Illinois Cosmetology License Renewal

Barber licenses and barber teacher licenses expire on July 31 of each odd-numbered year, and licensees may renew within the month prior to expiration. Cosmetology instructors, cosmetology clinic teachers and cosmetology licenses expire on September 30 of each even-numbered year. Illinois requires cosmetologists to certify on their renewal applications that they have successfully completed 14 hours of cosmetology continuing education within the 2-year licensure period. Cosmetology instructors and cosmetology clinic teachers must show a minimum of 24 hours of continuing education from a sponsor registered with the division within the 2-year licensure period.

Cosmetology License Reciprocity (Transfer) to Illinois

To transfer your license to Illinois, you'll need to show an official certification of licensure from the board of your home state where you're currently licensed and practicing. If it's not the original copy of your license it must include: legal name, cosmetologist license number, original issuance date, expiration date, brief description of any licensing exams taken and the grades received, and whether you have any disciplinary actions taken or pending against your license.

Section 1175.425 Renewals Cosmetology

a) Every license issued under the Act shall expire as follows:

1) Cosmetology teacher, cosmetology clinic teacher and cosmetology school licenses shall expire on September 30 of each even numbered year.

2) Cosmetologist licenses shall expire on September 30 of each odd numbered year. A prerenewal period is the 24 month period preceding September 30th in the year of renewal.

3) The holder of a license may renew that license during the month preceding its expiration date.

b) Applicants for renewal shall:

1) Return a completed renewal application.

2) Cosmetologist – Certify on the renewal application to successful completion of a minimum of 14 hours of continuing education from a cosmetology sponsor registered with the Division, in accordance with Section 1175.1200 of this Part, within the 2 years prior to the expiration date of the license, if renewing a cosmetology license.
3) Cosmetology Teacher and Cosmetology Clinic Teacher – Certify on the renewal application to successful completion of a minimum of 24 hours of continuing education from a sponsor registered with the Division, in accordance with Section 1175.1200 of this Part, within the 2 years prior to renewal if renewing a cosmetology teacher or cosmetology clinic teacher license. Ten of 24 hours shall be in the following areas:

A) Teaching methodology;

B) Educational psychology;

C) Classroom management; or

D) Other teaching related courses.

4) Submit the required fee set forth in Section 1175.100.

c) A renewal applicant is not required to comply with continuing education for the first renewal after issuance of original license.

d) A licensee who is at least 62 years of age or has been licensed as a cosmetologist, cosmetology teacher or cosmetology clinic teacher for at least 25 years is exempt from the continuing education requirement.

e) The Division may require additional evidence demonstrating compliance with the continuing education requirements (i.e., certificate of attendance or certificate of completion). It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance. Such evidence shall be required in the context of the Division’s random audit.

f) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to renew a license.

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)

Section 1175.430 Restoration – Cosmetology

a) Application for Restoration

1) A person applying for restoration of a license as a cosmetologist that has expired or been on inactive status for less than 5 years shall submit an application on forms provided by the Division and:
A) Pay the required fee set forth in Section 1175.100; and

B) Provide evidence of successful completion of 14 hours of continuing education earned within the 2 years immediately preceding the restoration.

2) If restoring after active military service, the applicant shall submit a copy of the applicant's Honorable Discharge form (DD-214) and the current renewal fee.

b) A person applying for restoration of a license as a cosmetologist that has been expired or been on inactive status for 5 years or more shall submit an application on forms provided by the Division along with either:

1) All of the following:

   A) Verification of employment as a cosmetologist in another jurisdiction within the 5 years preceding application for restoration;

   B) Certification of licensure from the licensing authority in the jurisdiction of employment stating that said practice was authorized;

   C) A completed Restoration Questionnaire;

   D) Evidence of successful completion of 14 hours of continuing education earned within the 2 years immediately preceding restoration if restoring a cosmetology license; and

   E) The required fee set forth in Section 1175.100; or

2) A copy of the applicant's DD-214 form and the current renewal fee, if restoring from active military service.

c) An applicant for restoration who has not maintained a practice in another jurisdiction shall also submit official transcripts showing successful completion of a 250 hour refresher course from a licensed cosmetology or barber school or passage of the examination set forth in Section 1175.410 within 2 years prior to or within 2 years after application for restoration. A cosmetology applicant who completes this refresher course or takes the examination shall not be required to complete 14 hours of continuing education.

d) If an applicant takes and fails the examination, the license will not be restored until such time as he/she has successfully completed the examination.
(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)

