



Texas License Renewal Checklist

Use this checklist to complete your Texas cosmetology, barbering, esthetician, manicurist, or specialty-license renew.

Before Taking Your Continuing Education

- ☐ Locate your TDLR license number.
- ☐ Confirm your license type and expiration date.
- ☐ Verify that your name and contact information are correct with TDLR.
- ☐ Determine whether your license is current or expired.
- ☐ Confirm how many continuing education hours you need:
 - **Four hours** if you have held a Texas license for fewer than 15 years.
 - **Two hours** if you have held a Texas license for at least 15 years.

Complete Your Continuing Education

- ☐ Choose a TDLR-approved continuing education provider.
- ☐ Complete all required course lessons, videos, and quizzes.
- ☐ Make sure your course includes the required sanitation and human trafficking awareness hours.
- ☐ Download and save your course-completion certificate.
- ☐ Keep the certificate for at least two years after your completion date.

Confirm Your Course Was Reported

- ☐ Allow your course provider time to report your completion to TDLR.
- ☐ Use the TDLR Continuing Education Courses Look Up to confirm that your completed hours appear in your record.
- ☐ Contact your course provider if your completion information is missing or incorrect.

Cosmetology-CE.com reports completed courses to TDLR within 24 hours.

Submit Your License Renewal

- ☐ Open the official TDLR online renewal system.
- ☐ Enter your license and personal information carefully.
- ☐ Review and update your contact information if needed.
- ☐ Pay the applicable renewal or late-renewal fee.
- ☐ Save or print your renewal confirmation and payment receipt.



After Submitting Your Renewal

- ☐ Check your license status to confirm that TDLR has processed the renewal.
- ☐ Verify that the new expiration date is correct.
- ☐ Keep your renewed license, course certificate, and payment confirmation together.
- ☐ Add your next expiration date to your calendar and set an early reminder.

If Your License Is Already Expired

- ☐ Do not provide regulated services until your license is active again.
- ☐ Determine how long the license has been expired.
- ☐ Review TDLR's expired-license instructions before submitting payment.
- ☐ Complete any required continuing education.
- ☐ If the license has been expired for at least 18 months but less than three years, request executive director approval.
- ☐ If the license has been expired for three years or longer, follow TDLR's instructions to apply for a new license.

Scan to Start Your CE Courses



<https://cosmetology-ce.com/ce-courses/>