

School Manager 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.

School Manager 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.)

School Manager Renewal Requirements

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

- o Complete one 4-hour continuing education course or seminar on the subject of business practices or school management and complete the Verification section of this application.
- *The CE course or seminar you choose is not required to be pre-approved by the Board, as long as it is on the subject of business practices or school management.*
- *If you choose to fulfill this requirement with a Board-approved Professional Practice course on Business Practices, you may use that same course for renewal of your Salon Manager license (or vice versa) as long as the course is completed within the three years prior to the renewal. Visit mn.gov/boards/cosmetology for Professional Practice CE provider lists.*

If your license expired more than three years ago:

- o Retake and pass the School Manager Examination within one year prior to renewal and attach your original score sheet to this application. Photocopies will not be accepted.
- *Contact PSI at 1-800-733-9267 or www.psiexams.com to schedule this exam.*

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.

Licensee Information

8/2017

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

Continuing Education or Seminar Verification

All School Manager licensees must complete a 4-hour continuing education course or seminar on the subject of business practices or school management to renew their School Manager license. This course must be completed no more than three years prior to submitting a renewal application and after the most recent renewal, and proof of course completion must be retained by the licensee for one year after license renewal (MN Statute 155A.271).

By checking this box, I certify I have completed the following 4-hour continuing education course or seminar pertaining to business practices or school management offered by the provider I name here.

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 Tennessee Warning.



Licensee Signature

Date

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