Section 1175.435 Restoration – Cosmetology Teacher

a) A person applying for restoration of a certificate as a licensed cosmetology teacher or cosmetology clinic teacher that has been expired or been on inactive status for less than 5 years shall file an application, on forms provided by the Division. An applicant shall also submit proof of 24 hours of continuing education in accordance with Section 1175.1200 earned within the 2 years preceding the restoration and the required fee set forth in Section 1175.100. If restoring after active military service, an applicant shall submit a copy of his/her DD-214 and the current renewal fee.

b) A person applying for restoration of a license as a cosmetology teacher or cosmetology clinic teacher that has been expired for 5 years or more shall submit an application on forms provided by the Division, along with either:

1) All of the following:
   A) Verification of employment as a cosmetology teacher or cosmetology clinic teacher in another jurisdiction within the 5 years preceding application for restoration;
   B) Certification of licensure from the licensing authority in the jurisdiction of employment;
   C) Evidence of successful completion of 24 hours of continuing education earned within the 2 years immediately preceding the restoration;
   D) A completed Restoration Questionnaire; and
   E) The required fee set forth in Section 1175.100; or

2) If restoring after active military service, a copy of the applicant's DD-214 form and the current renewal fee.

c) An applicant for restoration of a cosmetology teacher license who has not maintained an active teaching practice in another jurisdiction shall submit official transcripts showing successful completion of a 250 hour cosmetology teacher refresher course or passage of the examination set forth in Section 1175.410 within 2 years prior to or within 2 years after application for restoration of a license. Those who successfully complete a 250 hour refresher course or take the examination shall not be required to complete continuing education before restoring a license.
d) An applicant for restoration of a cosmetology clinic teacher license who has not maintained an active teaching practice in another jurisdiction shall submit official transcripts showing successful completion of a 60 hour cosmetology teacher refresher course or passage of the examination set forth in Section 1175.410 within 2 years prior to or within 2 years after application for restoration of a license. Those who successfully complete a 60 hour refresher course or take the examination shall not be required to complete continuing education before restoring a license.

e) If an applicant takes and fails the examination, the license will not be restored until such time as he/she has successfully completed the examination.

(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)

Section 1175.725 Renewals Esthetics

a) Every license issued under the Act shall expire as follows:

1) Esthetics teacher, esthetics clinic teacher and esthetics school licenses shall expire on September 30 of each even numbered year.

2) Esthetician licenses shall expire on September 30 of each odd numbered year.

3) The holder of a license may renew the license during the month preceding its expiration date.

b) Applicants for renewal shall:

1) Return a completed renewal application.

2) Esthetician. Certify on the renewal application to successful completion of a minimum of 10 hours of continuing education from a sponsor registered with the Division, in accordance with Section 1175.1200 of this Part, within the 2 years prior to the expiration date of the license.

3) Esthetics Teacher and Esthetics Clinic Teacher. Certify on the renewal application to successful completion of a minimum of 20 hours of continuing education from a sponsor registered with the Division, in accordance with Section 1175.1200 of this Part, within the 2 years prior to the expiration date of the license. Ten of the 20 hours shall be in the following areas:

   A) Teaching methodology;
B) Educational psychology;
C) Classroom management; or
D) Other teaching related courses.

4) Submit the required fee set forth in Section 1175.100.

c) A renewal applicant is not required to comply with continuing education for the first renewal after issuance of original license.

d) The Division may require additional evidence demonstrating compliance with the CE requirements (i.e., certificate of attendance or certificate of completion). It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance. Such evidence shall be required in the context of the Division's random audit.

e) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to renew a license.

f) Practicing or operating on a license that has expired shall be considered unlicensed activity and shall be grounds for discipline pursuant to Section 4-7 of the Act.

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)

Section 1175.735 Restoration – Esthetics Teacher

a) A person applying for restoration of a license as an esthetics teacher or esthetics clinic teacher that has been expired or been on inactive status for less than 5 years shall submit an application on forms provided by the Division. An applicant shall also submit evidence of successful completion of 20 hours of continuing education in accordance with Section 1175.1210 earned within the 2 years immediately preceding the restoration and the required fee set forth in Section 1175.100. If restoring after active military service, an applicant shall submit a copy of the applicant's Honorable Discharge form (DD-214) and the current renewal fee.

b) A person applying for restoration of a certificate as an esthetics teacher or esthetics clinic teacher that has been expired for 5 years or more shall submit an application on forms provided by the Division, along with either:

1) All of the following:
A) Verification of employment as an esthetics teacher or esthetics clinic teacher in another jurisdiction within the 5 years preceding application for restoration;

B) A certification from the appropriate licensing authority in the jurisdiction in which lawful practice is claimed;

C) Evidence of successful completion of 20 hours of continuing education earned within 2 years immediately preceding restoration;

