

Initial Operator License Application

Complete this application if you are a recent cosmetology school graduate applying for your first Minnesota license.
Submit a complete application and 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.
- **Proof of high school graduation, GED completion, or recognized equivalent**
 - If you were educated in the U.S., attach a photocopy of your high school or GED diploma or transcript.
 - If you were educated outside the U.S., your education documents must be evaluated by Aequo International at your expense. Complete the online application at nasba.tfaforms.net/327178 and attach a copy of your credential report to your application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a GED will be required for licensure. For more information on the credentialing process, contact Aequo International at 1-844-882-3786 or aequointernational.com.
- **Original Course Completion Certificate**
This certificate includes your Practical Skills Test results. It must be complete, accurate, and properly notarized.
- **Original passing results from the Minnesota State Laws & Rules Exam**
- **Original passing results from the General Theory Exam**
- **Original passing results from the Written Practical Exam**
All original score reports must be attached to this application. Exam results are valid for one year. To schedule written exams, contact PSI at 1-800-733-9267 or www.psiexams.com.

Important:

- **Initial training is valid for only five years.**
If you do not become licensed within five years of completing training, a Skills Course Completion Certificate no more than one year old must also be submitted with this application. Skills Course provider lists are available at mn.gov/boards/cosmetology.
- **If you were trained in another state but never became licensed ...**
If you completed a licensed training program in another state, partially completed a licensed training program in another state, or completed an unlicensed training program in another state, contact cosmetology@state.mn.us to find out how you can obtain a license in Minnesota without first obtaining a license in the state where you were trained.
- **Once your license is issued, your license record will appear online.**
There is no temporary license or pending status before a license is issued. Search by your first and last name using the License Lookup at mn.gov/boards/cosmetology. No results will appear until your license is issued.

1. Applicant Information

7/2018

Full Name <i>First, Middle, Last</i>	First Name	Middle Name	Last Name
Social Security Number <i>XXX-XX-XXXX</i>	Date of Birth <i>mm/dd/yyyy</i>		
Street Address		City, State, Zip Code	
Phone Number		Email Address	

Have you ever held a cosmetologist, esthetician, nail technician, or eyelash technician license in Minnesota?	<input type="checkbox"/> Yes. My license type: _____ <input type="checkbox"/> No.
Which license type are you seeking?	<input type="checkbox"/> Cosmetologist Operator <input type="checkbox"/> Esthetician Operator <input type="checkbox"/> Nail Technician Operator <input type="checkbox"/> Eyelash Technician Operator

Did you complete your high school, GED, or equivalent education in the U.S.?	<input type="checkbox"/> Yes. <i>Attach a photocopy of your high school or GED diploma or transcript to your application. This document must include your graduation date.</i> <input type="checkbox"/> No. <i>Your education documents must be evaluated by Aequo International before you submit your application. See instructions at the top of this page.</i>
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For Board Office Use Only

Amount:	C/MO/R#:	Application Number:
Date Processed:	Staff Initials:	License Number:

2. School Information

School Name	School Location (City)
Program Type <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Esthetician <input type="checkbox"/> Nail Technician <input type="checkbox"/> Eyelash Technician	Total Hours Completed
Program Start Date mm/dd/yyyy	Program Completion Date mm/dd/yyyy

3. Additional Applicant Information

1. <u>Other than Minnesota</u> , list all states and/or countries in which you have obtained cosmetology training. <i>If you have been <u>licensed</u> in another state or country, you may need to apply by Transfer. Contact cosmetology@state.mn.us for information.</i>	
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="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> No

Licensee Responsibility

You, as a licensee, 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. 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.
- **Verification of Salon License**
If you are working in a salon, it is your duty to ensure it has a current license.
- **Compliance with Laws and Rules**
As a licensee, you are responsible for ensuring compliance with all applicable laws and rules. Civil penalties of up to \$2,000 per violation can be assessed to you, to your Designated Licensed Salon Manager, and/or to the salon 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.

Attention Licensed Salon Managers:

If you hold an active salon manager license in another field, you may obtain a salon manager license in your new field now without having to go through a separate application and payment process later.

If you are an actively licensed salon manager, please enter your response here:

- Yes, I want to obtain a salon manager license in this new field immediately. Please issue a salon manager license with this application.
- No, I do not want another salon manager license right now. Please issue an operator license with this application.

4. 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 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.