

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

## GENERAL INSTRUCTIONS FOR REPORTING TO THE DEPARTMENT

### I. STUDENT REGISTRATION

A school must report the enrollment of a student and submit the registration fee on the "Student Registration Application and Monthly School Report". The registration fee is to be paid for any New, Transfer or Reregistration student when they are first being reported on this form.

### II. IN-HOUSE COMPUTER REPORTS

- A. *Always* use an original STUDENT REGISTRATION AND MONTHLY SCHOOL REPORT form to report New, Transfer or Reregistration students. Do not substitute an in-house *computer report for our original form when registering students*.
- B. Schools may use their own computer reports to list monthly hours of registered students **after the initial student registration form has been filed**. The report must include the following information: school name, school license number, report period, student names, type of instruction, date instruction started, monthly hours, approved transfer or reregistration hours, total time spent in school, and date graduated or terminated. **Please place the school name, license number and report period separately at the top of your report.**
- C. Each page must be signed and dated.

### III. REPORT PRINT QUALITY

For record keeping purposes, print quality is **very** important. All reports must be done in black ink. Reports done in faint print, ink other than black, or via worn typewriter ribbons are not acceptable. **THE BOARD WILL RETURN FORMS THAT DO NOT MEET OUR STANDARDS.**

### IV. FORMS SUPPLIES

The STUDENT REGISTRATION APPLICATION AND MONTHLY SCHOOL REPORT form may be duplicated if you maintain copy quality. You may download the form at <http://www.dleg.state.mi.us/bcsc/forms/cos/lcs050.pdf>, or contact Department staff at (517) 241-9201 to obtain additional forms.

## STUDENT REGISTRATION APPLICATION AND MONTHLY SCHOOL REPORT COMPLETION INSTRUCTIONS

- V. Pursuant to R 338.2135(2) it is the responsibility of the school to submit the report to the Department before the tenth day of the following month (*i.e., January report is due by February 10<sup>th</sup>*). A copy of each month's report shall be placed on the school bulletin board in the student area

### VI. FILLING OUT THE FORM: SCHOOL INFORMATION

Enter school name, license number, street address, the month and year of the report (i.e. May 2006), and telephone number in section 1.

## VII. STUDENT INFORMATION

### A. NEW STUDENTS: Complete Section 2.

- Check the "New" box in column a.
- Enter the student's name (in alphabetical order by last name first), address, and social security number in column b.
- Under "Type of Instruction", check the box describing each student's program of study in column c. If they are taking a limited specialist instructor curriculum please mark both the limited instructor box and the specific course type.
- Under the column marked "Date Instruction Started", enter the date the student enrolled in column d.
- Enter the hours earned for the specific month in "Total hours for Month" in column e.
- Repeat monthly hours total in column g.
- Columns f and h are not applicable for a "new" student.

### B. TRANSFER AND REREGISTRATION STUDENTS (now reported only on Monthly Report Form)-Complete Section 2 [Note: Students are not to begin earning any new hours until proof of previous hours have been received by the new school and the new school has administered examinations as required in Rule 34(2).]

- If the student has hours from a different school, check the "transfer" box in column a.
- If a student was dropped off your monthly report and the student is now returning, you must reregister them; therefore, check the "Rereg" box in column a.
- Enter student's name (alphabetically by last name first), address, and social security number in column b.
- Under "Type of Instruction", check the box describing the student's program of study in column c.
- Enter the current date the student's instruction resumed in column d.
- Enter hours earned for the specific month in column e.
- After verifying hours from previous training (see instructions below in IX), place total approved by the new school in column f. (These hours may only be accepted before the student begins earning any new hours.)
- Add hours for the current month along with any transfer or reregistration hours and put the total in column g.
- Column h is not applicable at this time.

### C. CURRENTLY REGISTERED ON-GOING STUDENTS – You may use our monthly report or your own computer generated report as long as it provides all the information we collect on our form. Please see III on the front page of this instruction sheet.

