

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Licensing Division
COSMETOLOGY LICENSING
P.O. Box 30244, Lansing, MI 48909
517-241-8720
www.michigan.gov/cosmetology

INSTRUCTIONS FOR OBTAINING COSMETOLOGY SCHOOL LICENSE AND COSMETOLOGY SCHOOL LIMITED TO TEACHING ELECTROLOGY LICENSE APPLICANTS

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

Enclosed is an application for licensure in Michigan as a school of cosmetology, or a cosmetology school limited to teaching electrology. In addition to the requirements outlined in the law and rules booklet, you **must** submit the following required paperwork to this office:

- 1. A completed application (enclosed). The application must indicate the correct name of the owner(s):
 - a. If school is owned by a Corporation/LLC or LLP mark the appropriate box and print the **exact** name as it appears on your corporation papers. **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 not exactly as it appears on your corporation papers (including Inc/LLC/LLP).
 - b. If the school is owned by a Partnership, mark the appropriate box and list all partners' names. **Submit** a copy of the Certificate of Co-Partnership filed with the County Clerk's Office from the counties in which you will be doing business.
 - c. If the school is owned by an Individual Proprietor, mark the appropriate box and 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. A license fee of \$200.00
- 3. Our 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 as specified in item 1 above. List name under which school will operate in the designated area on the bond form. Our original bond must be submitted with the application and have both original signatures on the bond.
- 4. A current floor plan, drawn to scale, indicating purpose of each room, showing all walls, entrances, exits, placing & identifying of all equipment, i.e., shampoo bowls, stations, the shampoo bowl installed in a classroom other than the main clinic, unless a limited school of cosmetology, theory area with desks, etc. Draw floor plan on paper no larger than 8 1/2" x 11". **Full sized blueprints will not be accepted.**
- 5. A current letter *signed and dated by the zoning board*, approving your building for use as a cosmetology school.
- 6. A current letter of approval *signed and dated by the Fire Marshal*, indicating that your building has passed all fire inspections and **lists the total occupancy** allowed for the school.
- 7. A copy of the student contract you will using. The school's refund policy must be listed in the contract.
- 8. A copy of the daily curriculum, which is subject to approval, you plan to follow in accordance with the curricula outlined in Rules promulgated by the department.
- 9. Submit a copy of the form(s) school uses to track and tally the following **for each course** you teach:
 - a) Practical hours
 - b) Theory hours
 - c) Minimum Practical Applications (MPA's).

Be sure to show each subsection study area as listed in the Board of Cosmetology Administrative Rules.

- 10. The enclosed self-inspection form. Please make a copy of the completed form for your reference.
- 11. A copy of the signed bill of sale if being purchased from an existing school.

NOTE:

The holder of a limited instructor's license shall not supervise a school at any time.

The school will be under the daily supervision of a fully licensed instructor who has at least 3 years experience in all cosmetology services being taught in the school. The school must maintain one person licensed as an instructor, competent to impart instruction in each subject of its curriculum, for every 20 students.

An electrology instructor shall provide the daily supervision of a cosmetology school limited to teaching electrology. The curriculum offered and equipment and facilities required shall be only those required for the teaching of electrology.

When the school application is complete with all documentation received, you will be contacted to schedule an on-site inspection. Your school must be ready for operation at the time of the inspection. **Please allow 30 days for processing and inspection.**

YOU ARE NOT PERMITTED TO OPERATE AS A SCHOOL OF COSMETOLOGY UNTIL YOU ARE APPROVED FOR LICENSURE. Your license will be issued after the board office receives verification of a satisfactory school inspection.

INFORMATION FOR COSMETOLOGY SCHOOL BRANCH FACILITY

The Department allows a licensed cosmetology school to operate an auxiliary classroom, or branch facility. This branch facility is considered only an extension of the main school and must comply with all requirements for Michigan Cosmetology Schools. Both practical and theory classes may be taught in the branch facility as long as that portion of the school is not utilized as a full-service facility, and **does not** offer clinic services to the public. Further, proper supervision must be provided for student training.

The following information must be submitted to the Board to apply to operate a school branch facility.

