



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.

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How to Apply for a Business License

Definitions:

Individual Account – means an account that must be created in eLicense Ohio for the person that will be responsible for business licenses/permits. An individual account may also hold a practicing license/permit that can be managed from their dashboard.

Business Account – means an account created for each business that holds a license or permit. A business account must be associated to an individual account, which permits the individual to manage the businesses associated to the account.

Important Notes Before Getting Started:

- Complete your online application through the eLicense Ohio system at <https://elicense.ohio.gov/>.
- Before renewing a Business License or applying for a new Business License, it is necessary to set up an eLicense Ohio account for the individual responsible for the business's licenses. If you are creating an individual account, then go to Part 1.
- If you have already created an individual account for your practicing license/permit or you have already created an account to manage business licenses, skip Part 1 below. Be aware that although you can only have one individual account, you can create and manage multiple business accounts.

Part 1: Creating an Individual Account on eLicense

You must have an eLicense Ohio login for yourself (as an individual) before you can apply for or renew a business license or apply for or renew a personal practicing license/permit. If you are already registered on eLicense Ohio, because you have an individual practice license or registration, this part is done. Otherwise, the steps for creating a login vary based on if you already have an individual Ohio license or an in-process license application.

Part 1 – Procedure 1: How to Create a New Individual Account:

Follow these steps if you do not have an existing Ohio license, have an existing Ohio license/permit, but you have not yet created an individual account, or you need to create an account to manage a business license. Persons who have applied for and are in-process for an individual license/permit have already created an account and do not need to re-create an account.

- I. Begin by creating an account: Go to the Ohio eLicense site: <https://elicense.ohio.gov>



II. Click on – Login/Create Your Account



III. Once you click on Create Your Account, you will have two options:

1. If you never held a license or permit issued by the Cosmetology and Barber Board select -



IV. Complete the registration by entering the following information:

- First and Last Name
- SSN
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

V. Click on **SUBMIT**.

OR

Part 1 – Procedure 2: How to Create an Individual Account for an Existing License Holder or Applicant:

Follow these steps if you already have an individual Ohio license, or if you have an in-process individual license application.

I. If you have held a personal practicing license, permit, or registration issued by the Board prior to April 12, 2018, you are an existing licensee.

You will need to select 

II. Complete the registration by entering the following information:

- SSN
- Security Code (which will be sent to you or can be obtained by clicking on **OBTAIN SECURITY CODE**.)
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

III. Click on **SUBMIT**.

Part 2: Registering on eLicense as a Business

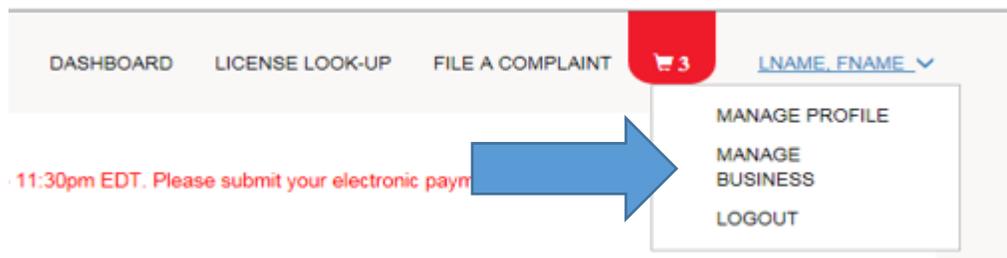
Once you have an eLicense Ohio login for yourself (as an individual) the next step is to register the business on eLicense. As with an individual, the steps for registering a business vary based on if the business already has an Ohio license.

Part 2 – Procedure 1: How to Create a New Business Account:

Follow these steps if your business does not have an Ohio license and you do not have an in-process application for your business.

- I. Login as the individual managing the business's account through the eLicense Ohio system at <https://elicense.ohio.gov/>.

- II. Use the pull-down menu under the individual's name in the upper right-hand corner of the dashboard and choose *Manage Business*.



- III. Choose *Add a New Business*. Then enter the required information to create an account for the business.

Add New Business

To add a new business, complete the information fields to the left. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with "*" is a required field. Once you have completed all of the information, click 'Submit'.

The account alias will be used to identify specific businesses if you manage multiple businesses with the same name.

- IV. Click *Submit* and wait for processing.

- V. Click *Return to Dashboard*. NOTE: after you create your first business account, step 5 is no longer required on subsequent business accounts.

Once you have an eLicense individual account and an eLicense business account or accounts, you can apply for business licenses and renew licenses for the business.

Part 3: How to Apply for a Business License

- I. Before you start the application, obtain any required documents and save a copy of the documents as an image or word document. (The system will accept PDF, TIPP, BMP, .DOC, etc.) Document attachments may vary based on the type of business license you have. Below is a list:

	<u>Initial Licensing</u>	<u>Renewal</u>
Barber Shop License	None, attest only	None, attest only
Barber Chair License	None, attest only	None, attest only
Salons	None, attest only	None, attest only
Tanning Facilities	None, attest only	None, attest only
School license: Barber/COS	<ol style="list-style-type: none"> 1. Course outline and syllabus for each program offered 2. Final building occupancy permit 3. Final plumbing inspection 4. School handbook/catalogue of courses to be offered 5. School policies 6. Student Contract 7. Professionally prepared/architectural floor plan drawn to scale, showing the size of the premises, rooms, stations, plumbing. The floor plan must meet all floor plan requirements of the Board 8. Attach a list of equipment 9. List of Instructional/Reference material available to students 10. List of all instructors and administrators at the school 11. Sample of timesheet used for daily recording of student hours 12. Surety Bond in the amount of \$10,000 	None, attest only

- II. Login as the individual managing the business’s account through the eLicense Ohio system at <https://elicense.ohio.gov/>.

The screenshot shows a web form titled "Existing Users" with a "Login" section. It features two required input fields: "Email" and "Password", both marked with an asterisk. A blue "LOGIN" button is positioned below the fields. To the right of the button, there are two links: "Forgot Password?" and "Forgot Email?".

III. Click *Apply for a New License*.



Are you looking to apply for a new business license? First, add your business by clicking here before applying.

IV. Follow the instructions to complete your application. **Depending upon your license type, you may be asked to upload specific documentation. See list above.**

V. **If you need help logging in, registering, creating an account, or other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, Monday-Friday, 8:00am to 5:00pm.**