

Designated School Manager Change Form

*Schools use this form to report a change to its Designated School Manager (DSM).
Submit a completed form to the Board office for processing.*

Note: Minnesota Rule 2110.0320 Subp. 8 allows schools to appoint a licensed instructor as the DSM for up to 30 days. Within 10 days of the DSM's departure or resignation, the school must notify the Board by email of the last day of the DSM's employment and the name and license number of the instructor appointed as the acting school manager. The school has 30 days from the departure of the DSM to register a new DSM with the Board by submitting a DSM Change Form.

School Information

10/2020

School Legal Name <i>Corporation, LLC, etc.</i>	Assumed Name/DBA Name <i>DBA = Doing Business As</i>
School License Number	School Address

Designated School Manager Information

Name of New DSM <i>First and last</i>	Start Date as DSM <i>mm/dd/yyyy</i>
School Manager License Number	School Manager License Expiration Date
Preferred Email Address <i>For school-related correspondence</i>	

Designated School Manager Acknowledgments

"I certify that I am the Designated School Manager of the school listed on this form and am responsible for ensuring school compliance with Minnesota Statutes, Chapter 155A and Minnesota Rules, Chapters 2105 and 2110. These responsibilities include, but are not limited to, items A—F below."

- A) Ensuring that all licenses are current and posted in the reception area, including the School License and licenses for all licensed school personnel, including my own.
- B) Ensuring that all equipment required under Minnesota Rule chapter 2110 is clean and maintained in proper working condition, that proper supplies are in stock at all times, and that the school complies with all safety, infection control, and operational requirements.
- C) Notifying the Board in writing immediately if I am no longer the Designated School Manager and am no longer responsible for this school's compliance with Minnesota Statutes and Rules.
- D) I understand that I may be personally assessed a civil penalty of up to \$2,000 per school violation of Minnesota Statutes, Chapter 155A and Minnesota Rules, Chapters 2105 and 2110.
- E) I understand that I may only be the Designated School Manager for one school at a time.
- F) I understand that I may not concurrently serve as Designated School Manager and as a Designated Licensed Salon Manager unless the salon is a one-person salon that is never open during school class and school clinic hours.

DSM Signature: _____ **Date:** _____

School Owner Acknowledgment

"I certify that the individual listed above on this form is who the school appoints as its Designated School Manager."

School Owner or Authorized Signatory* Printed Name: _____

School Owner or Authorized Signatory* Signature: _____ **Date:** _____

*Authorized Signatory Title and Contact Information: _____

For Board Office Use Only	Date Received:	Processor:	Date Processed:
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