1. A school application listing the complete address of the branch facility along with a \$200.00 payment.
2. A current detailed floor plan, no larger than 8 ½" x 11" of the proposed branch facility, drawn to scale, showing arrangement of the classroom, the placing of equipment, entrances, exits, and a statement of the purpose for which the branch facility will be used.
3. A current letter *signed and dated by the zoning board*, approving your branch facility location for use as a cosmetology school branch facility.
4. A current letter *signed and dated by the Fire Marshal*, indicating your building has passed all fire inspections and **lists the total occupancy** allowed.

A Department inspection of the branch facility will be scheduled once the required information has been received and approved. Please allow 30 days for processing and inspection.

YOU ARE NOT PERMITTED TO USE THE PROPOSED AREA AS PART OF YOUR SCHOOL OF COSMETOLOGY UNTIL YOU RECEIVE APPROVAL FROM THIS OFFICE TO OPERATE THE BRANCH FACILITY.

Please contact the Department at the address on this form if further information is required.

All requirements for licensure must be completed within one year from the date of application or if an Incomplete Application Notice has been sent, you will have one year from that date. If the requirements are not completed, the fees paid shall be forfeited to the Department and the application shall be void pursuant to MCL 339.409(3). \$100.00 of every payment is a non-refundable application-processing fee.

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FOR OFFICE USE ONLY

I.D. Number:

27-07-

Effective Date:

Approved By/Date:

COSMETOLOGY SCHOOL LICENSE APPLICATION

TOTAL FEE DUE: \$200.00

\$100.00 OF FEE IS NON-REFUNDABLE

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

Name Under Which School Will Operate			REASON FOR APPLICATION	
School Address (Number and Street)			Suite Number	
City			State	
			Zip Code	
School telephone Number			County	
Fax Number			E-Mail Address	
Federal Identification Number (From Internal Revenue Service)				
Social Security Number of Owner				
Corporation Identification Number (If entity is Corporation, LLC, or LLP)				
			<input type="checkbox"/> New School <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Location: License Number 27-07-000 _____ Date previous location did or will close: _____ Type of School <input type="checkbox"/> Cosmetology <input type="checkbox"/> Electrology School Contact: _____	

FEE PAYMENT INFORMATION (Check Appropriate Box)

FOR OFFICE USE ONLY - VALIDATION

New Cosmetology School License \$200.00 (2707-01)

Limited Electrology School License \$200.00 (2707-03)

\$100.00 OF EACH FEE IS NON-REFUNDABLE

Make your check or money order in U.S. Currency payable to:

STATE OF MICHIGAN

FEEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.

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

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

Individual Owner's Name		Exact Name Filed at local court house to do business as	
Home Address (Number and Street)		City	
State	Zip Code	County	
Home Telephone Number		Date of Birth	
Social Security Number		Cosmetology License Number	

OR - B PARTNERSHIP (Attach Additional Sheets If Necessary)

Name		Social Security Number	
Address (Number and Street)		License Number (If Licensed) 27-0	
City, State and Zip Code		Home Telephone Number ()	
Name		Social Security Number	
Address (Number and Street)		License Number (If Licensed) 27-0	
City, State and Zip Code		Home Telephone Number ()	

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

Exact Name of Corporation, LLC, LLP or S-Corp. as listed on documents you filed with the Corporation Division)

Federal Identification Number (from Internal Revenue Service)		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) 27-0			
Officer Name (First, Middle, Last)		Officer Title			
Home Address (Number and Street)		FOR OFFICE USE ONLY : Additional Notes:			
City, State and Zip Code				Officer's Social Security Number	
Home Telephone Number ()				Officer's License Number (If Licensed) 27-0	
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 Contract Person		City, State, Zip Code			

5. Draw a floor plan **in ink**, of the proposed school below. Draw to scale indicating purpose of each room, showing all walls, entrances, exits, placing and identifying all equipment, i.e., shampoo bowls, stations, the classroom shampoo bowl unless a limited cosmetology school, theory area with desks, **drinking water source**, etc. Full sized blue prints will not be accepted.