D) A completed Restoration Questionnaire; and

E) The required fee set forth in Section 1175.100; or

2) If restoring after active military service, a copy of the applicant's DD-214 form and the current renewal fee.

c) An applicant for restoration of an esthetics teacher license who has not maintained a lawful esthetics teaching practice (as determined by the laws of that jurisdiction) in another jurisdiction shall submit official transcripts showing successful completion of a 125 hour teacher refresher course from an approved esthetics or cosmetology school or pass the esthetics teacher examination in accordance with Section 1175.710 within 2 years prior to application for restoration. An applicant who completes this refresher course shall not also be required to complete 20 hours of continuing education.

d) An applicant for restoration of an esthetics clinic teacher license who has not maintained an active teaching practice in another jurisdiction shall submit official transcripts showing successful completion of a 60 hour teacher refresher course or passage of the examination set forth in Section 1175.710 within 2 years prior to or within 2 years after application for restoration of a license. Those who successfully complete a 60 hour refresher course or take the examination shall not be required to complete continuing education before restoring a license.

(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)

Section 1175.730 Restoration – Esthetics

a) A person applying for restoration of a license as an esthetician that has been expired for less than 5 years shall submit an application on forms provided by the Division and either:

1) All of the following:

A) pay the required fee; and
B) provide evidence of successful completion of 10 hours of continuing education in accordance with Section 1175.1200 of this Part; earned within the 2 years immediately preceding the restoration.

2) If restoring after active military service, a copy of the applicant's Honorable Discharge form (DD-214) and the current renewal fee.

b) A person applying for restoration of a license as an esthetician that has been expired for 5 years or more shall submit an application on forms provided by the Division along with either:

1) All of the following:
   A) Verification of employment attesting to lawful practice in another jurisdiction within the 5 years preceding application for restoration;
   B) Certification from the appropriate licensing authority in the jurisdiction in which lawful practice is claimed;
   C) A completed Restoration Questionnaire;
   D) Evidence of successful completion of 10 hours of continuing education earned within the 2 years immediately preceding restoration; and
   E) The required fee set forth in Section 1175.100; or

2) If restoring from active military service, a copy of the applicant's DD-214 and the current renewal fee.

c) An applicant for restoration who has not maintained a lawful practice (as determined by the laws of that jurisdiction) in another jurisdiction shall also submit official transcripts showing successful completion of a 125 hour esthetics refresher course from an approved cosmetology or esthetics school or pass the esthetics licensure examination pursuant to Section 1175.710 within 2 years prior to or within 2 years after application for restoration. An applicant who completes this refresher course or takes the examination shall not also be required to complete 10 hours of continuing education.

d) If an applicant takes and fails the examination, the license will not be restored until such time as he/she has successfully completed the examination.

(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)
Section 1175.1025  Renewals  Manicurist

a) Every nail technician, nail technology teacher, nail technology clinic teacher and nail technology school license shall expire on October 31 of each even numbered year. The holder of a license may renew the license during the month preceding its expiration date.

b) Applicants for renewal shall:

1) Return a completed renewal application.

2) Nail Technician. Certify on the renewal application that they have successfully completed a minimum of 10 hours of continuing education from a sponsor registered with the Division in accordance with Section 1175.1200 of this Part, within the 2 years prior to the expiration date of the license.

3) Nail Technology Teacher and Nail Technology Clinic Teacher. Certify on the renewal application that they have successfully completed a minimum of 20 hours of continuing education from a sponsor registered with the Division, in accordance with Section 1175.1200 of this Part, within the 2 years prior to the expiration date of the license. Ten of the 20 hours shall be in the following areas:

   A) Teaching Methodology;
   B) Educational Psychology;
   C) Classroom Management; or
   D) Other teaching related courses.

4) Submit the required fee set forth in Section 1175.100.

c) A renewal applicant is not required to comply with continuing education requirements for the first renewal after issuance of the original license.

d) The Division may require additional evidence demonstrating compliance with the continuing education requirements (i.e., certificate of attendance or certificate of completion). It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance. Such evidence shall be required in the context of the Division's random audit.
e) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to renew a license.

f) Practicing or operating on a license that has expired shall be considered unlicensed activity and shall be grounds for discipline pursuant to Section 4-7 of the Act.

