



Required Postings

Businesses are required to post the most current version of the following items in a public and conspicuous place.

- **Business License or Permit**
- **Facility and Infection Control Standards**
- **800- Complaint Placard**

Business Sign Requirements

All businesses licensed or permitted by the Board shall have a sign stating in English the name of the business as submitted in the business application to the Board. The sign or barber pole shall be displayed at the main entrance and be clearly visible from the street.

****** A business located within a mall, office building, nursing home, department store, or other facility shall be exempt from the requirement above and the sign shall be displayed at the entrance of the business.

A barbershop may display a barber pole in lieu of a sign.

A business may have additional information on the sign if the sign meets the minimum requirements.

All signs shall meet any local zoning or other requirements.

Who We Are

About Us

The Ohio State Cosmetology and Barber Board regulates salons, barbershops, schools, and individuals engaged in the practice of barbering, cosmetology, branches of cosmetology, boutique, and tanning services.

The Board's mission is to protect and support the public through regulation and education, while protecting the integrity of the cosmetology and barbering industries.

The Board works to achieve this mission by ensuring salons, barbershops, and individuals offering those services are compliant with infection control and safety standards established by the Board.

Contact Us

Phone: 614-466-3834

Email: ohiocos@cos.ohio.gov

Website: cos.ohio.gov



Business Information

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.



Business License & Permit Renewal

All cosmetology, branch of cosmetology, and tanning business licenses/permits are required to be renewed by January 31 of each odd numbered year.

All barber business licenses are required to be renewed by August 31 of each even numbered year.

To renew a license, go to Elicense.ohio.gov, log in to your Elicense account and complete the renewal application and submit the required fee(s).

Renewal Notices

Renewal notices are sent via email.

Each licensee will begin to receive emailed renewal notices 120 days prior to the expiration date of the license. The notices will continue to be emailed at 90, 60, 30, and 15 days from the expiration date.

*** It is important to ensure that your email and mailing address are current in the Elicense system.

Elicense Account Holder

The account holder in the Elicense system is the person eligible to complete the renewal of the license. If this person changes, the account holder information must be updated. To update this information, contact the business license department. **This does NOT require a new license application.**

If the location and/or ownership of the business changes, a **NEW** license application is required to be submitted.

Inspection

All businesses are required to be inspected at least once every two years.

Upon completion, the inspection report will be emailed to the email address on file for the business. The report is not required to be posted.

OAC 4713-13-7 Employee/Employer Infection

Control Responsibility

The Board shall hold individual licensees, boutique services registration holders, and facility owners responsible for compliance with the Board's safety and infection control standards as follows:

- Facility owners are responsible for all common areas; and
- Licensees and boutique services registration holders are responsible for their assigned service areas and any service area they are using at the time of inspection.

For complete Infection Control/Safety Regulations, visit the Board's website under Laws & Rules /Ohio Administrative Code/Chapter 15.

In any licensed salon or barber shop, the service area shall be equipped with properly maintained commercial exhaust fans or air filtration equipment that is compliant with local and state commercial building codes.

Independent Contractor

An independent contractor is an individual who is not an employee of a salon or shop but who practices barbering or a branch of cosmetology within the facility.

*** A salon or shop owner is **not** required to hold an IC license unless providing services at a different location (separate) from the owned business.



Elicense

All applications, license renewals, payments, email updates, etc. must be completed in the online Elicense system.

To make updates, complete a renewal, or apply, you must log in to your Elicense Dashboard. Go to Elicense.ohio.gov click on **Login/Create Your Account**. **The authorized representative will need to log in using the email address and password they created.**

Once logged in click on "OPTIONS" located on your license tile. Select your action from the drop down list.

To update your email address, click the drop down arrow beside your name in the upper right corner and select "Manage Business".

To verify a licensee has a current-valid license to practice visit Elicense.ohio.gov then click on **License Look-Up** at the top of the page. Use the search options to verify a business license or a license for an individual.

*** Visit the Board's website for complete business application instructions.

*"The road to success is
always under construction."*

Lily Tomlin
