

# STATE BOARD OF COSMETOLOGY

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Fax: 717-705-5540  
E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
Website: [www.dos.pa.gov/cosmet](http://www.dos.pa.gov/cosmet)

**Mailing Address:**  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649

**Physical Address:**  
State Board of Cosmetology  
2525 N 7th Street, Suite 330  
Harrisburg, PA 17110

## REQUEST FOR CERTIFICATION OF HOURS

**A fee of \$56.00, check or money order, payable to “Commonwealth of PA”, must accompany your request for certification of hours. The Board office will research records in an effort to certify your earned hours ONLY if you are not licensed and your school is closed. It is important to note that the board office offers certification of hours as a courtesy. There is no requirement by law or regulation that the board office maintain or provide this information. Please note that if a search of board records is made, the \$30.00 fee is the processing fee and is not refundable even in the event hours cannot be found on board records. The board may not be able to certify hours, particularly hours earned prior to 2000.**

**If your hours were earned in Pennsylvania and your school is CLOSED:** Complete this form and forward it to the above listed address. While this office will make every effort to locate your hours, this service is contingent upon the availability of records. We do not guarantee the availability of records from any specific time period. Be advised that records prior to 2000 are less likely to be available. You will be notified if we are unable to locate your hours.

**If your school is OPEN and an out-of-state school or another licensing jurisdiction requires certification of hours through the PA Board:** *Do not complete this form.* You will need to request that the school you attended send a letter to the requesting entity. The letter must be an original letter, on school letterhead, must bear the embossed school seal, and be signed by the school owner or supervisor. The letter must provide your name, address, social security number, number of hours earned, curriculum and dates of attendance. If needed, the State Board can issue a Certification of Licensure for the School with submission of the proper fee and form.

**If you are licensed by the State Board of Cosmetology.** *Do not complete this form.* If you are licensed, your hours are certified through a “certification of licensure” process. To obtain a certification of your license, submit a written request, clearly printed, providing your name, address, license number, social security number and the address to where the certification is to be mailed. Include a check or money order, payable to “Commonwealth of PA” in the amount of \$15.00.

**COMPLETE THE INFORMATION ON THE  
REVERSE SIDE OF THIS FORM**

