

Active License Renewal for Practitioners

Use this application to renew an *Operator* or *Salon Manager* license that is eligible for renewal or expired. Submit a complete application to the address listed above with fee payment by check or money order payable to Board of Cosmetology. Incomplete applications are returned for corrections, which will delay renewal and possibly result in a late renewal penalty. A license becomes eligible for renewal 10 weeks before its expiration date. Faxed or emailed applications are not accepted. Applications are processed within 15 business days of receipt. Please allow for the full processing time.

Step 1: Determine Your Renewal Requirements

Your license is active, or it was active when it expired.

If you are renewing on time:

- o Continuing education completion

If your license expired less than three years ago:

- o Continuing education completion

If your license expired more than three years ago:

- o Original passing results from the Minnesota State Laws and Rules Examination (for Operators) or the Salon Manager Examination (for Salon Managers), no more than one year old
- o Original passing results from the Written Practical Examination for your license type (Cosmetologist, Esthetician, or Nail Technician), no more than one year old

Your license is inactive, or it was inactive when it expired.

If your most recent active license cycle ended less than three years ago:

- o Continuing education completion

If your most recent active license cycle ended more than three years ago:

- o Original passing results from the Minnesota State Laws and Rules Examination (for Operators) or the Salon Manager Examination (for Salon Managers), no more than one year old
- o Original passing results from the Written Practical Examination for your license type (Cosmetologist, Esthetician, or Nail Technician), no more than one year old

Continuing Education: Visit mn.gov/boards/cosmetology for provider lists.

Written Examinations: Contact PSI at 1-800-733-9267 or www.psiexams.com to schedule written exams.

Step 2: Determine Your License Fees

Operator Renewal

- \$115—on-time renewal
- \$160—expired less than three years
- \$195—expired more than three years

If a complete and accurate application is not received in the Board office by your license expiration date, you owe the \$45 late renewal penalty. (This fee is included in the late renewal amounts printed here.)

Salon Manager Renewal

- \$145—on-time renewal
- \$190—expired less than three years
- \$195—expired more than three years

You must renew your license as the same license type you hold.

Step 3: Complete This Application

If you are renewing with continuing education:

- o Complete these sections:
 - Licensee Information
 - Continuing Education Verification
 - Application Certification
- o Submit complete application and fees by mail or in person to the Board of Cosmetology office.

If you are renewing with written examinations:

- o Attach both original exam score sheets to this application. Photocopies will not be accepted.
- o Complete these sections:
 - Licensee Information
 - Application Certification
- o Submit complete application and fees by mail or in person to the Board of Cosmetology office.

Licensee Information

8/2017

First Name, Last Name
Date of Birth <i>mm/dd/yyyy</i>
Social Security Number <i>xxx-xx-xxxx</i>
Street Address
City, State, Zip Code
Phone Number
Email Address
License Number
License Expiration Date

Continuing Education Verification

You must have completed your continuing education within the 3 years prior to your license renewal: the 4-hour Core course and a 4-hour Professional Practice course. All courses must have been pre-approved by the Board. Visit mn.gov/boards/cosmetology and click on Continuing Education to find approved courses.

Core CE Course

- By checking this box, I certify I completed the required 4-hour core continuing education course pertaining to health, safety, infection control, and laws and rules from an approved provider. I completed this course within the 3 years prior to this renewal and after my most recent renewal/activation.

Course Provider:

Professional Practice CE Course

- By checking this box, I certify I completed a board-approved 4-hour professional practice course based on any of the following within my licensed scope of practice: (1) product chemistry and chemical interaction; (2) proper use and maintenance of machines and instruments; (3) business management, professional ethics, and human relations; or (4) techniques relevant to the type of license held. I completed this course within the 3 years prior to this renewal and after my most recent renewal/activation.

Course Provider:

Course Title:

Application Certification

I certify that the information submitted within this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetology. Further, I have read and acknowledge receiving the Tennessen Warning.



Licensee Signature	Date
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TENNESSEN WARNING: The data which you furnish on this application will be used by the Board to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the Board may be unable to process this application. While your licensure is pending, the information submitted, except your name and address, are considered private and will generally not be disclosed outside the Board. In circumstances authorized or required by law, however, it may be disclosed to others including persons contacted for purpose of verification or investigation, and the Attorney General's Office. Certain information on the application, including your social security number (SSN), will be provided to the Minnesota Department of Revenue at its request. If the matter of your licensure becomes contested, the information submitted on an application may become public. After issuance of a license, all information contained in this application, except your SSN, will be public information pursuant to Minnesota Statutes Chapter 13. Before the Board issues a license, individuals and businesses are required by Minnesota Statutes to provide certain data. Individuals: Social Security numbers are required by Minnesota Statutes 270C.72. Businesses: Minnesota business identification number and information requested concerning Workers Compensation Insurance are required by Minnesota Statutes. Pursuant to Minnesota Statutes 604.113 and 609.535, the Board is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.

For Board Office Use Only	Amount:	C/MO/R#:	Processor:	Date:
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