

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Licensing Division
BARBER LICENSING
P.O. Box 30018, Lansing, MI 48909
517-241-8720
www.michigan.gov/barbers

INSTRUCTIONS FOR BARBER COLLEGE LICENSE APPLICANTS

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

Pursuant to your request, enclosed are the application, self-inspection report, bond form, and a copy of the law and rules relating to the practice of Barbering, informing you of the procedures for establishing a barber college in the State of Michigan.

The enclosed application may be used only to request licensure of NEW barber college, a barber college relocation, or a barber college under new ownership.

In addition to the requirements outlined in the law and rules booklet, you are required to submit the following paperwork:

- _____ 1. A completed application (enclosed). The application must indicate the name of the owner(s):
 - _____ a. Corporation name: (If barber college is owned by a corporation) **Submit** a copy of the filed Articles of Incorporation and a copy of the filed corporate certificate of assumed name if the operational name is different than the corporate name.
 - _____ b. Partnership: (Owned by two or more people) List all partners names. **Submit** a copy of the filed Certificate of Co-Partnership filed with the County Clerk's Office from the counties in which you will be doing business.
 - _____ c. Individual Proprietorship: (Owned by only one person) List the name of the sole owner. **Submit** a copy of the filed Certificate of Assumed Name from the County Clerk's Office from the counties in which you will be doing business.
- _____ 2. Applicable license fee: a) \$200.00 if applying between June 3 of an odd numbered year and June 2 of an even numbered year, or b) \$350.00 if applying between June 3 of an even numbered year and June 2 of an odd numbered year. Both fees include a \$50.00 non-refundable application processing fee.
- _____ 3. A completed bond form (enclosed), together with a copy of the power-of-attorney from the bonding company. The bond is to be issued in the name of the owner, i.e., individual's name or if partnership, all partners names or corporation name.
- _____ 4. A current floor plan, no larger than 8 ½" x 14" paper size, of the barber college, drawn to scale, giving the total dimensions of the school area, as well as the dimensions of each room inside the school. Please label all rooms, water supplies, and equipment. **FULL SIZED BLUEPRINTS WILL NOT BE ACCEPTED**, nor will other diagrams that exceed the maximum paper size. This restriction is necessary to allow us to microfilm all documents in your file.
- _____ 5. The names, addresses, and license numbers of at least 2 full time licensed barber instructors which you have employed or contracted with.
- _____ 6. A current letter *signed and dated* by the zoning board with the barber college's name and address, approving your building for use as a barber college.
- _____ 7. A current letter of approval *signed and dated* by the fire marshal, indicating the name and address of the barber college and that it has passed all fire inspections, including the total capacity allowed in the entire barber college area.
- _____ 8. A copy of the student contract outlining the contractual rights of enrolled students, which also lists your financial charges and refund policies.
- _____ 9. A copy of the daily curriculum you plan to follow in accordance with the Barber curriculum outlined in Rule 339.6047.
- _____ 10. A signed copy of the bill of sale or lease showing you have possession of the premises if this location has ever been a barber college or cosmetology school.
- _____ 11. The enclosed self-inspection form. Please make a copy of the completed form for your reference.

You must complete all requirements for licensure within one year from the date of application or notice of incomplete application. If the requirements are not completed, the fees paid will be forfeited to the Department and the application shall be void pursuant to MCL 339.409(3).

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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FOR OFFICE USE ONLY	
I.D. Number:	17-02-
Effective Date	
Approved by/Date	

BARBER COLLEGE LICENSE APPLICATION

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

Please print in ink or type your responses. Please see instructions for explanation of fees.

COLLEGE INFORMATION

Name Under Which Barber College Will Operate			REASON FOR APPLICATION <input type="checkbox"/> New Barber College (No previous college at this address) <input type="checkbox"/> Ownership Change (There was a previous Barber College at this address) <input type="checkbox"/> Relocation: • License # of previous location: _____ • Date previous location did or will close: _____
College Address (Number and Street)		Suite Number	
City	State	Zip Code	
College Telephone Number		County	
Fax Number		E-mail Address	
Federal Identification Number			
Social Security Number of Owner			
Corporation Identification Number			
FEE PAYMENT INFORMATION (Check Appropriate Box)			
<input type="checkbox"/> New Barber College License <input type="checkbox"/> \$50.00 (1705-01) AND a.) If applying between June 3 of an even year through June 2 of an odd year <input type="checkbox"/> \$150.00 (1705-07) or b.) If applying between June 3 of an odd year through June 2 of an even year <input type="checkbox"/> \$300.00 (1705-07) (\$50.00 NON-REFUNDABLE FEE)			
Make your check or money order in U.S. Currency payable to: STATE OF MICHIGAN			
FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.			
FOR OFFICE USE ONLY - VALIDATION			

