

School License Renewal Application

*A School License becomes eligible for renewal 10 weeks before its expiration date.
Submit a complete application to the address listed above. The required fee and renewal items are outlined below.
Incomplete applications may delay renewal and result in a late renewal penalty.*

This application must be submitted to the Board office at least 30 days prior to the School License expiration date.

If a renewed School License is not issued by the expiration date, the school is considered delinquent.
Any student hours accumulated on or after the 31st day of the school's license expiration must not be considered toward completion of training.

Step 1: Determine and Pay the Renewal Fee

The renewal fee may be paid online at mn.gov/boards/cosmetology, or by check or money order made payable to Board of Cosmetology.

- \$2,500—on-time renewal
 \$2,550—late renewal*

*if the application is received at the Board office after the School License expiration date, a late fee of \$50 will be required.
A School License is only eligible for renewal for up to 30 days past the license expiration date.

Step 2: Complete School Information

12/2018

School Legal Name <small>Corporation, LLC, etc.</small>	
Assumed Name/DBA Name <small>DBA = Doing Business As</small>	State Tax ID Number <small>7 digit number issued by MN Dept. of Revenue</small>
School Street Address <small>Include suite #, P.O. Box if applicable</small>	City, State, Zip Code
County	Phone Number
School Email Address	Website
Current School License Number	Current School License Expiration Date
Days and Times School is Open for Instruction:	
Monday:	Tuesday:
Wednesday:	Thursday:
Friday:	Saturday:
Sunday:	

Step 3: Provide Designated School Manager (DSM) Information

DSM First and Last Name	DSM School Manager License Number and Expiration Date
DSM Salon Manager License Number and Expiration Date <small>An active Salon Manager License must be maintained by the DSM</small>	

Step 4: Provide Course Curricula

Indicate which course(s) the school offers:

- 1,550 hour Cosmetology Course
 600 hour Esthiology Course
 350 hour Nail Technology Course
 38 hour Eyelash Technology Course
 500 hour AP Esthiology Course
 1,100 hour Esthiology/AP Esthiology Course

In addition to initial licensure courses, the school may also offer the following courses:

- Instructor Training Course
 Skills Course

Schools may also offer Continuing Education courses.
Please visit the Board website or contact the Board office for more information.

For Board Use Only	Amount:	C/MO #:	Processor:	Date Processed:
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Step 4 (continued): Attach Course Curricula* & Anticipated Course Offerings

- Attach the curriculum for each course selected on Page 1 of the application.

The curriculum for each course must state the course name, and:

- include a daily lesson plan that identifies:
 - the topics and units of instruction.
 - the hours devoted to each unit.
 - where pre-clinical, theory and clinical hours are accumulated.
 - which portions of training are offered online, if any.
 - identify the textbook and any supplementary instructional resources used and whether or not the school's instructors will use the instructor's manual associated with the textbook curriculum.
 - identify the prerequisites necessary for a student to begin each unit.
 - include projected enrollment numbers to demonstrate that the school has available classroom space, clinical space and instructors for the course, and indicate the maximum number of students the school is able to accommodate for each course.
 - include an inventory of each device, equipment, instrument, or tool to be used by students. For each item, indicate:
 - how many students will share the use of the item.
 - whether students will use it in mannequin practice, student-to-student practice, or in clinical practice.
 - whether the item will be used in services offered and listed on the service menu in the school clinic.
- For each course offered, provide an anticipated course schedule for the next twelve months. The schedule must include the current and projected enrollment for each course.
- *If the school has received a course curriculum approval letter from the Board (post September 2016) and the curriculum *has not* changed since the letter was issued, it may be submitted in place of the above items. *Reminder: Any changes to a course curriculum must be reported to the Board prior to offering the course.*

Step 5: Attach Supplemental Application Items

School Licensee Roster

Provide a current and complete roster of the school's Designated School Manager and licensed instructors. The roster must show each individual's license number(s), license expiration date(s), employment status (full-time or part-time) and typical work schedule.

Certificate of Insurance—Professional Liability

A Certificate of Insurance is a specific document that is typically a single page. Insurance declarations or binders will not be accepted as substitutes for a Certificate of Insurance (COI). The certificate must verify:

- an active Professional Liability Insurance policy. The term "Professional Liability Insurance" must be explicitly noted.
- coverage of at least \$150,000 for each policy year for the school, school employees and students.
- the school name and address. Both must be listed on the certificate as insured or within the description of operations.

Certificate of Insurance—Workers Compensation

Insurance declarations or binders will not be accepted as substitutes for a Certificate of Insurance (COI). The certificate must verify:

- continued Workers Compensation Insurance, in compliance with Minnesota Statutes, section 176.182.
- the school name and address. Both must be shown on the certificate as the insured or specifically noted in the description of operations.

Current Corporate Surety Bond*

Schools must maintain a continuous corporate surety bond of no less than ten percent of the preceding year's gross income from student tuition, fees and other required institutional charges, but in no event less than \$10,000 (pursuant to Minnesota Statute 155A.30 Subd. 5, 8). A bond is required for each school location; one bond must not be used for multiple locations. The bond must list the school's name and run specifically to the Minnesota Board of Cosmetology. A bond required by another agency or organization does not satisfy this requirement. Please request the school's bond provider contact the Board for the current bond form. **Attach the bond and a summary explanation of how the bond amount was determined to the application.**

**State and public schools exempt.*

Step 6: Disclose Who Prepared this Application

Name <i>Please print</i>	Title	Contact Phone Number & Email Address
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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.

Step 7: Certify the Application

I certify the information submitted as part of this School License Renewal Application to be true and correct. I have read and acknowledge receiving the Tennessee Warning above.

School Owner or DSM Name <i>Please print</i>	School Owner or DSM Signature <i>Original signature required</i>	Date
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