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)

Section 1175.1030 Restoration – Nail Technician

a) A person applying for restoration of a nail technician license that has been expired or placed on inactive status for less than 5 years shall submit an application on forms provided by the Division and:

1) Pay the required fee as set forth in Section 1175.100; and

2) Provide evidence of successful completion of 10 hours of continuing education in accordance with Section 1175.1200(c).

b) A person applying for restoration of a nail technician license that has been expired or placed on inactive status for 5 years or more shall submit an application on forms provided by the Division along with:

1) Verification of employment, attesting to lawful practice in another jurisdiction within the 5 years preceding application for restoration;

2) Certification from the appropriate licensing authority in the jurisdiction in which lawful practice is claimed. An applicant for restoration who has not maintained lawful practice (as determined by the laws of that jurisdiction) in another jurisdiction shall also submit official transcripts showing successful completion of a 60 hour nail technology refresher course from an approved cosmetology or nail technology school or pass the examination set forth in Section 1175.1010 within 2 years prior to or within 2 years after the restoration application. An applicant who completes this refresher course or takes the examination shall not also be required to complete 10 hours of continuing education;

3) A completed Restoration Questionnaire;

4) Evidence of successful completion of 10 hours of continuing education earned within the 2 years immediately preceding restoration; and

5) The required fee as set forth in Section 1175.100.
c) If restoring after active military service, the applicant shall submit a copy of his/her Honorable Discharge form (DD-214) and the current renewal fee.

d) If an applicant takes and fails the examination, the license will not be restored until such time as he/she has successfully completed the examination.

(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)

Section 1175.1035 Restoration – Nail Technology Teacher or Nail Technology Clinic Teacher

a) A person applying for restoration of a nail technology teacher or nail technology clinic teacher license that has been expired or been on inactive status for less than 5 years shall submit an application on forms provided by the Division. An applicant shall also submit evidence of successful completion of 20 hours of continuing education in accordance with Sections 1175.1200 and 1175.1210 earned within 2 years immediately preceding the restoration and the required fee set forth in Section 1175.100.

b) A person applying for restoration of a nail technology teacher or nail technology clinic teacher license that has been expired for 5 years or more shall submit an application on forms provided by the Division along with:

1) Verification of employment as a nail technology teacher or nail technology clinic teacher in another jurisdiction within the 5 years preceding application for restoration;

2) Certification from the appropriate licensing authority in the jurisdiction in which lawful practice is claimed;

3) A completed Restoration Questionnaire;

4) Evidence of successful completion of 20 hours of continuing education earned within the 2 years immediately preceding restoration; and

5) The required fee as set forth in Section 1175.100.

c) An applicant for restoration of a nail technology teacher license who has not maintained lawful practice (as determined by the laws of that jurisdiction) in another jurisdiction shall also submit official transcripts showing successful completion of a 125 hour nail technology teacher refresher course from an approved cosmetology or nail technology school or pass the teacher examination set forth in Section 1175.1010 within 2 years prior to or within 2 years after the restoration application. An applicant who completes this refresher course or takes
the examination shall not also be required to complete 20 hours of continuing education.

d) An applicant for restoration of a nail technology clinic teacher license who has not maintained lawful practice (as determined by the laws of that jurisdiction) in another jurisdiction shall also submit official transcripts showing successful completion of a 60 hour nail technology clinic teacher refresher course from an approved cosmetology or nail technology school or pass the teacher examination set forth in Section 1175.1010 within 2 years prior to or within 2 years after the restoration application. An applicant who completes the refresher course or takes the examination shall not also be required to complete 20 hours of continuing education.

e) If restoring after active military service, the applicant shall submit a copy of his/her Honorable Discharge form (DD-214) and the current renewal fee.

f) If an applicant takes and fails the examination, the license will not be restored until such time as he/she has successfully completed the examination.

(Source: Amended at 35 Ill. Reg. 1888, effective January 20, 2011)

Section 1175.1215 Waiver of Continuing Education Requirements

a) Any renewal applicant seeking renewal of a license or certificate without having fully complied with these CE requirements shall file with the Division a renewal application along with the required renewal fee, a statement setting forth the facts concerning such noncompliance, a request for waiver of the CE requirements on the basis of such facts and, if desired, a request for an interview before the Board. If the Division finds from such statement or any other evidence submitted or upon recommendation of the Board, that good cause has been shown for granting a waiver of the CE requirements, or any part thereof, the Division shall waive enforcement of such requirements for the renewal period for which the applicant has applied.

b) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:

1) Full-time service in the armed forces of the United States of America during a substantial part of such period;

2) An incapacitating illness documented by a currently licensed physician; or
3) Hardship as defined in Section 3-7 of the Act:

A) The licensee resides in a locality where it is demonstrated that the absence of opportunities for such education would interfere with the ability of the licensee to provide services to the public.

B) That to comply with the continuing education requirements would cause a substantial financial hardship on the licensee.

c) A licensee who is at least 62 years of age or has been licensed as a cosmetologist, cosmetology teacher or cosmetology clinic teacher for at least 25 years is exempt from the continuing education requirement.

d) If an interview is requested at the time the request for such waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of such interview by certified mail, return receipt requested.

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)