



# OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 [WWW.COS.OHIO.GOV](http://www.cos.ohio.gov)

## Boutique Service Registration Training OR Apprenticeship Affidavit

This is to confirm formal training or an apprenticeship has been completed by the person submitting this application

I \_\_\_\_\_, hereby swear or affirm that \_\_\_\_\_  
(Person who provided formal training or apprenticeship) ( person seeking registration)

Has completed formal training or an apprenticeship to provide the following Boutique Service.( select only one)

- \_\_\_\_\_ Braiding
- \_\_\_\_\_ Threading
- \_\_\_\_\_ Shampooing
- \_\_\_\_\_ Make-Up Artistry

I swear or affirm that all information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Person who provided formal training or apprenticeship) Date

\_\_\_\_\_  
Signature of Applicant Date

Notary Seal

Subscribed in my presence and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (Commission expiration date required)

# How to Apply for a Boutique Service Registration

To receive a Boutique Services Registration, you must first complete the Training OR Apprenticeship Affidavit. This form is to confirm formal training or completion of an apprenticeship program. The Board does not designate the number of hours required for training. This is determined by the trainer. Upon completion of the training, the applicant/trainee and the trainer will need to sign the Affidavit and the form must be notarized.

Upon completion of the forms, the trainee will then apply for the Boutique Service Registration at [www.license.ohio.gov](http://www.license.ohio.gov). (The trainer cannot do this for the trainee) The trainee/applicant must have a salon to work in before applying for the registration. The salon information is required upon application for the registration.

Once the Boutique Service Registration is received, it is valid for the individual that applied. You can use a current, valid registration to work in any salon that matches the scope of practice of the registration. If you leave the employment of the salon listed in the application, the registration is yours and is not the property of the salon.

Please follow the instructions below:

Visit [www.cos.ohio.gov](http://www.cos.ohio.gov)

- Click “Getting Licensed”
- Click “Individual license & Permits”
- Select “Boutique Registration Information”
- Print the Boutique Service Registration Affidavit
- Complete the Boutique Registration Affidavit form.

**Affidavit Form is required to be signed and Notarized.**

Visit [www.license.ohio.gov](http://www.license.ohio.gov)

- Create an account or login to existing account
- Apply for the Boutique Service Registration
- Complete all information and answer all questions

Salon information must be completed:

- Salon Name
- Salon Address
- Salon License Number (located on salon license example: (COSS. With six numbers to follow)
- Salon Telephone Number
- Upload Driver's License
- Upload Completion of 10<sup>th</sup> grade Education proof

**NOTE: If you cannot provide proof of a tenth grade education and you meet one of the following reasons, you may apply for a Boutique Services Registration Education Waiver.**

1. I received my primary or secondary education outside of the United States and cannot provide proof of education.
2. I resided outside of the United States and did not receive an equivalent education.

- Upload Boutique Registration Affidavit Form

Once all information has been completed and forms have been uploaded, click "Submit".

Upon approval, your Boutique Service Registration will be sent to you via an email attachment.

If you have further questions, please feel free to contact me at:  
[Sandra.lee@cos.ohio.gov](mailto:Sandra.lee@cos.ohio.gov)