

## Chapter 2

### LICENSING BY EXAMINATION Personal Licensing Requirements and Procedures

#### **Section 1.** Licensing by Examination.~~Application for Examination.~~

(a) An applicant who graduated from a cosmetology school with equal or greater hour requirements may apply for licensure by taking the theory and practical examination.

(b) An applicant who is licensed in another state, but has not taken a board administered practical examination may apply for licensure by taking the practical phase of the examination.

~~Section 1.(c)~~ Applications for examination shall be submitted to the Board office on the prescribed form accompanied by required documentation by and the appropriate fees. ~~and Exam applications shall~~ be received in the Board office no later than fifteen (15) days ~~before the prior to the examination date is to be given.~~

~~Section 2.(d) Failure to Pass.~~ The examination for licensure is made up of two (2) phases, ~~Theory and Practical.~~

(e) Examinations are administered in English only.

~~(a)-(f)~~ An applicant who fails the examination must retake any phase of the examination failed; applicants must reapply and pay the appropriate fee before retaking the examination.

~~(b) Applicants who have failed any phase of an examination must reapply and pay the appropriate fee before retaking the examination;~~

~~(c)-(g)~~ Any applicant who has failed any phase of an examination and does not pass all phases within one year of failing; must retake the entire examination;

~~(h) No applicant is entitled to a license until all phases of the examination have been taken and passed.~~

**Section 2.** International Applicants. All international applicants must apply for licensure by examination. In order to qualify to take Wyoming theory and practical exam the applicants must:

(a) Provide the Board with an English translation of all documentation pertaining to his/her training and licensing; and

~~(d)-(b)~~ Apply for the examination in accordance with section 1 (c) through (f) of this chapter.

#### **Section 3.** Waiver of Examination~~Licensing by Endorsement.~~

~~(a) An applicant from another state that does not require a board administered practical examination, who has passed the nationally standardized theory examination required in Wyoming, is only required to take the practical phase of the examination.~~

(a) An Applicant from another state who meets the requirements of W.S. 33-12-1302 who has passed both at the same nationally standardized board administered theory and the practical examination given by the Board, meets the requirements for licensure by endorsement.

(b) Applications for endorsement shall be submitted to the Board office on the prescribed forms and accompanied by required documentation and appropriate fees.

~~**Section 4.** When Eligibility is Unclear. If the Board is unable to ascertain from documents submitted by the applicant that the applicant is eligible for examination or licensure, it may require the applicant to provide additional documentation or information deemed necessary to make that decision. Oral interviews may be requested.~~

~~**Section 5.****Section 4.** Notification of Applicants and Right of Appeal. Board approval of the applicant's initial application will be communicated in writing to the applicant along with information and instructions for sitting for the examination. Denial on the basis of initial application materials, including the reasons shall be communicated in writing to the applicant. The applicant shall have the right of reconsideration based on submission of new information and/or an appearance before the Application Review Committee with the opportunity to demonstrate that they meet all the licensure requirements.~~