

## Instructor Renewal Application

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: Renewal Requirements

If you are renewing on time OR if your license expired less than three years ago:

- o Verify completion of at least 45 hours of Board-approved instructor continuing education (CE) courses since your most recent Instructor license renewal.
- Instructor CE course lists are available at [mn.gov/boards/cosmetology](http://mn.gov/boards/cosmetology) under Licensing > Continuing Education.

If your license expired more than three years ago:

- o Retake and pass all three Instructor Examinations (General Theory, State, and Practical) within one year prior to renewal.
- Contact PSI at 1-800-733-9267 or [www.psiexams.com](http://www.psiexams.com) to schedule these exams.

### Step 2: Renewal Fees

- \$145—on-time renewal
- \$190—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, a \$45 late renewal penalty will be owed. (This fee is included in the late renewal amounts printed here.)

### Step 3: Complete This Application

If you are renewing with continuing education:

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

If you are renewing with examinations:

- o Attach all three 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 office.

### Licensee Information

8/2017

First Name, Last Name	Street Address
Social Security Number xxx-xx-xxxx	City, State, Zip Code
Phone Number	Email Address
License Number	License Expiration Date
Operator/Salon Manager License Number	Operator/Salon Manager License Expiration Date
<b>REMINDER:</b> Your Operator or Salon Manager license must be kept active in order for your Instructor license to remain valid.	

### Continuing Education Verification Instructions

**IMPORTANT:** Read these instructions carefully before completing the CE Verification Grid on page two, as CE rules have changed.

#### To renew with Board-approved Instructor CE courses:

You must have completed at least 45 hours of Board-approved Instructor continuing education (CE) courses within the past three years or since the most recent Instructor license renewal, whichever is the lesser. Instructor CE courses may be used for only one license renewal. These 45 Instructor CE hours must include 30 hours of teaching methodology and 15 hours of clinical practice from your field of licensure.

You must retain proof of all continuing education course attendance as required by MN Rule 2105.0200, subpart 5. If your renewal is audited by the Board, you must provide proof of requested items within 30 days of the Board's request.

Fraudulent reporting of CE credits is subject to penalties and discipline, including license revocation, as provided in MN Statutes, sections 155A.271 and 155A.33.

#### To renew with other qualifying credits:

You may use qualifying credits from completed classes on teaching methods or clinical practice from the MnSCU system schools, the University of Minnesota, or other postsecondary schools licensed by the Office of Higher Education but not licensed by the Board. Preapproval of such classes is not required. You must attach an official transcript and the class syllabus or catalog course description, which must establish the class hours and establish that the content of the course is based on teaching methodology or clinical practice. Postsecondary courses are equivalent to 16 CE hours per credit, and lab courses are equivalent to 32 CE hours per credit. CEUs earned are accepted as one CE hour per CEU credit.

If you taught any Board-approved Instructor CE course, you may apply a maximum of 15 CE hours from the course(s) to your renewal if the CE hours are claimed only once per course and are not used on future renewals.

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