

## Designated Licensed Salon Manager Change Form

All salons are required to register a designated licensed salon manager (DLSM) in writing with the Board.  
The DLSM is responsible with the salon owner for the salon's and all practitioners' compliance.  
Once this form has been processed, your salon will receive a new salon license certificate with the new DLSM upon it.

### 1. Salon Information and Owner Signature

1/2018

<b>Salon Legal Name</b> <i>name of sole proprietor, LLC, corporation, etc.</i>	<b>Salon DBA Name</b> <i>if different from legal name</i>
<b>Salon License Number</b>	<b>Salon Phone Number</b>
<b>Salon Address</b>	<b>Owner Name:</b> <b>First Name, Last Name</b> <i>full name of individual signing below</i>
<b>Owner Signature:</b> _____ <b>Date:</b> _____	

### 2. DLSM Information, Acknowledgments, and Signature

<b>Name of New DLSM:</b> First Name, Last Name	
<b>Salon Manager License Number</b>	<b>Salon Manager License Expiration Date</b>
<b>"I, the designated manager listed above, certify that I am currently <u>not</u> the designated manager at <u>any</u> other salon."</b>	
<ul style="list-style-type: none"> <li>If this statement is <u>truthful and accurate</u>, initial this box: <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>If this statement is <u>not accurate</u>, you must first submit to the Board in writing that you are no longer the designated manager at the other salon(s). Include the salon name, salon license number, and effective date of the change.</li> </ul>
<p>I certify that I am the designated licensed salon manager and am responsible under MN Rule 2105.0390 for ensuring the compliance of the salon with MN Statutes 155A and MN Rules 2105. These responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>A. Ensuring that the salon license is current and posted.</li> <li>B. Ensuring that the active and current licenses of all employees and independent contractors (including myself) are posted.</li> <li>C. Ensuring that each practitioner in the salon is currently licensed in Minnesota for the services provided by that practitioner to customers.</li> <li>D. Ensuring that all practitioners, including nonemployees, who perform licensed services in the salon are in compliance with all provisions of MN Statutes 155A and MN Rules 2105.</li> <li>E. Notifying the Board immediately in writing if I am no longer the designated licensed salon manager and am no longer responsible for this salon's compliance with MN laws and rules.</li> <li>F. I understand that I may personally be assessed a civil penalty of up to \$2,000 per violation of MN Statutes 155A and MN Rules 2105.</li> <li>G. I understand that I may be the designated licensed salon manager at only one salon at a time.</li> </ul>	
<b>DLSM Signature:</b> _____ <b>Date:</b> _____	

For Board Office Use Only	Processor:	Date:
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