

School Manager License Application

Submit a complete application and fee payment by mail or in person to the address listed above.
Incomplete applications are returned for corrections, which will delay licensure.
Please allow for the full processing time.

The following must be submitted for your application to be processed:

- Completed Application**
- Fee: \$195 (processing within 15 business days) or \$345 (expedited processing within 5 business days)**
Checks or money orders may be made payable to Board of Cosmetology. Fees are deposited the first business day after receipt. Processing time begins when your application and payment are received in the Board office. Business days do not include weekends or state determined holidays. Incomplete applications will be returned and subject to additional processing upon receipt back in the Board office.
- Current Cosmetologist Salon Manager License Number**
This license must be maintained and kept active to keep a valid School Manager License.
- Original passing results from the Minnesota School Manager Examination**
You must take and pass the School Manager Exam and attach the original passing results to this application. Exam results are valid for one year. To schedule this exam, contact PSI at 1-800-733-9267 or www.psiexams.com.

1. Applicant Information

8/2017

First Name, Last Name	Street Address
Social Security Number <small>xxx-xx-xxxx</small>	City, State, Zip Code
Phone Number	Email Address
Salon Manager License Number	License Expiration Date
1. List all states, other than Minnesota, in which you have held a cosmetology license. For each state, list the license type.	
2. Have you ever been the subject of any inquiry or investigation by any division of the Board of Cosmetology or Office of the Attorney General? <i>If yes, attach a detailed and signed explanation with copies of all letters of inquiry and resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach the following:</i> <input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident. <input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations. <input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment.	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes Section 270C.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a detailed and signed explanation with documentation from the Department of Revenue showing the debt has been paid in full or an approved payment plan is in process.</i>	<input type="radio"/> Yes <input type="radio"/> No

Licensee Responsibility

You, as a licensed School Manager, will be responsible for the following:

- License Renewal**
Your license will expire on the last day of your birth month in the third year of your license cycle. If you fail to renew on or before that date, your license will expire and you will not be eligible to work. This includes renewal of your Salon Manager license. Late fees will be applied to any license that is not renewed on time. Current renewal requirements and applications are available at mn.gov/boards/cosmetology.
- Maintaining an Active Salon Manager License**
You must maintain an active Salon Manager License to hold a School Manager License. If your underlying license becomes invalid, so does your School Manager License.
- Verification of School or Salon License**
If you are working in a school or a salon, it is your duty to ensure it has a current license.
- Proper Managing**
If you are the Designated School Manager, you are responsible for ensuring compliance with all applicable laws and rules. This includes, but is not limited to, awareness of instructor licenses and their statuses, record retention, and safety and infection control. Civil penalties of up to \$2,000 per violation can be assessed to you and/or to the school for not following laws and rules established by the Board.
- Notice of Changes**
If you change your legal name or address, you must notify the Board within 30 days of the change. Address changes may be completed online at mn.gov/boards/cosmetology. Name changes must be reported by completing a Name Change Form and submitting it to the Board office by mail or in person with proper documentation and fee payment required by Minnesota Statutes Section 155A.25. Per Minnesota Rule 2105.0190, subpart 2, a cosmetology license in your former name is invalid as of the 31st day of your new legal name.

2. 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 Tennessee Warning.

Applicant Signature: _____

Date: _____



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 60A.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#:	Application Number:
Date Processed:	Staff Initials:	License Number: