NEBRASKA
Good Life. Great Mission.
DEPT. OF HEALTH AND HUMAN SERVICES

Application Information
Nail Technology Instructor by RECIPROCITY
Licensed in Another State

Information for Military Spouses:

Temporary License: If you have an active Nail Technology Instructor license in another state and you are a military spouse, you may be issued a temporary license pending completion of the permanent license requirements. A temporary license specifically for military spouses is available under Neb. Rev. Stat. 38-129.01 and is issued for a period not to exceed 1-year. Please review the following documents required to obtain a temporary license and those listed for a permanent license to determine which process is right for you.

To apply for this temporary license, you need **to be a resident of Nebraska** and submit the following:

- The attached application
- A copy of your military dependent identification card identifying you as the spouse of an active duty member of the United States Armed Forces
- A copy of your spouse's military orders reflecting an active-duty assignment in Nebraska
- A copy of your Nail Technology Instructor license from another state or jurisdiction
- A copy of the statutes, rules, and regulations governing your license which indicate standards that are similar to Nebraska's Nail Technology Instructor licensing requirements.
- $25 temporary license fee and Permanent license fee (unless you qualify for a fee waiver).

Permanent Nail Technology Instructor License in Nebraska - Requirements and Process:

1. You must be at least 17 years old and Lawfully Present in the United States.
2. You must be licensed as an instructor in another state/jurisdiction. Your license must have been based on an examination; however, if an examination was not required, then you must take the National-Interstate Council of State Boards of Cosmetology (NIC) instructor examination.
3. Hold a current Nebraska Nail Technology license.
4. You must have completed at least 300 hours of nail technology instructor. If you did not complete a 300 hour training program, 100 hours counts for each month of full-time practice as a nail technology instructor within the 5 years immediately prior to this application towards training.

LICENSE FEE WAIVER: Starting January 1, 2020, if you meet one of the following waiver options, your initial license **is waived**:

1. **Young Worker:** You are between the ages of 17 and 25 (under the age of 26).

2. **Low-Income Individual:** You are enrolled in a state or federal public assistance program **such as** the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program (SNAP), or the federal Temporary Assistance for Needy Families (TANF) program, **OR** your household adjusted gross income is below 130% of the federal income poverty guideline.
   - If you live in Nebraska and are enrolled in a state or federal public assistance program, no further documentation is required to be submitted.
   - If you live in a state other than Nebraska and are enrolled in a state or federal public assistance program, submit a copy of a document showing current enrollment.
   - If your household adjusted gross income is at 130% of the Federal Income Poverty Guideline or below, click this link to see the current income guidelines http://dhhs.ne.gov/licensure/documents/LowIncomeFeeWaiverTable.pdf. To be eligible for this waiver, you must submit a copy of your most recent tax return.

3. **Military Family:** You are an active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States. To be eligible for this waiver, you must submit a copy of your ID card, discharge paperwork, or similar document that shows you are a military family member as described above.

MILITARY: To view licensing services available to members of the military and their spouses, visit our website at http://dhhs.ne.gov/licensure/Pages/Professions-and-Occupations.aspx

To apply for a License:

STEP 1: Get copies of the following documents:

NON-ENGLISH DOCUMENTS. Any documents written in a language other than English must translated into the English language. You must submit a copy of the original document and the translated document. The translation must be an original document and contain the notarized or equivalent signature of the translator. An individual may not translate his/her own documents.

1. ☐ **US Citizenship/Lawful Presence** (must be at **least 17** years old):

U.S. Citizen, a PHOTOCOPY of one of the following:
- ☐ Birth Certificate (Hospital issued keepsake birth certificates cannot be accepted).
- ☐ U.S. Passport (unexpired or expired).
- ☐ Certificate of Naturalization.
- ☐ Other documents that show U.S. Citizenship.

A Driver's License is NOT acceptable.

NOT a U.S. Citizen, a PHOTOCOPY of one of the following:
- ☐ Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
- ☐ Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa; or
- ☐ Employment Authorization Card **AND**
  - ☐ An approved deferred action status (DACA);
  - ☐ A pending application for asylum in the United States;
  - ☐ A pending or approved application for temporary protected status in the United States; or
  - ☐ A pending application for adjustment of status to that of an alien lawfully admitted for permanent Residence in the United States or conditional permanent resident status in the United States.

NOTE: Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take up to 30 days.

2. ☐ **Other State License Information:** You must contact the states in which you are licensed or have held a license and request the State Office to complete Attachment 1 or a similar document. **(DO NOT send a copy of your license)**.

3. ☐ **Education: a PHOTOCOPY of:**

☐ Your Nail Technology Instructor's school diploma.

