

Initial School License Application Packet

Complete the application within this packet to apply for a School License.

7/2021

This packet contains the Initial School License Application to apply for a School License.

- Prior to submitting this application, please review *all* licensee requirements within [Minnesota Statutes, Chapter 155A.30](#) and [Minnesota Rules, Chapters 2105 and 2110](#).
- Complete *all* sections outlined within this application. For each section, label and attach any requested corresponding materials to the application.
- Incomplete applications will not be processed and may result in a delay in licensure.
- The Board cannot guarantee a specific licensure date. The application review timeframe is dependent on a number of factors including but not limited to: the completeness of the application submission (i.e. if all required elements are submitted and accurate), resubmission and review of incomplete or missing items, review of the applicant's financial viability, and a pre-licensure physical inspection of the school establishment once the application is reviewed in its entirety and is confirmed to be complete.

Submit a *completed* application and fee to Board of Cosmetology office by mail or in-person:

Minnesota Board of Cosmetology
1000 University Avenue West
Suite 100
Saint Paul, MN 55104

Questions? Please contact the Board office by calling (651) 201-2742 or via email at cosmoschools@state.mn.us.

Initial School License Application Packet

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Initial School License Application

Complete sections 1-20 of the application to apply for a School License.

➤ Section 1: Initial School License Fee

Attach payment of \$4,000—Payment can be made via check or money order and payable to Board of Cosmetology.

7/2021

➤ Section 2: General School Information

School Legal Name <i>Business name (name of corporation, LLC, etc.)</i>						
Assumed Name/DBA Name <i>DBA = Doing Business As</i>	Minnesota State Tax ID Number <i>7 digit number issued by MN Dept. of Revenue SSN or ITIN only accepted for sole proprietors</i>					
School Street Address <i>Include suite #, P.O. Box if applicable</i>	City, State, Zip Code					
County	School Phone Number					
School Email Address <i>To be used for Board correspondence</i>	School Web Address					
Days and Times the School will be Open for Instruction:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____
Projected School Opening Date: _____		<i>*Reminder: The Board cannot guarantee a specific licensure date.</i>				
<i>mm/dd/yyyy</i>						

➤ Section 3: Business Information

Disclose the school's business structure:

- Corporation
 Limited Liability Partnership
 General Partnership
 Limited Liability Company
 Sole Proprietor
 Other
List Type _____

Attach the following corresponding document(s) to the application:

Certificate of Organization

All business types, except sole proprietors and general partnerships, must be registered with the Minnesota Secretary of State. A Certificate of Organization is issued upon registration.

Attach a copy of the Certificate of Organization — **Label as Section 3-a.**

Certificate of Assumed Name

If the school will operate under a name that is different than the full legal name of the business owner or entity, this name is known as an assumed name (or DBA—"Doing Business As"). The assumed name must be registered with the Minnesota Secretary of State. A Certificate of Assumed Name is issued upon registration.

If applicable, attach a copy of the Certificate of Assumed Name — **Label as Section 3-b.**

For Board Use Only :

C/MO #:	Amount:	Processor:	Date Processed:
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➤ Section 4: Disclosure of Owners, Partners, Officers

Using the templates provided below, list the names, addresses, and current contact information for all school owners, partners, and/or controlling officers of the school business (disclosed in Section 3). Any individual listed is considered an owner and must also provide a notarized signature in Section 20 (page 19). Use and attach additional templates if necessary.

Full Name <i>First and last</i>	Title <i>e.g. CEO, VP</i>
Email Address	Phone Number
Postal Address <i>Street, city, zip code</i>	

Full Name <i>First and last</i>	Title <i>e.g. CEO, VP</i>
Email Address	Phone Number
Postal Address <i>Street, city, zip code</i>	

Full Name <i>First and last</i>	Title <i>e.g. CEO, VP</i>
Email Address	Phone Number
Postal Address <i>Street, city, zip code</i>	

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Email Address	Phone Number
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Full Name <i>First and last</i>	Title <i>e.g. CEO, VP</i>
Email Address	Phone Number
Postal Address <i>Street, city, zip code</i>	

➤ Section 5: Financial Documents

Attach the following financial documents to the application:

1. Income statement — Label as Section 5-a.
2. Balance sheet for the business entity and for each owner* disclosed in Step 4 of the application — Label as Section 5-b.
**For individuals, a Balance Sheet is also called a Personal Financial Statement*
3. Attach monthly pro forma income and cash flow projections for the school's first three years of operation — Label as Section 5-c.

