

# Oregon Health Licensing Agency



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## Advisory Council for Electrologists and Permanent Color Technicians and Tattoo Artists

### PERMANENT COLOR TECHNICIAN & TATTOO ARTIST

#### REQUIREMENTS

##### Oregon Career School Graduates:

Applicants completing a course of study approved by the Board at a Licensed Career School approved by the Oregon Department of Education.

##### Official Transcript\*

An official transcript issued to Oregon graduates may be mailed by USPS or other recognized mail service providers in a sealed envelope or by an authorized facsimile directly from an Oregon Licensed Career School to the Health Licensing Agency. The authenticity and validity must be validated, refer to 331-505-0000(16).

##### Out of State Licensure:

Applicants holding an active license in another state, or country in which the Board recognizes that state's educations, examination and licensing requirements.

##### Affidavit of Licensure\*\*

The original Affidavit of Licensure must be mailed directly to the Health Licensing Agency from the licensing state with an official Board seal in a sealed envelope. If the seal is broken the document is considered invalid; or

Electronically transmitted to the Health Licensing Agency from the licensing state. Pre authorization for electronic transmission is required.

##### Experience Equivalency

Applicants working in another state or country where the practice is unregulated in which the Board determines the work experience is equivalent to minimum requirements.

##### Verification\*\*\*

Documentation in the form of tax returns, authenticated by the Federal Internal Revenue Service verifying two years full time or four years part time work experience in the field of Permanent Color or tattooing must be submitted to the Health Licensing Agency. Additional documentation may be requested to substantiate qualification.

#### APPLICATION CHECKLIST

Required application and accompanying documentation **must be submitted and complete.**

- o **Application**
- o **Original Social Security Card** or Verification from the Social Security Administration
- o **Photo ID – Proof of Age**  
Current photo ID (such as a Division of Motor Vehicles) (DMV) driver's license or current passport must be presented at time of examination.
- o **Education Prerequisite**  
Copy of high school diploma or GED, or degree from accredited institution of higher education.
- o **Fees**
  - o Application
  - o License
  - o Examination
- o **Training/ Education**
  - o **In State**  
Official Transcript \*  
**OR**
  - o **Out of State**  
Affidavit of Licensure\*\*  
**OR**  
**Out of State Equivalency**  
Authenticated tax returns\*\*

#### FEES

Application Fee (non-refundable) \$100

Permanent Color Technician / Tattoo Artist License \$175

##### Examination Fees:

Written \$50  
Skills Assessment \$100

Cash, check or money orders are acceptable forms of payment.

Applicants retaking a failed section of the examination are required to pay the fee for each failed section(s) taken.

#### Verification of Oregon Licensure

Applicants holding a current, active certificate in Oregon who wish to have verification sent to another state, must submit a written request with their name, license number, address, phone number, the state they wish the verification be sent and \$15.00 (*cashiers check or money order only*) to the Health Licensing Agency.

#### EXAMINATION SCHEDULE

**Tuesday, Wednesday, Thursday and Friday**

AM: Between 8:00 and 10:00

Or

PM: Between 1:00 and 3:00

#### **NOTE:**

Those taking both examination sections must arrive by 9:15a.m. or 2:15p.m. to allow adequate time to take the entire examination.

Due to limited space friends and / or family members may not remain at the Health Licensing Agency and will be asked to leave, except to transport, drop off and pick up applicants taking the examination.

#### THE EXAMINATION

##### **Examinations are:**

- ♥ On a walk-in basis. (Appointments and reservations are not accepted.)
- ♥ Subject to space availability.
- ♥ Given on a touch screen computer.

A 75 percent or higher score must be achieved on each section of the written examination to qualify for licensure.

##### **Computerized testing:**

- ♥ Questions may be skipped one time and returned to at the conclusion of the examination.
- ♥ Each question is numbered sequentially and retains the same number during a test. When skipping a question it will appear as the same number at the end of the examination.

- ♥ A questions not answered the second time it appears will be counted as a wrong answer.

