

Rule Waiver Request Form

2-2020

Use this form to request a rule waiver at a Board meeting.
Complete this form, attach the required corresponding documentation, and submit all items to the Board office.

This completed form and all required corresponding documentation must be received at the Board office at least 30 days prior to the next scheduled Board meeting date to be eligible for the meeting agenda.

Board meeting dates and submission deadlines are maintained on the Board website at mn.gov/boards/cosmetology.
Requests may be submitted in-person, or via email, standard mail, or fax.

Meeting agendas are adopted and/or amended at Board meetings. By submitting this form and all required corresponding documentation, your request will likely be placed on the Board meeting agenda. However, Board action is determined on a case by case basis and is not guaranteed. The Board may approve, deny, or table requests; may request additional information from you or Board staff; or may not take any action. The Board Chair retains discretion to decline a request to be placed on the agenda.

A person or entity may petition an agency for a *variance* from a rule adopted by the agency, as it applies to the circumstances of the petitioner ([Minnesota Statute Chapter 14.055](#)). Please contact the Board office if you wish to pursue this process.

➤ Step 1: Disclose Personal Information

Name <i>First and last—Please print</i>	Address <i>Street, city, state, zip code</i>
Email Address	Phone Number
Additional Information:	
<input type="checkbox"/> I am a license applicant <input type="checkbox"/> I have a Board-issued license <input type="checkbox"/> Other (please explain)	
_____	_____
<i>Application Type</i>	<i>License Type and Number</i>
<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div>	

➤ Step 2: Prepare and Attach Request Materials

IMPORTANT:

- The Board may grant a request for a waiver of specific rule requirements in cases of hardship or medical necessity.
- The Board may waive rules within Minnesota Rules Chapter 2105 or Chapter 2110, unless the rule includes a statutory requirement. Statutes within Minnesota Statutes Chapter 155A cannot be waived.

To bring a rule waiver request forward for Board consideration: Provide general request information, prepare and attach all required request materials outlined on the next page, then proceed to Step 3.

Provide General Request Information

Request Topic:	Rule Number(s) you are Requesting to Waive: <i>Rules in Chapters 2105 or 2110 only</i> <i>Statutes in Chapter 155A cannot be waived</i>	I will attend the Board Meeting: <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, provide Board meeting date</i>
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For Board Office Use Only :

Page 1 of 2

Date Received:	Date Acknowledged:	Board Meeting Date:
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➤ Step 2, Continued...

Prepare and Attach a Written Statement

Your statement must:

- A. List the rule topic and specific rule number(s) you are requesting to be waived;
- B. Explain your hardship in detail and why you cannot meet the rule requirement(s), including any attempts you have made to comply with the rule(s);
- C. Explain if there are any special circumstances that make your situation different than other applicants or licensees;
- D. Explain what you are prepared to do instead of meeting the rule requirement(s), and why you believe this will fulfill the reason the rule exists;
- E. State the length of time you want the waiver to be in place;
- F. Discuss why if you are granted a waiver, you believe it is not unfair to other applicants or licensees who must meet the same rule requirement(s); and
- G. Include your dated signature to attest to the accuracy of the information you have provided.

Gather and Attach Supporting Documentation

IMPORTANT:

- Requests that are submitted *without* sufficient supporting documentation are at risk of being tabled or denied.
- Attach all supporting documentation to this form.

The hardship you describe in your written statement must be supported with documentation. You may submit any documentation you believe supports your claim of hardship and helps verify your circumstances.

➤ Step 3: Authorize Release of Information and Provide Signature

AUTHORIZATION TO DISCUSS REQUEST INFORMATION AT PUBLIC BOARD MEETING

I wish to address the Minnesota Board of Cosmetologist Examiners ("Board") at a public Board meeting. My request may concern my license or license application. I acknowledge that the Board may discuss any of my pertinent licensing history, as well as any of my pending applications and the information within, during the public Board meeting. I understand that Board staff and members of the public may be present during the meeting.

I understand that under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, data other than my name and address submitted to the Board as part of an application for a license is classified as private data and would not normally be accessible to the public until the Board issues a license to me.

I hereby authorize the Board to discuss my request and any corresponding materials, data within my pending license application(s), and any issues related to the application(s) at the Board meeting. The purpose of this authorization is to provide information to assist the Board's review of the matter I wish to discuss at a Board meeting. This authorization expires one year after the date provided below. I understand that I can withdraw this authorization at any time by notifying the Board in writing before the one year period expires, but the withdrawal will not be retroactive.

I understand that I am not legally required to sign this form and am doing so on my own accord. However, I also understand that if I restrict the release of certain information, the Board will not discuss my request, my application, or any data related to my application. Further, I understand that if my request pertains to a licensure application, the application will be approved or denied based solely on the application and information submitted within.

I agree that I will not bring any legal claim or action against the Board alleging a violation of the Minnesota Government Data Practices Act or the Minnesota Open Meeting Law, or allege any other violation of law related to my request and appearance before the Board, and the data provided to or discussed by the Board.

*I acknowledge that I have read Step 3 above pertaining to the release of my information and data practices.
I have completed all required sections of this form and have attached the required corresponding documentation outlined in Step 2.*

Printed Name

Signature

Date

This completed form and all required corresponding documentation must be received at the Board office at least 30 days prior to the next scheduled Board meeting date to be eligible for the meeting agenda.

Board meeting dates and submission deadlines are maintained on the Board website at mn.gov/boards/cosmetology.
Requests may be submitted in-person, or via email, standard mail, or fax.

If Board staff do not confirm receipt of your request within 15 business days of your submission, please contact the Board office at cosmetology@state.mn.us or (651) 201-2742.