COLORADO
Department of Regulatory Agencies
Division of Professions and Occupations

Barber/Cosmetology

Do I need a license to:

- **Cut or color hair?** Yes. An active barber, or cosmetologist or hairstylist license is required.
- **Perform skin-care services?** Yes. An active esthetician or cosmetologist license is required.
- **Perform manicures and pedicures?** Yes. An active cosmetologist or nail technician license is required.
- **Shave a beard or mustache?** Yes. An active barber license is required.
- **Apply makeup, whether it's temporary or permanent?** Yes. An active esthetician or cosmetologist license is required in addition to obtaining 132 hours of additional training to apply permanent makeup from an approved school. Proof of training must be kept by the licensee but need not be provided to DORA unless and until DORA requests it.
- **Inject Botox, Collagen, fillers, etc.?** These services are deemed to be a medical procedure and must be performed by, or delegated by, a licensed physician.

Do I need a license to apply makeup or perform hair services for weddings?
Yes. An esthetician or cosmetologist license is required. If permanent makeup is performed, one must obtain 132 additional hours of training.

Do I need a license to apply or extend eyelashes?
Yes. This is a service that requires an esthetician or a cosmetologist license.

Where are applications for licensure located?
Applications for all license types (barber, cosmetologist, esthetician, hairstylist or nail technician) are available here.

Can I perform services on the public while my application is pending?
No. An active Colorado license is required before an individual can begin working on the public, except if you are a military spouse *licensed as a barber, cosmetologist, hairstylist, esthetician or nail technician* in that other state ONLY during the first year of Colorado residency. After the first year, an active Colorado license is required.

What is needed in order to obtain a new CO license from the Office of Barber and Cosmetology Licensure, if an individual isn't already licensed in another state?
Attendance at a school approved by the Division of Private Occupational Schools (DPOS) or the Colorado Community College System (CCCS) is required, as are the completion of the following hours for the corresponding license sought:

- Barber, 50 credits or 1,500 contact hours
- Cosmetologist, 50 credits or 1,500 contact hours
- Esthetician, 20 credits or 600 contact hours
- Hairstylist, 40 credit hours of 1,200 contact hours
- Nail technician, 20 credit hours or 600 contact hours.

How do I prove my credit and/or contact hours to allow me to sit for an examination?
Approved DPOS schools and CCCS institutions issue a record of completion and a transcript. Both must be included with an application, which must be filed with the testing vendor in order to sit for an examination. The current testing vendor is PSI.

Where do I take the exam? The Division of Professions and Occupations and the Office of Barber and Cosmetology Licensure contract with an examination vendor, PSI. The application is available on PSI's website, along with the associated costs for barber, cosmetology, esthetician, hairstylist, and nail technician exams.

How often do licensed professionals need to renew their licenses?
Cosmetologists: This license type has a two-year licensing period: half expire on April 30 of even years; the other half on April 30 of odd years. The expiration date is a set date and the license may be slightly longer or shorter than two years depending on the original issue date of the license.

Barber, esthetician, nail technician, hair stylist: These license types also have a two-year licensing period and the expiration date is March 31 of *even-numbered years*. The expiration date is a set date and the license may be slightly longer or shorter than two years depending on the original issue date of the license.

Please check the expiration date on individual licenses, which are available through the online verification portal, by logging into the licensing system, or by checking the printed license.

Please note: The time period of the initial license may vary depending on when it is originally issued. See the application for more details.

How do I know when my license is up for renewal?
An electronic notification is sent to all active license holders around six weeks before the expiration of the license. A second and final notification is sent once the license has expired and a late fee imposed for an additional 60-day period. The Division will send out an additional notice advising the licensee that the license has expired and an online reinstatement application process is needed in order to have the license reinstated. Please ensure that contact information is updated to reflect a current email address for these important communications and others related to a license.

What is needed to obtain an individual Colorado license if moving from out of state?
Individuals must complete an endorsement application online as the first starting point. Individuals moving to the state and applying in Colorado should have the license number and expiration date from the license from the state where he or she is currently licensed. Information on any previous disciplinary action should be accompanied by supporting documents in order to answer questions about the nature of the violation(s) and, when necessary, supporting documents must be uploaded.