Please ensure the projections specify:

- The cost(s) of tuition used to calculate the tuition projections.
- The number of students used in the calculations.
- The amount of income expected to be generated from student kits and fees.
- The amount of income expected to be generated from school clinic services.

Note: Submitted financial documents will be reviewed in conjunction with the Minnesota Office of Higher Education. The school applicant must establish sufficient financial worth to conduct a school and to meet the school's financial obligations ([Minnesota Statute 155A.30 Subd. 3 and Subd. 5](#); [Minnesota Rule 2110.0310 Subp. 1 W](#))

➤ Section 6: Surety Bond

Schools must maintain a continuous corporate surety bond* ([Minnesota Statute 155A.30 Subd. 5, 8](#)).

Attach a current Corporate Surety Bond and a summary explanation of bond amount — Label as Section 6.

Important:

- The bond must be issued using the Board's current Bond Form. **Please request the school's bond provider contact the Board office for the current Bond Form.**
- Using information provided in Section 5, new schools must base the bond amount on ten percent of the anticipated gross income from student tuition, fees, and other institutional charges for the third year of operation.

Note: The bond amount must total at least \$10,000.

Example Formula:

Anticipated gross income: \$350,000

Ten percent of gross income: \$35,000

Required surety bond amount = \$35,000 (minimum)

- The bond must run specifically to the Minnesota Board of Cosmetologist Examiners. A bond required by another agency does not satisfy this requirement.
- A separate bond is required for each school location. One bond cannot be used for multiple locations.

**The state and political subdivisions as described in [Minnesota Statute 13.02 Subd. 11](#), and public schools designated under Minnesota Statute [Minnesota Statute 136F.10](#), are exempt.*

➤ Section 7: Insurance Information

Schools must carry two types of insurance: *Professional Liability Insurance* and *Worker's Compensation Insurance*.

Attach a Certificate of Insurance* — Label as Section 7.

The certificate must show:

- An active Professional Liability Insurance policy with coverage of at least \$150,000 for each policy year for the school, school employees and students. "Professional Liability Insurance" must be explicitly listed.
- Continued Workers Compensation Insurance, in compliance with [Minnesota Statutes, section 176.182](#).
- The school name and address. Both must match the information disclosed within the application, and be shown on the certificate as the insured or specifically noted in the description of operations.

**A Certificate of Insurance (COI) is a specific document that is typically a single page. Insurance declarations, endorsements, binders, etc. are not accepted as substitutes for a Certificate of Insurance.*

➤ Section 8: School Advertising and Student Recruitment Materials

Attach copies of all school advertising and student recruitment materials — Label as Section 8.

Materials may include but are not limited to all materials used to solicit prospective students, such as: catalogs, brochures, flyers, business cards, displays, the school's clinic service menu, used in print, on air, or online (including social media).

Important:

- All advertising and business signage must state the school's business name or assumed name (disclosed in Step 3).
- Advertisements must not state or imply favorable consideration by the Board.
- Advertisements for student services must clearly and conspicuously state that all services are performed by students.
- Materials must *not* imply licensure, accreditation, or approval to offer financial aid without appropriate relevant approvals.
- Schools must maintain copies of all advertisements for clinic services for three years.

➤ Section 9: Student Enrollment Contract and Pre-Enrollment Disclosures

Attach a copy of the Student Enrollment Contract — Label as Section 9.

The student or the student's parent or guardian must receive a fully executed copy of the contract at the time it is signed.

The Enrollment Contract must meet requirements of [Minnesota Rules 2110.0640](#) and [2110.0670](#), and:

- State the student's start date of training and anticipated completion date.
- Include the schedule for the student's chosen training course, specifying the days and hours of the course.
- List the cost of all instructional materials (unless the cost is included in the tuition fee).
- List the school's refund policy, including any refund deductions.
- Identify all conditions that must be met by the student before the school will issue a transcript to the student.
- Include a "Notice of Cancellation" that explains how to cancel the contract.
- *Not* imply licensure, accreditation, or approval to offer financial aid without appropriate relevant approvals.

