

North Carolina Board of Cosmetic Art Examiners  
121 Edinburgh S Dr, Suite 209  
Cary, NC 27511  
www.nccosmeticarts.com



## Request for Certification of School Hours

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A Certification of School Hours will include:

- The name of each North Carolina Cosmetic Art School attended
- Attendance dates in each North Carolina Cosmetic Art School
- The total hours received during each enrollment at a North Carolina Cosmetic Art School

This information is also included on the Certification of Licensure available for request by North Carolina *licensees*. The Certification of Licensure also includes North Carolina licensure dates and exam scores.

A Certification of School Hours will **NOT** include:

- School records from a state other than North Carolina
  - Individual course names or descriptions
  - Grades received in school
  - School records from an open North Carolina Cosmetic Art School (unless the Certification of School Hours is being requested for use by another Board or out-of-state school)
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Fill out this form completely and accurately. Mail the completed form with a \$15 check or money order to:  
NC Board of Cosmetic Art Examiners  
121 Edinburgh S Dr, Suite 209  
Cary, NC 27511

\_\_\_\_\_  
Current Full Name

\_\_\_\_\_  
Current Address (Number & Street, City, State, & Zip Code)

\_\_\_\_\_  
Birth Date (mm/dd/yyyy)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
List of all previous last names under which you were enrolled in a North Carolina Cosmetic Art School

Please indicate the recipient for the Certification of School Hours:

Name and Address or Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check here if the Certification of School Hours is being requested by another Board or out-of-state school

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date