

Important: This flow chart was created to provide an overview of license renewal and reactivation requirements as defined by rule. These requirements may not apply to every license situation. Please contact the Board with specific questions related to your license.

Active Renewal Requirements

Operator or Salon Manager Licenses

Current, Expired Less Than 3 Years, or Retired (Inactive) Less Than 3 Years*

*Your license must be eligible for renewal or expired

Step 1

4 Hour Core
CE Course

Step 2

4 Hour Professional
Practice CE Course

Step 3

Active License Renewal
Application and Applicable
Fees

Operator License

Expired More Than 3 Years or Retired (Inactive) More Than Three Years

Step 1

MN State Exam

Step 2

Written Practical Exam

Step 3

Active License Renewal
Application and Applicable
Fees

Salon Manager License

Expired More Than 3 Years or Retired (Inactive) More Than Three Years

Step 1

Salon Manager Exam

Step 2

Written Practical Exam

Step 3

Active License Renewal
Application and Applicable
Fees

General Reminders

- Active renewal requirements and applicable fees are detailed on the Active License Renewal Application.
- Licenses are on a set, three year cycle and always expire the last day of the licensee's birth month.
- Licenses that are late renewed or that are reactivated amidst their license cycle are only renewed or reactivated for the remainder of the three year license cycle.
- Licenses can be renewed up to 10 weeks prior to the license expiration date.
- Licenses must be renewed online by the license expiration date, or a complete renewal application must be received at the Board office by the license expiration date. A late renewal fee of \$45.00 is required for any late renewal.
- CE courses can only be applied toward one license cycle, but may be used for two license types (i.e. if an individual holds a Nail Technician Operator License and an Esthetician Operator License).
- Online renewals are immediate upon payment processing. In-office application processing may take up to 15 business days from the date of receipt at the Board office.