4. CHECK ONLY ONE (A, B, C, or D) OWNERSHIP TYPE AND COMPLETE THE APPROPRIATE AREA

A - INDIVIDUAL/SOLE PROPRIETOR (Only one person owns the business)

Individual Owner's Name		
Home Address (Number and Street)		City
State	Zip Code	County
Home Telephone Number		Date of Birth
Social Security Number		Barber License Number 17-0

OR - B PARTNERSHIP (Attach Additional Sheets If Necessary)

Name		Social Security Number
Address (Number and Street)		License Number (If Licensed) 17-0
City, State and Zip Code		Home Telephone Number ()
Name		Social Security Number
Address (Number and Street)		License Number (If Licensed) 17-0
City, State and Zip Code		Home Telephone Number ()

OR - C CORPORATION S-CORP
 LIMITED LIABILITY COMPANY GOVERNMENTAL AGENCY
 LIMITED LIABILITY PARTNERSHIP
 S-CORPORATION (Attach Additional Sheets For Officers If Necessary)

Exact Name of Corporation, LLC or LLP		
Federal Identification Number		Corporation Division Identification Number
Officer Name (First, Middle, Last)		Officer Title
Home Address (Number and Street)		
City, State and Zip Code		Officer's Social Security Number
Home Telephone Number ()		Officer's License Number (If Licensed) 17-0
Officer Name (First, Middle, Last)		Officer Title
Home Address (Number and Street)		FOR OFFICE USE ONLY : Additional Notes:
City, State and Zip Code		
Home Telephone Number ()		
Officer's Social Security Number		
Officer's License Number (If Licensed) 17-0		
OR -D <input type="checkbox"/> PUBLIC SCHOOL DISTRICT		Federal I.D. Number
Name of School District		
Name of Contact Person		Contact Person Telephone Number ()
Address of Contact Person		City, State, Zip Code

5. Draw a floor plan **in ink**, of the proposed Barber College below. Draw to scale indicating purpose of each room, showing all walls, entrances, exits, placing and identifying all equipment, i.e., sanitary wash basins, barber chairs, rooms, restroom, etc. Full sized blueprints will not be acceptable. Indicate any connecting rooms or businesses.

THIS AREA MUST BE FILLED OUT

NAMES AND LICENSE NUMBERS OF INSTRUCTORS IN CHARGE OF BARBER COLLEGE

(All must be licensed). The law requires a minimum of two full-time instructors per barber college

Name	License Number	Full Address City, State, ZIP

CERTIFICATION

I hereby certify that the statements in this application are true and correct. I have not withheld information that might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action on my license or may be punishable by law. I hereby authorize the Michigan Department of Licensing and Regulatory Affairs and its agents to investigate any statements made by me in the application, including checking criminal, civil, and administrative records.

I understand that after this application has been reviewed, the Enforcement Division of the Department of Licensing and Regulatory Affairs will be advised that this location is ready for or will be ready for inspection by the indicated date on the self inspection report. I further understand that the location must pass a satisfactory inspection by the Enforcement Division in order to become licensed and open for business. Lastly, I understand that any violation of the statute or rules may result in the issuance of a formal complaint.

Signature of Owner/Partner/Officer/Member

Date

Signature of Second Partner/Officer/Member (if applicable)

Date

Signature of Third Partner/Officer/Member (if applicable)

Date

You must complete all requirements for licensure within one year from the date of the application or notice of incomplete application. If the requirements are not completed the fees will be forfeited to the Department and the application shall be void pursuant to MCL 339.409(3).

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BARBER COLLEGE-INSPECTION REPORT

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

INSTRUCTIONS: Please type or print. Return with application.

