



Office of Secretary of State

Professional Licensing Boards Division

Brian P. Kemp
Secretary of State

Georgia's 27th Secretary of State

October 2016

Office of
Secretary of State
Brian P. Kemp



Professional Licensing Boards

Board Members are
appointed by the Governor

Administrative Support from
the Office of the
Secretary of State
Professional Licensing
Boards Division

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Professional Licensing Boards

Architects/Interior Designers
Athlete Agents
Athletic Trainers
Auctioneers
Boxing Commission
Cemeteries
Chiropractic Examiners
Conditioned Air Contractors
Cosmetology and Barbers
Dietitians
Dispensing Opticians
Electrical Contractors
Engineers and Land Surveyors
Foresters
Funeral Service
General and Residential Contractors
Geologists
Hearing Aid Dealers
Lactation Consultants
Landscape Architects
Librarians
Low Voltage Contractors
Massage Therapists
Music Therapists
Nurses – RNs and LPNs
Nursing Home Administrators
Occupational Therapists
Optometrists
Physical Therapists
Plumbing Contractors
Podiatrists
Private Detectives & Security Agencies
Professional Counselors, Social Workers, and
Marriage and Family Therapists
Psychologists
Speech Language Pathologists and Audiologists
Used Motor Vehicle Dealers and Parts Dealers
Utility Contractors
Veterinarians
Water/Wastewater Treatment Plant Operators

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WHAT DO WE DO?

- Provide Administrative Support to the Boards
- Process Applications for Licensure
- Process Renewal Applications
- Process and Investigate Complaints regarding law and rule violations to include unlicensed practice.
- Conduct Inspections of Auctioneer Companies, Cosmetology and Barber Salons/Shops, Funeral Homes, and Used Car and Used Parts Dealers.
- Assist Boards with the Rule Promulgation Process



FY2016:

Applications Received: 53,425

Licenses Issued: 41,291

Average Application Processing Time: 18 days

Licenses Renewed: 187,635 (96% renewed online)

Avg. Renewal processing time: 6.8 days – for those without issues, same day or next day

Board Consent Orders Issued: 1990

Cease & Desist Orders Issued: 974

Fees Collected: \$16,766,418

Fines Collected: \$ 1,338,754

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THE CONNECTION BETWEEN SOS AND LOCAL BUSINESS LICENSURE

From prior investigations of unlicensed professional practice, we have found individuals often obtain local business licensure while failing to obtain professional licensure. By failing to obtain professional licensure, these individuals are in violation of state law and pose a risk to consumers.

Additionally, many unlicensed practitioners use business names that insinuate to consumers they are licensed and qualified to practice, when in fact they do not hold a professional license.

O.C.G.A. § 36-60-6(c):

Before any county or municipal corporation issues a business license to any person engaged in a profession or business required to be licensed by the state under Title 43, the person must provide evidence of such licensure to the appropriate agency of the county or municipal corporation that issues business licenses. No business license shall be issued to any person subject to licensure under Title 43 without evidence of such licensure being presented.

The aforementioned code section refers to *any* of the professions that are regulated by this Division.



How Can I Verify A State License?

As a licensing authority, you can work with us to ensure individuals have obtained the necessary professional licensure prior to obtaining a business license.

Verify state licensure by visiting the Secretary of State's website:

<http://verify.sos.ga.gov/verification/Search.aspx?facility=Y>

The screenshot shows the Georgia Secretary of State website. The browser address bar displays <http://sos.ga.gov/index.php/licensing>. The website header features a portrait of Brian P. Kemp, the Georgia Secretary of State, and the text "GEORGIA SECRETARY OF STATE BRIAN P. KEMP". A navigation menu includes "SECRETARY OF STATE", "CORPORATIONS", "ELECTIONS", "LICENSING", "SECURITIES", and "CHARITIES". The "LICENSING" section is expanded, showing "BOARDS AND LICENSED PROFESSIONS", "LICENSE INFORMATION", "SEARCH FOR A LICENSEE", "FACILITIES AND BUSINESS", and "INDIVIDUAL LICENSEES". A red arrow points to the "SEARCH FOR A LICENSEE" dropdown menu. Below the navigation menu, the "LICENSING" section is displayed, featuring a "LICENSING" icon and a description of the Professional Licensing Boards Division. A search bar is visible in the top right corner of the page.

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What is acceptable as proof of facility licensure?

ACCEPTABLE: Salon/Shop Facility License

A facility license that begins with a **COSA** or **BRSB** prefix

(Example: **BRSB01234** or **COSA01234**).

NOT ACCEPTABLE: Individual Licenses

An individual license that begins with a **CO0**, **BR0**, **ES0**, **HD0**, or **NT0** prefix

(Example: **CO01234** or **BR01234**)

- **Individual licenses do NOT** meet the requirement of O.C.G.A. § 36-60-6 for a facility to acquire an occupational tax license.

MASSAGE THERAPY FACILITIES: No Facility License Required

The Massage Therapy Board does NOT require or issue a Facility License

However, many local governments impose additional requirements such as bonds, insurance, and a licensed unsanctioned Massage Therapist (MT license prefix) to be on file, along with other requirements.



Acceptable Proof of Salon/Shop Facility licensure

SALON/SHOP WEBSITE VERIFICATION

A 'web verification' is a printout of a **BRSH** and **COSA** prefix Salon/Shop Facility License from the Secretary of State's website. This information can be verified on the website to confirm the information is correct.



PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRIAN P. KEMP

Licensee Details

Licensee Information

Name: Profile Cuts

Address: 590 Cascade Road SW Ste 13

Atlanta GA 30310

Primary Source License Information

Lic #: BRSH009453	Profession: Cosmetology and Barbers	Type: Barber Shop
Secondary:	Method: Application	Status: Active
Issued: 6/6/2016	Expires: 6/30/2017	Last Renewal Date:

Associated Licenses

No Prerequisite Information

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: October 21, 2016 11:58:38

This website is to be used as a primary source verification for licenses issued by the Professional Licensing Boards. Paper verifications are available for a fee. Please contact the Professional Licensing Boards at 478-207-2440.

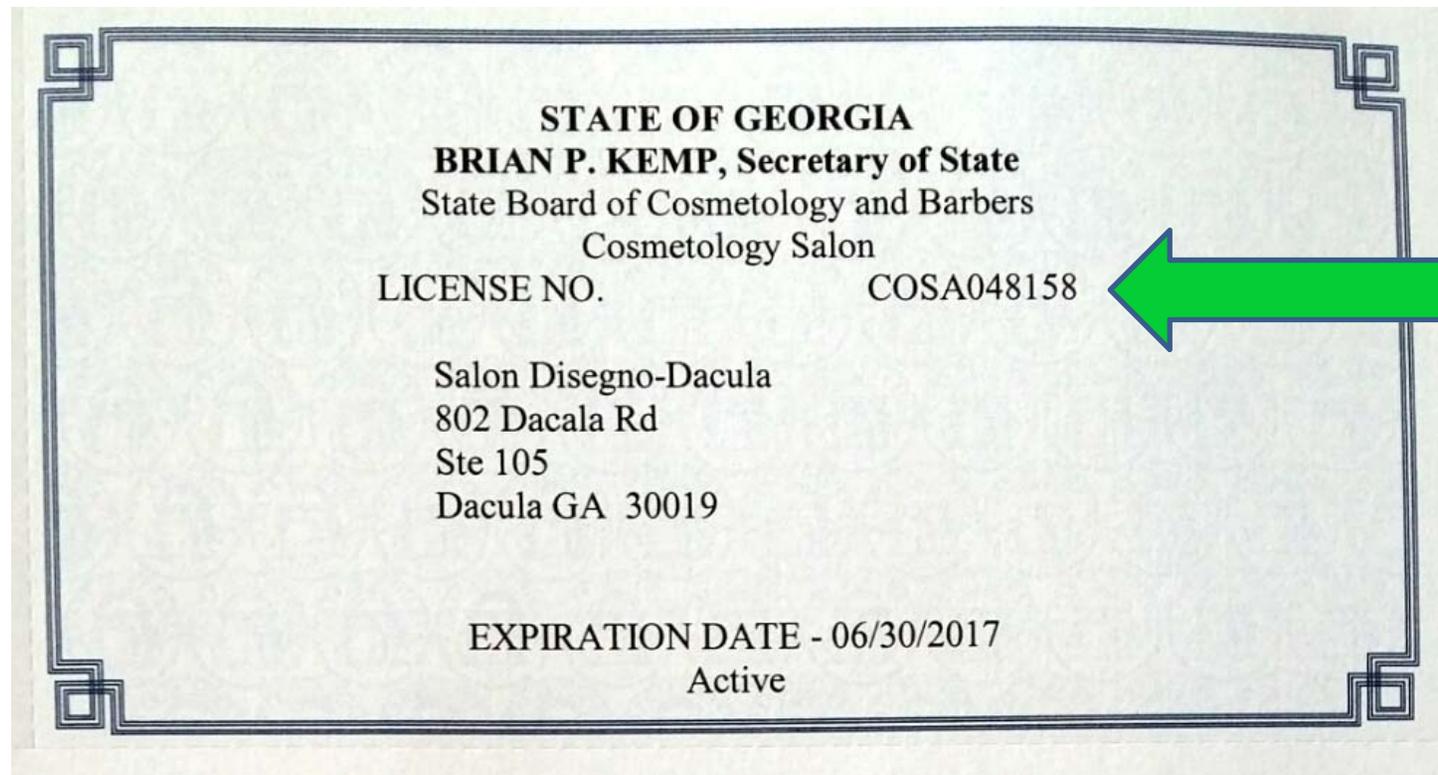
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Acceptable Proof of Salon/Shop Facility licensure

SALON/SHOP BLUE WALL CERTIFICATE OR POCKET CARD

A 'Blue Wall Certificate' or 'Pocket Card' is a professional quality card stock printing of a **BRSH** and **COSA** prefix Salon/Shop Facility License from the Secretary of State. Both feature blue State of Georgia seal watermark. This information can be verified on the website to confirm the information is correct.

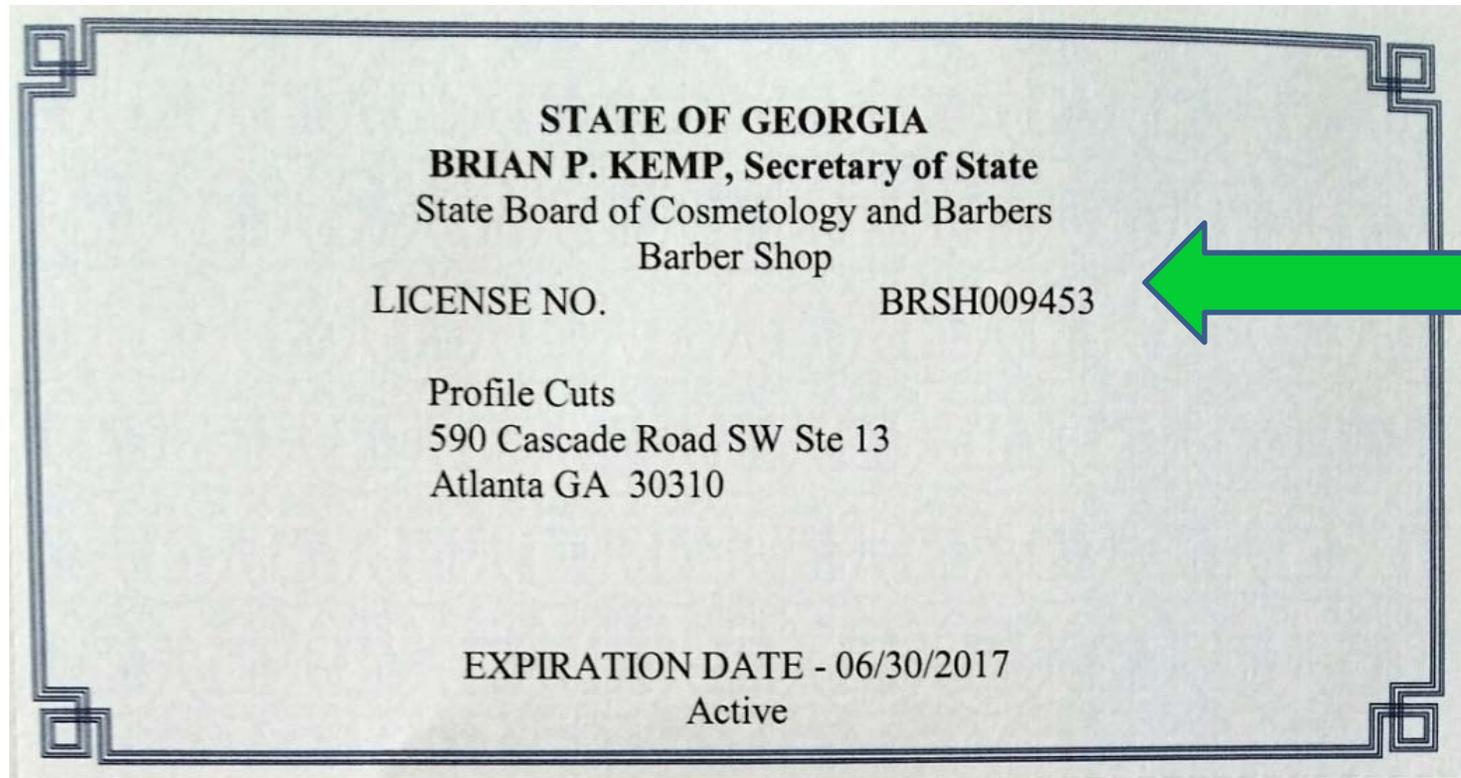




Acceptable Proof of Salon/Shop Facility licensure

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NOT Acceptable Proof of Facility licensure

INDIVIDUAL BLUE WALL CERTIFICATE OR POCKET CARD

A 'Blue Wall Certificate' or 'Pocket Card' for an individual license.

Individual licenses begin with a CO0, BR0, ES0, HD0, or NT0 prefix





NOT Acceptable Proof of Facility licensure

INDIVIDUAL BLUE WALL CERTIFICATE OR POCKET CARD

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Individual licenses begin with a CO0, BR0, ES0, HD0, or NT0 prefix





Acceptable vs. NOT Acceptable

STATE OF GEORGIA
BRIAN P. KEMP, Secretary of State
State Board of Cosmetology and Barbers
Barber Shop

LICENSE NO. BRSH009453

Profile Cuts
590 Cascade Road SW Ste 13
Atlanta GA 30310

EXPIRATION DATE - 06/30/2017
Active

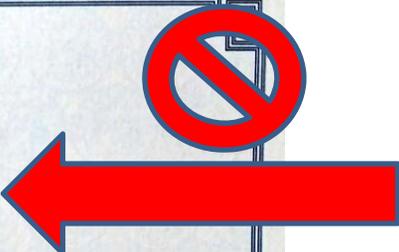


STATE OF GEORGIA
BRIAN P. KEMP, Secretary of State
State Board of Cosmetology and Barbers
Master Barber

LICENSE NO. BR019372

Reuben Gonzalez
61 Maranatha Trail
Lawrenceville GA 30045

EXPIRATION DATE - 12/31/2016
Active





Acceptable vs. NOT Acceptable

STATE OF GEORGIA
BRIAN P. KEMP, Secretary of State
State Board of Cosmetology and Barbers
Cosmetology Salon
LICENSE NO. COSA048158

Salon Disegno-Dacula
802 Dacala Rd
Ste 105
Dacula GA 30019

EXPIRATION DATE - 06/30/2017
Active



STATE OF GEORGIA
BRIAN P. KEMP, Secretary of State
State Board of Cosmetology and Barbers
Master Cosmetologist
LICENSE NO. CO130547

Katrina Foster Brannen
434 Springfield Dr
Woodstock GA 30188

EXPIRATION DATE - 03/31/2018
Active





Combining of Boards

HB332 passed during the 2014 session and was signed by Governor Deal, became effective on July 1, 2014. This bill combined two previous boards, the Georgia Board of Nurses (RN Board) and the Georgia Board of Licensed Practical Nurses (LPN Board) into one governing board for all nursing professionals: **Georgia Board of Nursing**. This was done in an effort to streamline the functions of two separate boards with similar laws and rules. Staff no longer have to schedule separate board meetings, separate board packets, keep separate sets of minutes, maintain separate websites, and so forth.

HB314 passed during the 2015 session of the Georgia General Assembly and combined the Georgia State Board of Barbers and the Georgia State Cosmetology Board into one board which is now called the **Georgia State Board of Cosmetology and Barbers** effective July 1, 2015. This was also done in an effort to streamline the functions of two separate boards with similar laws and rules into one Board. The new law gives the Board one year to adopt new rules for the Board. It will take some time before we see the full benefit of this consolidation, but in the long run, this change will benefit applicants, licensees and consumers.



QUESTIONS:

- 1. We allow a hair stylist to have a one chair salon as a home based business in our jurisdiction. Would that require the cosmetologist to also have a salon license from the state? The particular example I am referring to considers herself a salon and is an LLC with the state.**

O.C.G.A. 43-10-1(5): "Beauty shop" or "beauty salon" or "barber shop" means any premises where one or more persons engage in barbering or in the occupation of a cosmetologist. "

O.C.G.A. 43-10-11 Registration of shops, salons, and schools -

"All beauty shops, beauty salons, barber shops, schools of cosmetology, schools of hair design, schools of esthetics, schools of nail care, and schools of barbering shall be registered with the division director by the owner or manager. Such registration shall be made by the filing of an application on forms furnished by the division director; shall include the name and location of the shop, salon, or school, the name and address of the owner, and the names and addresses of all instructors of the shop, salon, or school at the time of registration; and shall be accompanied by a registration fee in such amount as shall be set by the board by regulation. The board may require salon, shop, or school owners to complete a board approved course covering health, sanitation, and safety, or rules and regulations of the board and applicable laws, or a combination thereof prior to issuing a registration to the owner. The board is authorized and directed to issue a certificate of registration to each shop, salon, or school so registering and paying such fee, which certificate shall be displayed in a conspicuous place in the registered shop, salon, or school. "



1. [CONTINUED] Home based Salon/Shop – Is a license required from the state?