Check types of programs the school will offer:

A cosmetology school shall offer:

- Hair care services
- skin care services (1,500 Hours)
- manicuring services

A cosmetology school limited to electrology - (400 Hours)

Optional service you may also provide:

Electrology Instructor - (300 Hours)

Mark optional services you may also provide:

- Manicuring - (400 Hours)
- Esthetics - (400 Hours)
- Natural Hair Cultivation - (400 Hours)
- Cosmetology Instructor - (500 Hours)
- Limited Specialist Manicuring Instructor - (300 Hours)
- Limited Specialist Skin Care Instructor - (300 Hours)
- Limited Specialist Natural Hair Cultivist Instructor - (300 Hours)

NOTE: The law does not allow for schools to be open for just manicuring, skin care or natural hair cultivation

NAMES AND LICENSE NUMBERS OF INSTRUCTORS (all must be currently licensed) Attach additional sheets if necessary.

Name	License Number	Expiration Date	Name	License Number	Expiration Date

By signing this application I certify that this school has complied with all of the following: (a) Local building codes, (b) Local and state health rules, (c) Local fire prevention and fire safety rules, (d) Applicable industrial, occupational, safety and health regulations as required in Rule 71(2) of the Cosmetology Administrative Rules.

CERTIFICATION

I hereby certify that the statements in this application are true and correct. I have not withheld information which 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 against my license, or may be punishable by law. I hereby authorize the Department of Licensing and Regulatory Affairs and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records. I further authorize the Department or its agents to examine my books and records at the Department's discretion.

Signature of Sole Owner, both Partners, Main Officers or Members

Date

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).

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SCHOOL OF COSMETOLOGY 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:

1. **Bond form to be completed and signed by your INSURANCE AGENT.**
2. 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.
3. This bond is to be provided by the owners of the cosmetology school who 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.
4. Do not alter this bond form. Any changes to 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 cosmetology school license.

Name of Surety Company	Bond Number
Name(s) of School Owners(s) - (If Corporation, LLC or LLP; Co-Partnership Names or Individual Proprietor Name must be listed here)	Check Type of Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation/LLC/or LLP
Name School Will Operate As	
Complete Address of Cosmetology School or Limited School of Electrology	

KNOW ALL PERSONS BY THESE PRESENTS:

The above named owner(s) operating as the above named cosmetology school, 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 school of cosmetology under the provisions of 1980 PA 299, as amended; and

WHEREAS, Section 1205, Subsection (1) (c) of 1980 PA 299, as amended, provides as follows:

"A cash or surety bond of \$10,000.00 has been furnished in favor of the people of this state for the use and benefit of students and conditioned upon the faithful performance and satisfaction of the contractual rights of students."; 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 cosmetology school 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 cosmetology school license is issued to Principal; and

WHEREAS, Principal and Surety agree that this bond is to remain continuous as long as the school 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.

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 School 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 ()

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COSMETOLOGY SCHOOL SELF-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 this completed form with your school application.