Acknowledge Pre-Enrollment Disclosure Requirements

One school owner *and* the school's Designated School Manager (disclosed in Section 17) must acknowledge the statement below by pen. Original acknowledgements are required; photocopies or electronic acknowledgements will not be accepted.

"I acknowledge Enrollment Contract requirements, and understand the materials and information required to be given to prospective students and prior to student enrollment, pursuant to [Minnesota Rule 2110.0730.](#)"

School Owner Printed Name and Initials: _____

Designated School Manager Printed Name and Initials: _____

➤ Section 10: School Rules, Regulations, and Policies

Attach copies of all school rules, regulations or policies, and the Student Handbook — Label as Section 10.

Materials may include but are not limited to a copy of the school's Student Handbook and School Catalog.

Note: These materials must *not* imply licensure, accreditation, or approval to offer financial aid without appropriate relevant approvals.

Acknowledge Student Regulation Requirements

One school owner *and* the school's Designated School Manager (disclosed in Section 17) must acknowledge the statement below by pen. Original acknowledgements are required; photocopies or electronic acknowledgements will not be accepted.

"I acknowledge and understand student regulation requirements and conditions, pursuant to [Minnesota Rule 2110.0660.](#)"

School Owner Printed Name and Initials: _____

Designated School Manager Printed Name and Initials: _____

➤ Section 11: Refund and Financial Aid Policies

Attach copies of all school refund policies — Label as Section 11-a.

Attach copies of all school financial aid policies (if applicable) — Label as Section 11-b.

Note: If these policies are included within the materials submitted for Section 10: School Rules, Regulations, and Policies, please ensure to clearly label each policy as Section 11-a or Section 11-b.

Important information about refund policies:

- Schools must have a definite, written policy on the refund of student tuition and fees.
- The policy must meet or exceed refund requirements in [Minnesota Rule 2110.0650](#).
- Any refund deductions must be stated within the student Enrollment Contract.

➤ Section 12: School Establishment Building and Zoning Compliance

The school establishment must demonstrate building and zoning compliance in the municipality in which it is located.

Review options A, B, and C below to determine the building compliance verification required for the school. Select the scenario that applies to the school. Refer to the corresponding section and obtain the required documentation from a local building official in the municipality in which the school is located. One school owner must attest to zoning compliance.

Select applicable scenario:

- A.** The building in which this school is located is a new construction. Complete section A below.
- B.** The building in which this school is located is an existing building. Changes or improvements were made to the school space which required building permits and/or zoning approval. Complete section B on page 8.
- C.** The building in which this school is located is an existing building. No changes or improvements were made, or the changes did not require building permits or zoning approval. Complete section C on page 8.

Section A — New Construction

1. Attach a copy of the final Certificate of Occupancy, including signatures, issued by the city or county in which the school is located — Label as Section 12-a.

**Note: If work is ongoing, this item may be submitted as a supplement to the school's original application submission. All required information must be received prior to the issuance of a School License.*

2. One school owner must attest to the school's compliance with local zoning requirements*:

_____ School address, deemed in compliance with relevant zoning requirements

_____ School Owner—Printed Name

_____ School Owner—Signature

_____ Date

**Original signature required; photocopies or electronic signatures will not be accepted.*

Section 12: School Establishment Building and Zoning Compliance (continued)

Section B — Existing Building; Changes Required Approval

1. Attach copies of all final Building Permits and Inspection Records*, including signatures, issued by the city or county in which the school is located — Label as Section 12-b.

**Note: If work is ongoing, these items may be submitted as a supplement to the school's original application submission. All required information must be received prior to the issuance of a School License.*

2. One school owner must attest to the school's compliance with local zoning requirements*:

School address, deemed in compliance with relevant zoning requirements

School Owner—Printed Name

School Owner—Signature

Date

**Original signature required; photocopies or electronic signatures will not be accepted.*

Section C — Existing Building; No Approval Required

1. Attach an original signed* and dated statement from a *Building Official* in the city or county in which the school is located, on city or county letterhead, attesting to the school's compliance with local building requirements — Label as Section 12-c.

or

A *Building Official* must complete the following information and provide an original, dated signature*:

School address, deemed in compliance with relevant building requirements

Building Official—Printed Name

Title

City or County of Employment

Building Official—Signature

Date

Phone Number and Email Address

2. One school owner must attest to the school's compliance with local zoning requirements*:

School address, deemed in compliance with relevant zoning requirements

School Owner—Printed Name

School Owner—Signature

Date

**Original signature required; photocopies or electronic signatures will not be accepted.*

➤ Section 13: School Floor Plan

Attach a floor plan of the school establishment — Label as Section 13.