Information Relating to Military Education, Training, or Service:
If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

4. ☐ **Conviction Information:** If you have **EVER** received a ticket from law enforcement or animal control, check the court system to see if the ticket is on your record as a misdemeanor or felony conviction. Speeding tickets are not misdemeanors or felonies. You are required to list ALL convictions (regardless of when they occurred) on the application; you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor/felony convictions.

If you have convictions, you must submit:
(i) A copy of the court record related to all misdemeanor and felony convictions, that includes the statement of charges and final disposition, if the conviction(s) occurred in a state other than Nebraska;
(ii) An explanation of the events leading to the conviction (what, when, where, why) and a summary of actions that the applicant has taken to address the behaviors or actions related to the conviction; and
(iii) A letter from the applicant's probation officer addressing the terms and current status of the probation, if the applicant is currently on probation.

If you had an alcohol and drug evaluation and/or completed treatment, to assist the Board and Department in review of any drug and/or alcohol conviction(s), the treatment provider must submit all evaluations/discharge summaries directly to the Department.

The following provides SOME examples of convictions; this is NOT a complete list	
• MIP/ Tobacco Use by Minor • DUI / DWI / Open Container • Controlled Substance • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault / Prostitution • Disorderly Conduct / Disorderly House • Fail to Appear in Court	• Driving under Suspension / Revocation • License Vehicle without Liability Insurance • False Information or Reporting • Reckless Driving / Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks / Bad Check

NOTE: If you have **any criminal charges or license disciplinary actions pending that result in a conviction** or license discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action.** Reporting forms can be obtained at the following website: http://dhhs.ne.gov/Pages/Investigations.aspx or by phone 402-471-0175.

STEP 2: Complete all Sections of the Application

STEP 3: Get a Certification from the State where you currently hold a license- Attachment 1

STEP 4: Submit your application to the Licensure Unit

☐ Completed Application ☐ Citizenship or Lawful Presence Document ☐ Education Documents ☐ Conviction Records (if you have convictions)	☐ License Certifications (for each state that you hold a license) ☐ The License Fee (unless you qualified for a fee waiver). See the license application for a listing of fees for Cosmetologists and Estheticians. **Pay by check/money order (your cancelled check is your proof of receipt); debit or credit card is not accepted.**

Application Review: All applications are reviewed in date order received.

- If your application **is missing information**, you will be contacted **by e-mail** within approximately 10 days; the e-mail will list the information that is required to compete your application. You have 90 days to complete your application; if not completed within this 90 days, your application will be closed and all documents destroyed. A new application will then be required.
- If your application **is complete**, you will receive **by e-mail** your license #.

Records Retention Schedule: When your license is issued, your application and documents will be kept by the Department for 5 years; then all documents will be destroyed. We encourage you to keep a copy of your application for your records.

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Licensure Unit
P.O. Box 94986, Lincoln, Nebraska 68509-4986
Phone: 402-471-2399 / FAX: 402-742-1106 / E-Mail: dhhs.licensure.2117@nebraska.gov

RECIPROCITY
Nail Technology Instructor Application
(Licensed in another State)

Mail this application to the address listed above.

You must complete all sections of this application

LICENSE FEES:

A. Fee Waiver: If you meet one of the following fee waivers, your initial license fee **is waived**.
Check only one waiver:

☐ **Young Worker:** I am under 26 years old.

☐ **Low-income Individual:**

☐ I am enrolled in a state or federal public assistance program, including, but not limited to, the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program, or the federal Temporary Assistance for Needy Families program, OR

☐ My household adjusted gross income is below 130% of the federal income poverty guideline.

☐ **Military Family:** I am an active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States.

B. Fee Required if YOU DO NOT qualify for one of the above fee waivers you must pay the fee listed in the chart below. Review the charts to determine the fee required based on the month and year in which your license **will be issued**

Pay by check or money order to: Licensure Unit
Your cancelled check is your proof of payment. Payment is processed upon receipt. Debit or credit card is not accepted.

YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Even Number Year	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50
Odd Numbered Year	$50	$50	$50	$50	$50	$50	$25	$25	$25	$25	$25	$25

NOTE: Licenses expire12-31 of odd-numbered years ($50 is the renewal fee)

SECTION A: INFORMATION

1	You must print your **Legal Name** below			
	First:	Middle:	Last Name:	
	List any other names, you are or have ever been known as (AKA), including maiden name and your last name on your birth certificate			
2	Address:	Street/PO/Route:		
		City:	State or Country:	Zip:
3	Social Security Number (SSN):		Nebraska Nail Technology License #	
Neb. Rev. Stat. §§38-123 and 38-130 requires you to provide your social security number to DHHS. Although your number is not public information, DHHS may share your social security number for child support enforcement or other administrative purposes and provide it to the Department of Revenue or the Department of Labor.				
4	If you ARE NOT a U.S. Citizen, list your Alien Registration # or I-94 #:	☐ A#: ☐ I-94 #		

5	Date of Birth (Month/Day/Year):	Place of Birth (City/State or COUNTRY):
6	Phone #: (optional)*	Additional Phone #: (optional)*
	E-Mail Address:	
* phone number and e-mail is optional, but providing this information will speed up communication with you		
7	Have you ever been denied the right to take a license examination in any State?	Yes ☐ No ☐ If yes, explain:
8	**Military Spouse:** Are you the spouse of an active duty member of the United States Armed Forces who has an active-duty assignment in in Nebraska?	Yes ☐ No ☐ If checked yes and you are applying for a temporary license, you must include all documentation identified in the instructions.

