

Advanced Practice Esthetician Salon Manager License Grandfathering Application

Complete this application if you are seeking a Minnesota Advanced Practice (AP) Esthetician Salon Manager License via the grandfathering process. Submit a complete application and payment by mail or in person to the address listed above. Faxed or e-mailed applications are not accepted. Applications are processed within 15 business days of receipt. Incomplete applications are returned for corrections, which will delay licensure. Grandfathering applications must be received in the Board office no later than July 31, 2019.

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

- **Completed Application**
- **Fee: \$195**
Checks or money orders may be made payable to Board of Cosmetology.
- **Active Cosmetologist or Esthetician Salon Manager License Number**
Note: If you have a Cosmetologist Salon Manager License, you will receive a separate AP Esthetician Salon Manager License that you will need to maintain separately. If you have an Esthetician Salon Manager License, the AP Esthetician Salon Manager License will replace it.
- **Completion of ONE of the following application methods:**
 - **Experience Verification showing at least 900 hours of licensed experience** in three or more AP esthetic services, including at least one type of advanced exfoliation services and at least one type of advanced facial services using electrical energy; **OR**
 - **Original Passing Results from the Advanced Practice Esthetics General Theory Exam and Advanced Practice Esthetics Written Practical Exam (both available beginning November 15, 2018)**
Both 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.

You may submit this application starting November 1, 2018. Your complete application must be received in the Board office no later than July 31, 2019. Submit your application as early as possible, or you may miss your opportunity for a grandfathered license.

1. Applicant Information

9/2018			
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		
License Type <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Esthetician	License Number	License Expiration Date	

2. Additional Applicant Information

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="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> <ul style="list-style-type: none"> ○ A detailed and signed explanation identifying the type of license and the circumstances of each incident. ○ A copy of the Notice of Hearing or other document that states the charges and allegations. ○ 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

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

**Complete this page if you are applying with work experience.
If you are applying with written examinations, you may skip this page.**

3. Experience Verification

You must have obtained at least 900 hours of licensed work experience in a licensed salon within the past three years in three or more advanced practice (AP) esthetic services, including at least one type of advanced exfoliation service and at least one type of advanced facial service using electrical energy. Licensed instructors may substitute teaching hours in AP esthetic services for part or all of the 900 hours. If you do not provide all information, including salon (or school) license numbers, your application will be returned as incomplete. This will delay licensure.

When preparing your work experience verification, keep the following important information in mind:

- Any unlicensed work experience, hours obtained outside a licensed salon or cosmetology school (if an instructor), or hours accumulated more than three years prior to application submission will not be counted toward the 900 hour minimum.
- Hours spent offering or teaching services that are not considered AP esthetics (such as facials, waxing, eyelash services, microblading, permanent makeup, or use of lasers) cannot be counted toward the 900 hour minimum.
- Retain all documentation you used to calculate hours of licensed experience for one year after submission, as these documents may be requested by Board staff upon audit or to clarify discrepancies. Submitting fraudulent information may result in civil penalties of up to \$2,000 per violation or formal discipline, up to and including license revocation.
- Electrical energy services do NOT include use of lasers. Refer to the Glossary of Terms for definitions and examples of these types of services.

Glossary of Terms

Advanced exfoliation: a cosmetic procedure removing epidermal skin cells through manual, mechanical, or chemical means. Includes dermaplaning, microdermabrasion, chemical or enzyme exfoliation, and other exfoliation methods that exceed the stratum corneum.

Advanced extraction: an extraction performed using lancets or needles.

Electrical energy treatments: AP esthetic services for the cosmetic care of the skin that use electrical energy as applied by skin care equipment used on the epidermal layer. These treatments use light, direct current, indirect current, or sound energy. Treatments include light therapy, galvanic current, microcurrent, high frequency, radio frequency, and sound waves. These treatments do NOT include lasers.

Lymphatic drainage: a procedure using a light rhythmic pressure applied by manual or other means to the skin using specific lymphatic manipulations to promote drainage of the lymphatic fluid through the tissue. This procedure does NOT include facials where product is applied in a manner consistent with lymphatic drainage, nor does it include lymphatic drainage as performed in massage therapy.