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

CHECKLIST FOR SELF-INSPECTION OF COSMETOLOGY SCHOOL

YES	NO		Law or Rule
<input type="checkbox"/>	<input type="checkbox"/>	School is ready for an on-site inspection. (If you checked no, what date will school be ready? _____)	Sec. 1203(b) Sec. 1205(1)(e)
<input type="checkbox"/>	<input type="checkbox"/>	A cash or surety bond of \$10,000 has been obtained	Sec. 1205(1)(c)
<input type="checkbox"/>	<input type="checkbox"/>	Provisions have been made for the school to be under the daily supervision of a licensed instructor.	Sec. 1205(1)(d)
<input type="checkbox"/>	<input type="checkbox"/>	School and instructors licenses displayed in a prominent location which is visible to the public.	Sec. 1205(2)(e)
<input type="checkbox"/>	<input type="checkbox"/>	A sign is posted indicating that services are rendered by students of the school.	Sec. 1205(2)(e)
<input type="checkbox"/>	<input type="checkbox"/>	A detailed floor plan of the school has been submitted to the department for approval.	Sec. 1205(1)(b)
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the student contract has been submitted to the department for approval.	Rule 23(1)(a)
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the school curriculum has been submitted to the department for approval.	Rule 23(1)(b)
<input type="checkbox"/>	<input type="checkbox"/>	The school has adequate instructional visual aids for teaching the prescribed curriculum.	Rule 32(a)
<input type="checkbox"/>	<input type="checkbox"/>	1 bulletin board in the student or apprentice area.	Rule 32(b)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate seating facilities for patrons.	Rule 32(c)
<input type="checkbox"/>	<input type="checkbox"/>	1 chair with writing facilities for each student.	Rule 32(d)
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient practical training stations and equipment so that students are not required to share a station or equipment during practical training periods.	Rule 32(e)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate space per attending student for theory or non-practical classroom training.	Rule 32(g)
<input type="checkbox"/>	<input type="checkbox"/>	All necessary materials, equipment and supplies shall be furnished to students for work performed on the public.	Rule 37(2)
<input type="checkbox"/>	<input type="checkbox"/>	Other than a limited school of electrology, a shampoo bowl installed in a classroom other than the main clinic classroom	Rule 32(f)
<input type="checkbox"/>	<input type="checkbox"/>	A chalkboard or the equivalent of sufficient size to be seen from the back of the room in which used.	Rule 32(h)
<input type="checkbox"/>	<input type="checkbox"/>	Each month a copy of the monthly report will be placed on the school bulletin board in the student area.	Rule 35(2)
<input type="checkbox"/>	<input type="checkbox"/>	School has an adequate supply of running hot and cold water	Rule 71(1)(a)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate electrical outlets and wiring for the supply of all electrical equipment used.	Rule 71(1)(b)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting and ventilation in all rooms.	Rule 71(1)(c)
<input type="checkbox"/>	<input type="checkbox"/>	Floors, walls and ceilings constructed of a suitable material and maintained in good condition.	Rule 71(1)(d)
<input type="checkbox"/>	<input type="checkbox"/>	A source of drinking water in an area other than that used to mix chemicals.	Rule 71(1)(e)
<input type="checkbox"/>	<input type="checkbox"/>	Covered waste containers which are large enough to contain 1 days accumulation of waste materials.	Rule 71(1)(f)
<input type="checkbox"/>	<input type="checkbox"/>	A current approval letter from the zoning board has been submitted to the department.	Rule 71(2)(a)
<input type="checkbox"/>	<input type="checkbox"/>	A current approval letter from the fire marshal has been submitted to the department, which includes the total occupancy allowed for the school.	Rule 71(2)(c)
<input type="checkbox"/>	<input type="checkbox"/>	Clean towels and linens stored in a closed cabinet or drawer.	Rule 79(2)(B)
<input type="checkbox"/>	<input type="checkbox"/>	Covered containers provided for soiled linens and towels	Rule 79(2)(C)
<input type="checkbox"/>	<input type="checkbox"/>	Jar-type wet sanitizer provided for manicuring implements	Rule 79c(1)(a)

COMPLETE AND SIGN SIDE 2 OF THIS FORM

YES NO

Law or Rule

- Airtight, covered waste containers available for vaporous chemical waste materials Rule79c(1)(d)
- Adequate ventilation or filtration to prevent the concentration of chemical vapors and strong odors. Rule 79c(2)
- Dry sanitizer, closed cabinet or drawer or other covered container available for sterilized or sanitized equipment. Rule 79a(4)
- 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., shampoo bowls, stations, the shampoo bowl in a classroom other than the main clinic floor, unless a limited school for electrology, theory area with desks, etc.

You MUST submit one of the following:

I have attached one of the following documents, which is required to obtain a school 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 shop name is different than the entities name.

OWNERS CERTIFICATION

I certify I have received and read Article 12 of PA 299 of 1980, as amended, the Cosmetology General Rules, and that the above referenced Cosmetology School meets the sanitation and establishment standards required by Article 12 of PA 299 of 1980, as amended, and by the Cosmetology General Rules. I understand the Enforcement Division of the Department of Licensing and Regulatory Affairs will be advised that this school is subject to an on-site inspection to verify this compliance with sanitation and school standards prior to the school opening for operation. I further 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 Cosmetology School Owner

Date