See page 10 for important floor plan requirements and considerations. →

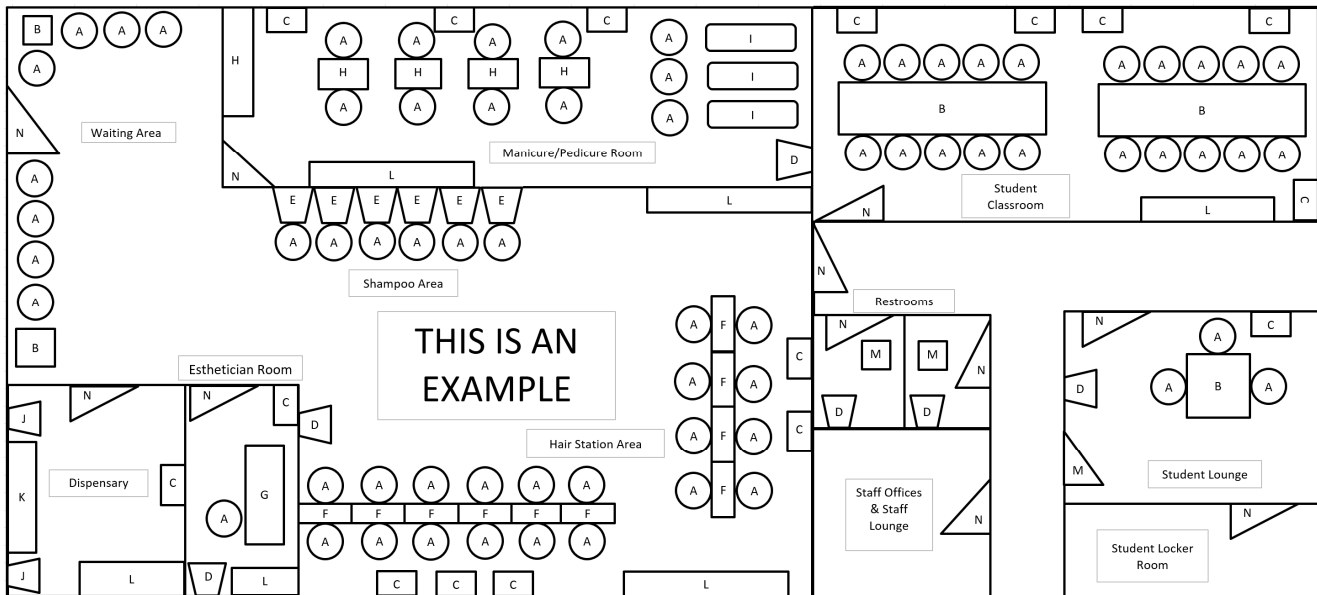
The floor plan may be prepared by the applicant, or formal 2-D architectural drawings may be submitted if they are labeled with all required elements. In either instance, the floor plan must:

- Be an accurate representation of the physical school space.
- Be drawn or prepared to scale, matching the square footage information provided in this section.
- Label all entrances and exits.
- Label each room/area to indicate its purpose.
- Include the dimensions of the school as a whole and of each room/area.
- Be labeled using codes A—N (codes below).
- Clearly distinguish the school space, and identify the boundary of the school and any unrelated space (if applicable).
- Demonstrate compliance with all physical requirements outlined on page 10 and [Minnesota Rules Chapter 2110](#).

Required Floor Plan Codes

Do not create a custom code list or legend. Only the codes below will be accepted. Use only the codes applicable to the training courses the school intends to offer.