- Do not mark any box in column a.
- Enter student names (alphabetically by last name first) in the box provided in column b.
- Check the box describing each student's program of study in column c.
- Enter the date the student enrolled in column d.
- Enter hours earned at "Total Hours for Month" in column e.
- Add the hours from the previous month, total hours for month, and enter the total hours in column g.
- Enter the date and whether the student is graduating "G" or terminating "T" in column h if it is the student's last month.
- Once a student has graduated or terminated and you have reported it, remove the student from the following monthly report.

## VIII. CALCULATION OF FEES DUE

Use as many of the STUDENT REGISTRATION APPLICATION AND MONTHLY SCHOOL REPORT forms as needed to register your new, transferring and/or reregistering students.

- Add the number of new registrations, (including all *new, transferring and reregistering students*) and enter this figure at the bottom of the form in area 3.
- Continue to record the total number of new registrations per page on all forms used in area 4.
- Add subtotals and enter this figure in area 5.
- Enter the figure from area 5 into the Fee Payment Information area on the front page of the top form. Multiply area 6 by \$15.00 and enter total in area 7.
- Submit one check made payable to the State of Michigan for the total fee due in area 7.

## VERIFYING PREVIOUS HOURS OF TRAINING

### IX. PREVIOUS SCHOOL IS CURRENTLY OPEN

- A. Contact the previous school to obtain written proof of hours and the number of minimum practical applications for any student who has hours from previous training. (Retain this information with the student's permanent records.)
- B. Rule 34(2) states, "A student requesting hours from a previous enrollment shall pass practical and theory examinations on the subject areas previously studied." This is located in the section entitled "Enrollment" and is part of the enrollment process.
- C. Rule 34(3) states, "A student shall not be granted credit for more hours than are verified by the school of previous enrollment.
- D. Therefore, **before a transfer or reregistration student begins earning any new hours, the school must administer an exam to the student** to determine if the student's knowledge and skills meet the number of hours previously earned. If not, the school has the ability to accept fewer hours that match the student's knowledge and skills.

### X. PREVIOUS SCHOOL IS CURRENTLY CLOSED OR RECORDS NO LONGER AVAILABLE

- A. Student must submit a written request, for a verification of hours, to the Department. The request must be accompanied by a check or money order, payable to "State of Michigan", for \$15.00. The request should include all of the following information:
  - Student's current name and any other name(s) under which hours are recorded
  - Address and daytime telephone number of student
  - Social Security Number
  - Name and address of previous school(s)
  - Month and year the student began and ended training at previous school(s)
  - Address to which the certification should be sent
- B. The school must then follow the procedures as listed above in IX, B through D.

### XI. CROSS OVER HOURS BETWEEN VARIOUS COSMETOLOGY CURRICULA

Cross over hours may be granted, **before enrolling** in a school's curriculum if the student provides proof to the school of successful completion as follows:

- Completion of the 400 hour **manicuring** curriculum within the previous 3 years – 70 hours allowed toward cosmetology curriculum.
- Completion of the 1500 hour **cosmetology** curriculum within the previous 3 years – 70 hours allowed toward manicuring curriculum.
- Completion of the 400 hour **esthetics** curriculum within the previous 3 years – 115 hours allowed toward the cosmetology curriculum.
- Completion of the 1500 hour **cosmetology** curriculum within the previous 3 years – 115 hours allowed toward esthetics curriculum.
- Completion of the 300 hour **limited specialist instructor** curriculum and possession of a current limited specialist instructor license – 300 hours allowed toward the 500 hours required for full cosmetology instructor curriculum.

## STUDENT TERMINATION

- Rule 39a(4) states, "A school...shall report the termination of any student...to the department in writing." (See instructions in VII C – seventh bullet).

## STUDENT GRADUATION

- Enter the date that a student graduates in column h and the capitol letter "G" to indicate graduation.