Name of College			
College Street Address			City
State	County	Zip Code	Daytime Telephone Number ()
Name College Owner			Days & Hours of Operation

CHECKLIST FOR SELF-INSPECTION OF BARBER COLLEGE

YES	NO		Law or Rule
<input type="checkbox"/>	<input type="checkbox"/>	College is ready for operation and on-site inspection. (If you checked no, what date will college be ready? _____)	
<input type="checkbox"/>	<input type="checkbox"/>	A cash or surety bond of \$10,000 has been obtained	Sec. 339.1110(1d)
<input type="checkbox"/>	<input type="checkbox"/>	Employs or contracts with not less than 2 full-time licensed instructors. At least 1 instructor will be present during any classroom study or theory training and at least 1 instructor must be present at all times for every 30 students when practical training occurs.	Sec. 339.1110 (1e)
<input type="checkbox"/>	<input type="checkbox"/>	Is completely partitioned from any other place of business or dwelling.	Sec. 339.1110 (1f)
<input type="checkbox"/>	<input type="checkbox"/>	Reasonable classroom facilities and other equipment, including 1 sanitary wash basin with hot and cold running water and a connected drain for every 2 barber chairs.	Sec. 339.1110 (1g)
<input type="checkbox"/>	<input type="checkbox"/>	It is understood that students do not receive compensation for performing barber services.	Sec. 339.1118 (a)
<input type="checkbox"/>	<input type="checkbox"/>	It is understood that an unlicensed person may not attend barber college as a student.	Sec. 339.1118 (h)
<input type="checkbox"/>	<input type="checkbox"/>	Premises are maintained in clean, safe, and sanitary condition and premises is free from dust, mold, mildew, insects, rodents and vermin.	Rule 31 (1)
<input type="checkbox"/>	<input type="checkbox"/>	Open windows and doors are screened.	Rule 31 (2)
<input type="checkbox"/>	<input type="checkbox"/>	Waste receptacles are cleaned and disinfected at least once every 24 hours, and are large enough to contain 1 day's accumulation of waste.	Rule 31 (2)
<input type="checkbox"/>	<input type="checkbox"/>	Equipment and supplies for barbering use are stored separately from storage for any other purpose.	Rule 31(3)
<input type="checkbox"/>	<input type="checkbox"/>	No accumulation of soiled towels or rubbish on the premises or in adjacent rooms.	Rule 31(3)
<input type="checkbox"/>	<input type="checkbox"/>	An ample supply of steamers, sources of lather, and clean towels provided by the college.	Rule 31 (3d)
<input type="checkbox"/>	<input type="checkbox"/>	All implements and instruments properly sterilized after each use, and maintained in a sanitary condition in a drawer or covered container.	Rule 33 (1-5)
<input type="checkbox"/>	<input type="checkbox"/>	Separate lavatory facilities for men and women, with hot and cold running water and a connected drain.	Rule 41 (1d)
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient desks and chairs for all students attending.	Rule 41 (2a)
<input type="checkbox"/>	<input type="checkbox"/>	One chalk board not less than 6 feet x 3 ½ feet in size.	Rule 41 (2b)
<input type="checkbox"/>	<input type="checkbox"/>	One chart of the skin and hair	Rule 41 (2c)
<input type="checkbox"/>	<input type="checkbox"/>	One standard dictionary and 1 illustrated medical dictionary.	Rule 41 (2d)
<input type="checkbox"/>	<input type="checkbox"/>	Ample lamps and vibrators for demonstration	Rule 41 (3c)
<input type="checkbox"/>	<input type="checkbox"/>	Each practical training station is not less than 6' from the next chair (measured from center to center of base).	Rule 41 (5a)
<input type="checkbox"/>	<input type="checkbox"/>	Each practical training station has one storage cabinet for tools, clean towels and hair cloths.	Rule 41 (5b)
<input type="checkbox"/>	<input type="checkbox"/>	Each practical training station has one electric sterilizer.	Rule 41 (5c)
<input type="checkbox"/>	<input type="checkbox"/>	Each practical training station has one approved soiled towel container with a hinged lid or door.	Rule 41 (5d)
<input type="checkbox"/>	<input type="checkbox"/>	A sign with letters at least 6" in height, including words "barber school" or "barber college".	Rule 41 (6)
<input type="checkbox"/>	<input type="checkbox"/>	All rooms have adequate ventilation and lighting.	Rule 41
<input type="checkbox"/>	<input type="checkbox"/>	A current approval letter from the zoning board is being submitted with school application	Rule 31 (6)
<input type="checkbox"/>	<input type="checkbox"/>	A current approval letter from the Fire Marshal, which includes the total occupancy allowed, has been submitted with school application.	Rule 31 (6)
<input type="checkbox"/>	<input type="checkbox"/>	I have attached a current floor plan drawn to scale, no larger than 8 ½" x 11" paper size, indicating the purpose of each room, showing all walls, entrances, exits, placing and identifying all equipment, i.e., wash basins, stations, separate lavatory facilities for men and women, classrooms.	