How long will it take to receive a license?
The licensing approval process will vary depending on the completeness of the application filed. Please be sure to answer all questions and provide all supporting documentation (such as verifications of licensure from other states, criminal convictions etc.) in order to have applications processed in the quickest possible manner.

How do I check on the status of my application?
Applications are processed in the order they are received and the details of any deficiencies are provided from a licensing specialist via email on an individual basis. It is important for licensees to correct the deficiencies as soon as possible in order to move the application process forward. If an approval has been completed, licensees will receive an electronic notification with a link to log in to their account, where individuals can then print the license themselves. Colorado does not print and mail licenses. Applications expired within one year, so if the deficiency is not corrected, the application will expire. Note that fees are non-refundable and non-transferable.

Can someone else check on the status of my application?
Unless authorized by the applicant or licensee, no specific information can be given to third-party individuals calling on behalf of the licensee or applicant.

Will a felony conviction prohibit individuals from obtaining a license?
An applicant with a felony conviction is not automatically denied. Individuals with a criminal history will be reviewed by the Division Director and his/her status determined based on a variety of factors on a case-by-case basis.

Do I need to have a shop registration when I open a salon?
Yes. Online applications for opening a new business are available here. Necessary information to complete the application includes the name and physical address of the business and the owner's Federal Employer Identification Number. NOTE: Please be sure to also check with your city and/or county licensing office for additional requirements.

Do I need to have a shop registration when I open a salon in my home?
Yes. Online applications for opening a new business are available here. Necessary information to complete the application includes the name and physical address of the business and the owner's Federal Employer Identification Number. *Note: Please be sure to also check with your city and/or county licensing office for additional requirements.*

Do I need to have a shop registration if I ONLY go to a client's home and provide services to them?
No. A separate shop registration is not required; however, you must hold an active Barber, Cosmetologist, Hairstylist, Esthetician or Nail Technician license in order to perform these services on the public.

Do I need to have a shop registration if I rent a booth or space in a salon?
It depends. Check with the salon owner. If the salon already has a shop registration, you may not need to register your business again. If, however, the salon or company from whom you are leasing space requires you to register your business, you may file a shop registration under your own name. The online applications are available here**.** Licensees must work in an actively registered shop.

How do I file a complaint against a shop or individual licensee?
Complaints may be reported via our online complaint submission system. Please include the name of the business, individual and/or location, along with any other details that can be shared about the people providing services and details about the experience that comprises the basis of the complaint. Please be sure to provide everything you wish to have considered as the complaint is processed. Please note that anything provided to the office is considered an open record and the Respondent often times is provided with a copy of the complaint to address the allegations made against them. The Office relies on the public to provide information about conduct that may violate the Barber and Cosmetology Practice Act.

Can I file an anonymous complaint?
The Office of Barber and Cosmetology Licensure pursues all complaints received; however, please note that as an anonymous complainant, you are not informed about the progress of the complaint or its final outcome and further, information about an anonymous complaint can't be confirmed or denied when and if an inquiry is made.

How do I complain against a barber or cosmetology school?
Complaints against a barber/cosmetology school are not handled by the Office of Barber and Cosmetology Licensure; rather, these issues would be the purview of the Division of Private Occupational Schools or the Colorado Community College System. The Colorado Department of Higher Education governs both agencies. If the complaint is about a salon within a school, those complaints are handled by the office and you can follow the complaint process identified above.

Can the Board provide information on items specific to standards or scope of practice?
The Board is not able to interpret its statutes, rules and policies, as that can be construed as legal advice, which staff is prohibited from providing.

What is covered during an inspection?
Inspection report items to be inspected are available via the following link. Inspections occur on an unannounced basis and can occur upon receipt of a written complaint or by the Division Director's authority.

What are the cleaning and disinfecting requirements for the barber and beauty industry?
Cleaning and disinfecting requirements are listed in the Barber/Cosmetology rules.

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