### EXAMINATION CONTENT

The written exam consists of two sections. Section one consists of 100 multiple-choice questions not to exceed one hour in duration and section two consists of 50 skill assessment multiple-choice questions not to exceed one hour in duration. Both written sections are computer-generated examinations.

Examination content covers:

- Safety, sanitation and sterilization;
- Oregon laws and rules, (including licensure requirements and regulations);
- Chemical use and storage;
- Diseases and disorders (skin, HIV, Hepatitis B, C, and D Viruses communicable and transmittable);
- Equipment, supplies, tools and implements;
- Practice standards;
- Facility standards; and
- Definitions.

### EXAMINATION CONDUCT

- Talking is not allowed during the examination.
- Notes, notebooks, textbooks, food and drinks are not allowed in the examination area.
- Cellular phones and pagers must be turned off during the examination.
- Applicants may not leave the examination area once the examination is started.
- Applicants will be disqualified if their conduct interferes with the examination process.

### EXAMINATION RESULTS AND REVIEW

Applicants taking the touch screen examinations will be given their results at the conclusion of the examination.

Individuals using the touch screen system may review each failed question during the examination. An additional review is available immediately following the examination.

#### If a written examination is required:

Written examinations are graded at the Health Licensing Agency. Each applicant is notified of results by mail within 14 days.

Note: The Board office will not give out examination results by telephone.

Applicants taking the written examination may review the examination by appointment only, provided they have not registered to retake those sections.

Review must be requested within ten calendar days from notification of the examination results; the postmark date if mailed or the examination date or the examination date if provided in person by staff.

### EXAMINATION RETAKE

Failed sections of the examination may be taken at the next available date and time as scheduling allows.

Applicants failing any part of the examination may apply to retake the failed sections three times before being required to complete additional training as listed in OAR 331-560-0060.

### SPECIAL ACCOMMODATIONS

Special accommodations under the American Disabilities Act are available upon written request. Please contact the Health Licensing Agency at least 14 days prior to the examination date to make arrangements.

**Note: This information is available in alternate format. Please contact the Health Licensing Agency.**

### SANCTIONS

- An applicant who has been the subject of any disciplinary action from a regulatory authority in another state, including the imposition of a civil or criminal penalty, is not qualified for certification, licensure, permit or registration in Oregon until the Health Licensing Agency determines the scope and finality of the disciplinary action and makes a determination as to an applicant's overall fitness to be certified, licensed or registered to practice in Oregon.
- The agency may conduct a background check of convictions by use of the Law Enforcement Data System and may determine whether the applicant has been disciplined by a regulatory authority or has been convicted of a crime that bears a relation to the fitness of the applicant to practice in accordance with ORS 670.280

### PROGRAM OFFICE CONTACTS

LICENSING & EXAMS (503) 378-8667  
ENFORCEMENT ext 4310  
RULES LIAISON ext 4323

#### Business Hours

8 a.m. to 11:50 a.m.  
and  
1 p.m. to 4:50 p.m.  
Monday - Friday

**"Office Closed" during the noon hour.**

**"Office Closed" on all State recognized holidays.**

**Parking:** The agency is located within the central area of Salem known as the "capitol Mall" which houses the majority of the state buildings. When visiting the agency to transact business, parking is available through off-street metered parking spaces on Summer Street, adjacent side streets and in the Veterans' metered lot. The majority of parking meters are one or two hour time limitations and require \$.75 for sixty minutes.

**Exact change is needed.** The Health Licensing Agency and other agencies located in the Veterans' Affairs Building are unable to make monetary change for clients or visitors conducting business. Plan for your visit and bring an adequate amount of change for the meters to cover the duration of your business.

### BOARD MEMBERS

**Judith M Culp**  
Eugene, OR  
Permanent Color Technician

**Brenda M. Cox**  
Portland, OR  
Electrologist

**Vacant**  
Electrologist

**Vacant**  
Physician

**Vacant**  
Public Member