I have attached one of the following documents, which is required to obtain a barber college license, showing legal business ownership:

A.) If sole proprietorship, attach a filed copy of my Certificate of Assumed Name from the County Clerk's office of the county in which I will be doing business.

OR

B.) If a Partnership, attach a filed copy of my Certificate of Co-Partnership from the County Clerk's office of the county in which I will be doing business.

OR

C.) If a Corporation, Limited Liability Company, Limited Liability Partnership, or S-Corp, attach a filed copy of my Articles of Incorporation and any other filed corporation documents if the school name is different than the entities named for this application.

OWNERS CERTIFICATION

I certify that I have received and read Article 11 of PA 299 of 1980, as amended, and the Barber General Rules and that the college referenced on the front meets the sanitation and school standards required by Article 11 of PA 299 of 1980, as amended and by the Barber General Rules. I understand the Enforcement Division of the Department of Licensing and Regulatory Affairs will be advised that this college is subject to an on-site inspection to verify this compliance with sanitation and school standards. I understand that any violation of the statute or rules may result in the issuance of a citation or formal complaint.

All statements made in this self-inspection report are true to the best of my knowledge. I am aware that any false information given by me may be punishable by law, and/or grounds for disciplinary action against my license.

Signature of College Owner

Date

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BARBER COLLEGE BOND

AUTHORITY: P.A. 299 of 1980, as amended
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

Effective Date: _____

INSTRUCTIONS:

- HAVE BOND COMPLETED BY AN INSURANCE AGENT.**
- The Agent (Attorney-in-Fact) must also sign the Box at the bottom where indicated, and attach a certificate of power of attorney, which is provided by the **INSURANCE COMPANY**. The fee for this insurance bond is determined by the Agent.
- This bond is to be provided by the owners of the barber college and they must sign where indicated and return the original completed form to the Department along with the license application form, fee(s), and other required documentation.
- Do not alter this bond form. Any changes in the form must be made through the surety in the form of a rider to the bond. Alteration of this bond may result in the denial of the Principal's application for barber college license.

Name of Surety Company	Bond Number
Name(s) of Barber College Owner(s) (Example: Full Corporation, LLC, or LLP, Co-Partnership Name, Individual Proprietor name must be listed here)	Check Type of Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Name Business Will Operate As	
Complete Address of Barber College	

KNOW ALL PERSONS BY THESE PRESENTS:

The above named owner(s) operating as the above named barber college, hereinafter "Principal", and the named surety company, hereinafter "Surety", being duly authorized by law to transact business in Michigan as surety, are bound unto the People of the State of Michigan, for the use and benefit of Principal's students, in the penal sum of Ten Thousand Dollars (\$10,000.00), lawful money of the United States. Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, for the same.

WHEREAS, Principal is filing herewith an application with the Michigan Department of Licensing and Regulatory Affairs for a license to conduct a barber college under the provisions of 1980 PA 299, as amended; and

WHEREAS, Section 1110, Subsection (1)(e) of 1980 PA 299, as amended, provides as follows:

"The department shall license a barber college which fulfills all of the following requirements: Files and maintains a corporate surety or cash bond of \$10,000 conditioned upon the faithful performance and satisfaction of the contractual rights of students enrolled in the barber college."; and

WHEREAS, Principal and Surety agree that the Michigan Department of Licensing and Regulatory Affairs, the People of the State of Michigan, and Principal's students will rely hereon if said Department issues a barber college license to Principal;

WHEREAS, Principal and Surety agree that this bond shall be effective upon approval hereof by the Michigan Department of Licensing and Regulatory Affairs and in no event later than the time at which a barber college license is issued to Principal; and

WHEREAS, Principal and Surety agree that this bond is to remain continuous as long as the college holds a license to operate. The bond may not lapse or be cancelled prior to thirty (30) days after Surety gives the Michigan Department of Licensing and Regulatory Affairs actual notice of such lapse or cancellation and that Surety shall remain liable for any breach of condition occurring up to the effective date of cancellation. Such notification should be sent to the above referenced address listing the Barber College name, address and bond number

NOW, THEREFORE, the condition of the obligation is such that if Principal shall faithfully perform and satisfy the contractual rights of the students in accordance with 1980 PA 299, as amended, and the Rules promulgated thereunder, this obligation shall be void; otherwise the same shall be in full force and effect.

Signature(s) of Owner(s) Listed Above	Date(s) of Signature(s)
Signature of Surety's Attorney-in-Fact (Attach copy of Power of Attorney)	Date of Signature
Complete Address of Attorney-in-Fact	Telephone Number