O.C.G.A. § 43-10-18. Home beauty shops, beauty salons, or barber shops.

“(a) Nothing contained in this chapter nor any rule or regulation adopted in implementation hereof shall be construed to prohibit any person from operating a beauty shop, beauty salon or barber shop within his or her home or residence, provided that such shop meets and complies with all of the provisions of this chapter and the rules and regulations promulgated by the board.

(b) It shall not be necessary for any person operating a beauty shop, beauty salon, or barber shop in a private home to post a sign denoting same to be a beauty shop, beauty salon, or barber shop unless the person elects to do so.”



2. Salon Suites - If a business's only function is a "landlord", but each tenant operates their own salon (they each have their own washing station etc.) and the only thing they share is a restroom. Who has to have a salon owner's license?

Same scenario, but each tenants share everything except their space where haircuts, hair color, perms, etc. are performed. Who is required to have the salon owner's license?

The Board is working on promulgating new rules and will address this issue.



3. Are there exceptions to the requirement to have a Salons/Shop license?

The only exceptions in the law may be found in these two code sections:

O. C. G.A. § 43-10-18.2. Exemption from licensing requirement for nursing home facility.

“Notwithstanding any other provision of this chapter, premises made available for a beauty shop, beauty salon, or barber shop within a facility licensed as a nursing home pursuant to Article 1 of Chapter 7 of Title 31 shall not be required to be licensed or registered as a beauty shop, beauty salon, or barber shop under this chapter, or otherwise be subject to any provisions of this chapter except for inspections, investigations, or both, for alleged violations of this chapter by any person licensed under this chapter, if barbering or cosmetologist services in such premises are rendered only to residents of the nursing home.”

O.C.G.A. § 43-10-18.3. Serving physically disabled or infirm persons in residence, assisted living facility, nursing home, hospital, etc.

“(a) Notwithstanding any other provision of this chapter, barbering or cosmetologist services may be performed by a registered cosmetologist, master barber, or barber II in a client's residence, a nursing home, an assisted living community a personal care home, a hospital, or similar facilities when the client for reasons of ill health, infirmity, or other physical disability is unable to go to the licensed beauty shop, salon, or barber shop for regular barbering or cosmetologist services.

(b) The board is authorized to adopt reasonable rules and regulations prescribing requirements and conditions for the performance of the services authorized in subsection (a) of this Code section. “



4. Are master cosmetologists exempt from the salon owner license requirement?

No, they are not.

5. Does the zoning designation have any bearing on the requirement for a salon owner's license?

No, not for a license issued by the Georgia State Board of Cosmetology and Barbers.

6. What are the requirements of a salon owner?

Submit a complete application along with the application fee. All applicants must provide proof of completion of 3 hours of continuing education in the area of health, safety and sanitation from a Board approved provider whether they are a licensed cosmetologist or not.

7. Is a license required for massage therapy facilities?

No, Georgia law does not require a state license for massage therapy spa facilities. Individual practitioners providing massage therapy services outlined in Georgia law are required to hold a massage therapy license.



Who Can Help? PLB Call Center Toll Free (844) 753-7825

Residential / General Contractors Construction Industry Licensing Boards <ul style="list-style-type: none">• Electrical• Plumbing• Conditioned Air• Low Voltage• Utility Contractor	Deborah Beard Executive Director 478-207-1441 djbeard@sos.ga.gov
Professional Engineers and Land Surveyors Architects and Interior Designers	Darren Mickler Executive Director 478-207-1455 dmickler@sos.ga.gov
Cosmetology and Barbers	Andrew Turnage Executive Director 478-207-1353 aturnage@sos.ga.gov
Private Detective and Security Agencies Used Car Dealers Used Car Parts Funeral Service	La Trenda Tyler-Jones Executive Director 478-207-1467 lajones@sos.ga.gov
Massage Therapy	Adrienne Price Executive Director 478-207-1693 aprice@sos.ga.gov

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Questions?

Professional Licensing Boards Division

Lisa W. Durden, Director

237 Coliseum Drive

Macon, Georgia 3127

Toll Free (844) 753-7825 or (478) 207-2440

www.sos.ga.gov/plb

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