

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri Ave., Pierre, SD 57501
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EXAMINATION PAYMENT & REGISTRATION INSTRUCTIONS

Instructions: To register for examination:

1. Complete the [contact information form](#) (if your email address is already on file with the Commission, go to Step 4)
2. Wait for confirmation from the Cosmetology Commission that your contact information has been processed. You will receive an email from an address ending in '@state.sd.us' (be sure to check your spam folder).
3. Create a user account by [clicking on this link](#), then clicking on 'create new password':

South Dakota Cosmetology Commission

Login

Email

Password

Password is case sensitive.

If you are a new user, please click "Create New Password" and a temporary password will be sent to your email on file with the Commission. If you do not have an email on file with the Commission, please complete the "Contact Information Form". The Commission office will then add an email to your account, and send you a confirmation email so you may register for an online account.

If you have forgotten your password, please click "Create New Password" and a temporary password will be sent to your email on file with the Commission. You will then be prompted to create a new password

You will then enter the email address you provided on your contact information form and click 'reset'. An email will be sent to you with a link to create a new password (You must click this link and create a password within 1 hour).

4. Log into your new account using your email address and new password:

South Dakota Cosmetology Commission

Login

→ Email

→ Password

Password is case sensitive.

5. Click on 'Pay for an Application':

South Dakota Cosmetology Commission

Select An Option

- Pay for an Application
- Renew License(s)
- Address Update
- Change Password
- Change Email Address
- Application Status

6. Select 'Examination Application Fee' and click 'Pay':

	Payment Category	Code	Amount
<input type="checkbox"/>	APPRENTICESHIP APPLICATION FEE	LAP	\$25
<input type="checkbox"/>	DUPLICATE/REPLACEMENT LICENSE FEE	LDU	\$5
<input checked="" type="checkbox"/>	EXAMINATION APPLICATION FEE	REX	\$100
<input type="checkbox"/>	EXAMINATION RETAKE FEE	RER	\$60
<input type="checkbox"/>	INSTRUCTOR LICENSE/EXAMINATION APPLICATION FEE	LIN	\$135
<input type="checkbox"/>	INSTRUCTOR RENEWAL FEE	LIR	\$35
<input type="checkbox"/>	LAWS & RULES BOOK FEE	LNR	\$5
<input type="checkbox"/>	LICENSE CERTIFICATION FEE	LCR	\$20
<input type="checkbox"/>	PENALTY FEE (Personal)	RPE	<input type="text" value="0"/>
<input type="checkbox"/>	RECIPROCITY/EXAMINATION APPLICATION FEE	RRC	\$100
<input type="checkbox"/>	TEMPORARY LICENSE APPLICATION FEE (Personal)	LTP	\$6
<input type="checkbox"/>	NEW BOOTH/SALON PERMIT APPLICATION FEE	LPN	\$60
<input type="checkbox"/>	REINSPECTION FEE	RIN	\$50
<input type="checkbox"/>	PRE-INSPECTION FEE	ROT	\$50
<input type="checkbox"/>	PENALTY FEE (Booth)	RPE	<input type="text" value="0"/>
<input type="checkbox"/>	OTHER FEE (ROT)	ROT	<input type="text" value="0"/>

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Note: If you are applying for an instructor license, please select 'Instructor License/Examination Application Fee'

7. Enter your credit or debit card details (Visa or Mastercard) and click "submit":

Zip

Shipping Information Same as Billing

Address

City

State

Zip

→

8. Once you have submitted your payment and received an email receipt, wait for an email from the Cosmetology Commission with details to register for examination on the examination vendor's website (Prov.com).

Note: You will receive an email from an address ending in '@state.sd.us' (**be sure to check your spam folder**).

9. Complete the [license agreement form](#) in order to receive your license in the mail once you pass your examination(s).