

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

<b>FOR OFFICE USE ONLY</b>	
I.D. Number:	27-
Effective Date:	
Approved By/Date:	

## APPLICATION TO UPGRADE INSTRUCTOR LICENSE

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

<b>APPLICANT INFORMATION - Print legibly in black ink or type your responses.</b>					
Applicant's Name (Last, First, Middle)				Telephone Number (      )	
Address (Number and Street)			Social Security Number		Date of Birth
City		State	Zip Code	E-Mail Address	
Current Instructor License Number 27-01					
1. Carefully read instructions and complete both sides of application. 2. Allow approximately 30 days for your application to be reviewed. 3. You cannot work as a Full Instructor in Michigan until you receive your upgraded license.					
Have you ever been convicted of a felony? <input type="checkbox"/> Yes - Please download the form BCS/LCE-020 "Request for Conviction History of Applicant." The form can be downloaded and completed to accompany this application. See <a href="http://www.michigan.gov/cosmetology">www.michigan.gov/cosmetology</a> and select Forms & Publications. If form is not included the Department may contact you at a later date. <input type="checkbox"/> No					
Have you ever had disciplinary action taken against any occupational license, registration or permit you now hold or have ever held? (suspension, revocation, denial, etc.) <input type="checkbox"/> Yes - Provide type of license, name of state, action and date of action on a separate sheet of paper. <input type="checkbox"/> No					
Are any records about you filed under another name? (A maiden name, for example) <input type="checkbox"/> Yes - Give name(s) <input type="checkbox"/> No					
<b>FEE PAYMENT INFORMATION (Check One)</b>				<b>FOR OFFICE USE ONLY - VALIDATION</b>	
<input type="checkbox"/> Upgrade to Full Cosmetology Instructor      \$10.00      (2701-32)					
<input type="checkbox"/> Upgrade to Full Electrology Instructor      \$10.00      (2704-32)					
<b>FEES ARE NON-REFUNDABLE</b>					
Make your check or money order from U.S. Currency payable to: <b>STATE OF MICHIGAN</b>					
FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.					

**INSTRUCTIONS**

- You must have already completed the 500 hour instructor course, passed the state board exam and be licensed as a limited instructor.
- You must verify completion of three (3) years of licensed practical experience with at least one year of which shall be in a cosmetology establishment.
- Your original wall and wallet portions of your current Limited Instructor License must be returned with your application.

**WORK EXPERIENCE**

Month/Year	Month/Year	Owner's Name, Shop Name and Complete Shop Address	Position Held	Hours Per Week

**CERTIFICATION**

I hereby certify that I have completed an instructor course of training in accordance with Rules promulgated by the Department, which meets the criteria established for the license for which I am applying. I further certify that the statements made 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 against 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 this application, including checking criminal, civil, and administrative records.

\_\_\_\_\_  
Applicant's Signature (Required)

\_\_\_\_\_  
Date of Signature

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).