Microdermabrasion: a cosmetic procedure using mechanical or manual means of light abrasion on the epidermal layer of the skin.

Skin needling: Does NOT include needling that extends into the dermal layer.

3a. Salon Work Experience

Total hours of work experience in a licensed salon offering AP esthetics services within the past three years:

	Salon #1	Salon #2	Salon #3
Salon Name			
Salon License Number			
Salon Owner			
Salon Phone Number			
Salon City, Zip Code			
Start Date at Salon			
End Date or "Current"			
Average Hours of AP Esthetic Services Per Week			

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Total Eligible Hours:	Hours: Weeks: Total:	Hours: Weeks: Total:	Hours: Weeks: Total:
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3b. School Work Experience—Licensed Instructors Only

Total hours of work experience teaching AP esthetics in a licensed school within the past three years:

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	School #1	School #2	School #3
School Name			
School License Number			
School Owner			
School Phone Number			
School City, Zip Code			
Start Date at School			
End Date or "Current"			
Average Hours of AP Esthetic Teaching Per Week			

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Total Eligible Hours:	Hours:	Hours:	Hours:
	Weeks:	Weeks:	Weeks:
	Total:	Total:	Total:

3c. Hours Per Service Type Verification—Required for ALL Applicants

The practice of AP esthetics is the cosmetic treatment of the epidermal layer of the skin. AP esthetic services do NOT include microblading, permanent makeup, or the use of lasers. You must have experience in at least three types of AP esthetic services, including at least one using advanced exfoliation and at least one using electrical energy. Check off all that apply and fill in the number of hours you spent offering or teaching each type of service within the past three years. Be mindful that your total hours worked in this section should match your total hours worked in section 3a and/or 3b.

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|--|--|
| <input type="checkbox"/> Advanced extractions / Hours: _____ | <input type="checkbox"/> Microdermabrasion / Hours: _____ |
| <input type="checkbox"/> Chemical exfoliation / Hours: _____ | <input type="checkbox"/> Radio frequency / Hours: _____ |
| <input type="checkbox"/> Dermaplaning / Hours: _____ | <input type="checkbox"/> Skin needling / Hours: _____ |
| <input type="checkbox"/> Enzyme exfoliation / Hours: _____ | <input type="checkbox"/> Sound waves / Hours: _____ |
| <input type="checkbox"/> Galvanic current / Hours: _____ | <input type="checkbox"/> Other (explain): _____ / Hours: _____ |
| <input type="checkbox"/> High frequency / Hours: _____ | <input type="checkbox"/> Other (explain): _____ / Hours: _____ |
| <input type="checkbox"/> Light therapy / Hours: _____ | <input type="checkbox"/> Other (explain): _____ / Hours: _____ |
| <input type="checkbox"/> Lymphatic drainage / Hours: _____ | <input type="checkbox"/> Other (explain): _____ / Hours: _____ |
| <input type="checkbox"/> Microcurrent / Hours: _____ | <input type="checkbox"/> Other (explain): _____ / Hours: _____ |

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Total Eligible Hours:	Total advanced exfoliation hours:	Total electrical energy hours:	Total hours offering/teaching other AP services:
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You may be wondering ...

Why aren't lasers included in AP esthetics? Lasers are identified in Minnesota statutes as the practice of medicine.

Why aren't microblading or permanent makeup services included in AP esthetics? Microblading and permanent makeup are body art services regulated by the Minnesota Department of Health.

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.

IMPORTANT: Under newly passed regulations, it is illegal for licensees to present themselves or advertise as a medical esthetician or aesthetician, or as a clinical esthetician or aesthetician. It is a violation to qualify the esthetician or advanced practice esthetician license title with another term. Only licensed estheticians may use the title "esthetician" and only licensed advanced practice estheticians may use the titles "esthetician", "advanced practice esthetician", or "AP esthetician".

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.