Center, you must create an account or login to your existing account. Follow these steps to apply for your license online:

- Register for an Account or Login to your account (see "How do I register for an account within the NYS License Center (NYSLC)" above)
- Once you are logged in to NYS License Center, on the 'Home' tab select 'Apply now for a new license or permit'
- Follow the application instructions provided online
- Upload any supporting documentation
- Make payment and print confirmation page

You will be able to log in to your account and view the status of your application.

Nail Specialty Application

How do I create an additional license online?

To apply for an additional license, login to your account and click on the 'Manage My Licenses' tab and then select the 'Apply now! For a New License or Permit' link. Read and accept the terms and conditions and the system will guide you from there.

How do I renew a license online?

If you have an existing NYS License Center account, three months before your license is due to expire you will receive a renewal notice via email. The email contains a link to your account. Click on the link and proceed through the renewal application.

If you do not have an existing account on NYS License Center, you will receive your renewal notice via mail three months before your license is due to expire. This notice will contain instructions for creating an account on NYS License Center.

What is my User ID for the online system?

When you create your account on My NY.gov, you will create a unique user ID and use your email address. You will then be able to access your account via user ID.

How do I update my online account information?

There are two locations you are required to update your online account information. You need to update your data at My NY.gov and on your NYS License Center account.

At My NY.gov, see the FAQs for information on managing your account.

Login to your NYS License Center account, on the top row you will see a link titled 'Manage My Licenses'. From there you will be able to update your account information by completing a contact change amendment.

I am applying online, how do I notify this department of my physical examination?

All applicants need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Nail Specialty. The license application must be submitted within 30 days after an examination by a physician, physician's assistant or nurse practitioner and must include their name and contact information on the application. The Health Certification Form (DOS-1948) must be completed and can be downloaded from the Department of State website.

On your online application using NYS License Center, you must utilize the information contained on the completed Health Certification Form. You are required to enter information from this form into the health certification fields within the system.

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for audit purposes.

PRIVACY NOTIFICATION

Do I need to provide my Social Security and Federal ID numbers on the application?

Yes. The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of State of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.



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Read the instructions before completing this application. You must answer each question and PRINT responses in ink.

Please select one of the following qualifying choices.

I am applying for licensure (\$40 application fee required) based on:

- _____ 1. New York State Education and Examinations (completion of a 250 hour approved course of study)
- _____ 2. Previous New York State Nail Specialty Licensure – License UID # _____ Expiration Date _____
- _____ 3. Education outside of New York State or the United States
- _____ 4. Experience: 5 years outside of New York State or the United States State _____ Country _____
- _____ 5. Endorsement – Enter name of state _____

If you selected choice 1, 2 or 3 from above, you may apply for a six month temporary license (requires an additional \$10 fee) which allows you to practice while taking the New York State Exams.

_____ **I am requesting a six month temporary license. (\$40 + \$10 = \$50 application fee required)**

If you selected choice 1, 2 or 3 from above, you will be emailed a link to schedule an examination once your application has been approved.

_____ **I require special testing arrangements.**

If you have a learning disability or any physical, mental or psychological disability and request special testing arrangements, you must submit a completed “Special Testing Arrangements Request” Form (DOS-1591) with your application. You must also submit supporting documentation from a physician, other qualified professional or evidence of prior accommodations from a school or other institution describing your condition and an explanation of any modifications requested. Once your application has been approved, you will be contacted by a NYS Licensing representative to schedule your examination.

Applicant Information

First Name		Last Name		Middle Name		Suffix	
Home Address (provide street number and street name)						Suite, Apt., Unit	
City		State		Zip+4		County	Country
Mailing Address (provide PO Box here)							
City		State		Zip+4		County	Country
E-Mail Address		Social Security Number			Federal Taxpayer ID		
Date of Birth		Home Phone		Mobile Phone		Business Phone	

Nail Specialty Application

Health Certification – You must submit this application within **30 days** after your physical examination.

I am a duly licensed physician, physician assistant or nurse practitioner and in the course of a routine examination of the person named on this application on _____ (*Date of Physical Examination*). I found no clinical evidence of the presence of infectious or communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation.

Print Name of Physician _____

Address of Practice _____

Physician's Signature _____ *Date* _____

Child Support Statement

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support **OR** if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

Applicant Affirmation – I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 27 of the General Business Law and the rules and regulations promulgated thereunder.

X _____
Applicant's Signature _____ *Date* _____

If you are applying based on New York State Education and Examinations, your school's director or principal must complete the following:

Affirmation of New York State Approved School

School Name		
School Address (provide street number and street name)		
City	State	Zip+4
School Curriculum Code (Five digit numerical code assigned by NYS Department of State)		
School Director's or Principal's Name in Full (print)	Title (Director or Principal)	
Applicant's Name in Full (print)		

Nail Specialty Application

I subscribe and affirm under the penalties of perjury that the above-named school is duly licensed pursuant to §5001 of the Education Law and/or approved by the Board of Regents of the State of New York. The person named on this application has successfully completed a 250 hour approved course of study on (date) _____.

Signature of School Director/Principal

Date

School Seal

Please remember to include with this application any required explanations and statements along with your application fee (payable to NYS Department of State) — \$50 for application and temporary license; OR \$40 for application only. A \$20 fee will be charged for any check returned by your bank. If you wish to pay by credit card, please visit our website at www.dos.ny.gov to obtain a credit card authorization form to complete and return with this application.

It is important that you notify this division of any changes to your residence and email address so you can receive renewal notices and any other notifications pertinent to your license.