SECTION B: CONVICTION AND LICENSE INFORMATION

Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action.

CONVICTION INFORMATION: **You must list ALL** misdemeanor or felony convictions (regardless of when they occurred).

1	Have you **EVER** been convicted of a misdemeanor or felony?	Name of Conviction	Date of Action	Name of Court Taking Action
	Yes ☐ No ☐			

The following provides SOME examples of convictions; this is NOT a complete list	
• MIP/ Tobacco Use by Minor • DUI / DWI • Controlled Substance • Open Container • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault / Prostitution • Disorderly Conduct / Disorderly House • Reckless Driving	• Driving under Suspension / Revocation • License Vehicle without Liability Insurance • Fail to Appear in Court • False Information or Reporting • Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks / Bad Check

LICENSE INFORMATION: The following questions relate to a license that you currently hold or have held (such as nursing, nail technology, massage, etc.) in a state **other** than Nebraska.

1	Do you hold or have you held a license in any other state(s)?	If yes, what state(s)?	What type of license?	
	Yes ☐ No ☐			
	If YES, has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Action	Date of Action	Name of State Taking Action
	Yes ☐ No ☐			

SECTION C: EDUCATION

1	Name of Nail Technology School:	
2	City and State where the school is located:	

Information Relating to Military Education, Training, or Service:
If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

SECTION D: INSTRUCTOR EXPERIENCE

If your **nail technology instructor programs is less than 300 hours**, complete the following:

List below the Name of the School, Location, Telephone Number, and Dates of Full Time Instructor Practice that you worked within the **Last 5 Years Prior to sending** this Application:

Name of School	City	State	Telephone #	Date Began Month/Day/Year	Date Ended Month/Day/Year

SECTION E: PRACTICE PRIOR TO LICENSE

If you practice in Nebraska without a Nebraska Instructor's license, you are subject to assessment of an Administrative Penalty of $10 per day up to $1,000, or other action as provided in the statutes and regulations.

Have you practiced as a nail technology instructor in Nebraska without a Nebraska license?

☐ **No** ☐ **Yes**

If yes, what are the actual number of days you practiced in Nebraska without a Nebraska license and what is the business name, location and telephone number of the practice:	Number of days:
	Name of Business:
	City:
	Telephone #:

SECTION F: ATTESTATION

For the purpose of meeting Neb. Rev. Stat. §§4-108 through 4-114 and 38-129 (*check **ONE** of the boxes below):* **I attest that**:

☐ I am a citizen of the United States.

☐ I am **NOT** a citizen of the United States. I am a qualified alien under the federal Immigration and Nationality Act, or a non-immigrant lawfully present in the United States, with documentation such as a permanent resident card, I-94 document, asylum, etc.

☐ I am **NOT** a citizen of the United States. I have an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.

☐ I am **NOT** a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act

I further attest that:

1. I have read the application or have had the application read to me; and
2. I am of good character and all statements on this application are true and complete.

Print Name: _____

Signature: _____ Date: _____

MILITARY: To view licensing services available to members of the military and their spouses, visit our website at http://dhhs.ne.gov/licensure/Pages/Professions-and-Occupations.aspx

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Licensure Unit, P.O. Box 94986
Lincoln, Nebraska 68509-4986
Telephone: 402-471-2399
Fax: 402-742-1106
E-mail: dhhs.licensure2117@nebraska.gov

This form must be completed by the State Licensing Board in all States that you are licensed

NAIL TECHNOLOGY INSTRUCTOR CERTIFICATION OF LICENSE

Print or Type

LICENSE INFORMATION		
1	Name of Licensee:	
2	License #:	
3	License Type:	
4	Date Issued:	
5	Date Expires:	
6	Disciplinary Action:	☐ Yes ☐ No If YES, provide copies of the Disciplinary Action
7	Examination Score:	
8	Date of Examination:	

NAIL TECHNOLOGY INSTRUCTOR EDUCATION	
Name of School:	
Address City/State/Zip:	
Graduation Date:	
Total Hours Earned:	

STATE AGENCY INFORMATION				
1	Name of State:			
2	Address:			
		City	State	Zip Code
3	OPTIONAL Telephone Number:			
4	Name and Title of Person Completing Form	Name	Title	

_____
Signature

_____
Date

STATE SEAL