



# 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.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 [WWW.COS.OHIO.GOV](http://WWW.COS.OHIO.GOV)

## How to Renew a Practice License or Permit

### Important:

- Before renewing a practicing license or permit, it is necessary to set up an eLicense Ohio account
- If you have already created an individual account for your practicing license/permit, skip Part 1 below.

### 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 license or permit. If you are already created your account and registered in eLicense Ohio, this part is done.

#### Part 1 – Procedure 1: How to Create an Individual Account for an Existing Licensee:

*Follow these steps if you already have an individual Ohio license, or if you have an in-process individual license application filed prior to April 12, 2018.*

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

You will need to select

**I HAVE A LICENSE**

- 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**.

**Existing License**

Register here for a new eLicense Ohio Gov account associated with your existing Ohio professional license. In the event you do not have the required security code, click the "Obtain Security Code" button.

Your social security number is required for accurate identification and transfer, and state child support enforcement law (42 U.S.C. §601 and §1521; 42 C.F.R. §).  
[Need help registering? Click here.](#)

Social Security Number  I don't have a Social Security Number

Security Code

Date of Birth

Email

Password  Confirm Password

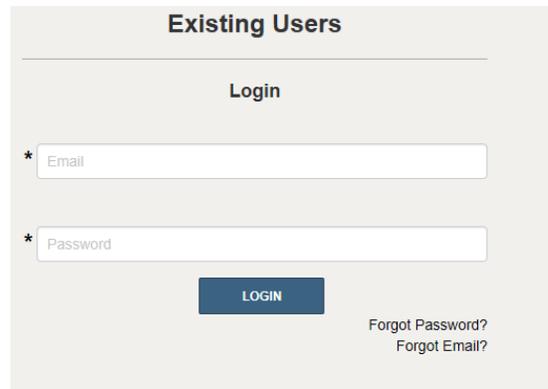
Password must contain:  
 Longer than 10 characters  
 1 Uppercase Letter  
 1 Lowercase Letter  
 1 Number  
 1 Special Character (e.g. !@#&\*)

Password must not contain:  
 User's First and/or Last name

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## **Part 2: How to Renew a Practice License or Permit**

- I. Login to the eLicense Ohio system at <https://elicense.ohio.gov/>.



Existing Users

Login

\* Email

\* Password

LOGIN

[Forgot Password?](#)  
[Forgot Email?](#)

- II. Navigate to your License(s) or Permits in the eLicense Ohio system. Licenses and Permits associated to your account will appear on your dashboard.
- III. Click on **Options** on the License or Permit.
- IV. Choose ***Renew***.
- V. Follow the instructions to complete your application.
- VI. **Payment - you will be directed to the CART for payment.**

Select the application fee  
**Click- Continue**

Select Payment Method

Please select a payment method.

- Credit Card
- Electronic Check

Enter payment information.

**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.**