A —Chair (any style)	D —Handwashing Sink	G —Esthetics/Eyelash Work Station	J —Dispensary Sink	M —Restroom
B —Table	E —Shampoo Bowl	H —Manicure Work Station	K —Dispensary Work Area	N —Entrance/Exit
C —Electrical Outlet	F —Hair Workstation	I —Pedicure Work Station	L —Supply Cabinets	



<p style="text-align: center; background-color: #e0e0e0; margin: 0;">Calculate Available Classroom and Clinic Space</p> <p>School's Total Overall Square Footage = _____ square feet</p> <p>Total Deductions (from adjacent calculation) = _____ square feet</p> <p>Total Classroom and Clinic Space = _____ square feet (Total Overall Square Footage <i>minus</i> Total Deductions)</p>	<p>Add the square footage of the following areas:</p> <p>Office = _____ sq. feet</p> <p>Restroom = _____ sq. feet</p> <p>Storage, supply = _____ sq. feet</p> <p>Break room, student lounge = _____ sq. feet</p> <p>Total Deductions = _____ square feet</p>
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Section 13: School Floor Plan (continued)

Floor Plan Requirements and Important Considerations

Refer to [Minnesota Rules Chapter 2110](#) for complete physical school requirements.

Physical Space

- Schools must operate as distinct businesses and be completely physically separated from any salon or professional department. Schools and salons or professional departments must have separate entrances.
- There must be combined clinic and classroom space of at least 25 square feet for each student. Office space, storage and supply areas, break rooms, student lounges, and restrooms are not considered clinic or classroom space (see square footage calculations on page 9).
- The school must demonstrate it has available classroom and clinic space for each course it intends to offer.
- The school must have a furnished student break room of at least 120 contiguous square feet.

Fixtures, Furniture, Equipment

- Schools must only demonstrate compliance with fixtures, furniture, and equipment requirements relevant to the course(s) it intends to offer.
- Classrooms must have chairs and tables sufficient to accommodate each student scheduled for class.
- The school clinic area(s) must have one work station for each student scheduled to the clinic floor.
- All furniture and fixtures in the school must have washable finishes or coverings that are clean and in good repair.
- Carpet is not an acceptable floor covering in clinic areas where services are provided.
- The school must provide locker space for students requesting it.

Dispensary

- The school must have a dispensary area used to mix products and chemicals, mix disinfecting solutions, disinfect or sterilize tools and implements, and to store hazardous supplies.
- The dispensary must have a clean waste receptacle that is emptied daily.
- The dispensary must contain a sink and a work area sufficient to disinfect the school's tools and implements. Shampoo bowls are not acceptable for this purpose.
- The school must ensure that all hazardous substances are inaccessible to the public by prohibiting public access to the dispensary or through the use of closed cabinets.

Restrooms

- Restrooms must be available within the school or in an adjacent common area.

Electrical Requirements

- Each classroom must have at least two electrical outlets.
- The school's electrical infrastructure must comply with safety standards under [Minnesota Statutes, section 326B.35](#). The school's use of electrical equipment and appliances must comply with the State Fire Code adopted according to [Minnesota Statutes, chapter 299F](#).

A pre-licensure physical inspection of the school establishment will be scheduled and conducted by Board staff after the school's application has been submitted to the Board office and is confirmed to be complete.

Section 14: School Inventory

Complete Step 1 and Step 2.

Step 1:

Use the template in *Appendix A* to list the school's facilities and equipment supportive of instructional and clinical operations, as required by Minnesota Rules 2110.0400 and 2110.0410

or

Attach an inventory list with the same information to the application — *Label as Section 14-a.*

If providing a self-prepared list, please provide one list per course type, and specify all equipment, and each device, instrument, or tool to be used by students in that course. The list must be comprehensive and include all supplies and materials necessary for students to perform classroom and clinical exercises.*

For each item on the list, indicate:

- How many students will share the use of the item.
- Whether students will use it in mannequin practice, student-to-student practice, or clinical practice.
- Whether the item will be used in services offered on the service menu for the school clinic.

Step 2:

Attach a complete list of supplies and materials included in the student kit for each training course the school intends to offer upon initial licensure — *Label as Section 14-b.*

Important inventory considerations:

Schools must provide students with basic supplies, including:

- A beginning professional kit for each student, containing the implements and the majority of equipment required for the student's course of training. The kit cost must be clearly indicated to the student prior to enrollment, even if it is included in the student's tuition fee.
- All supplies and materials necessary to perform all clinical services and classroom exercises at no additional cost to the student.
- At least one mannequin with hair for each cosmetology student, and one mannequin without hair for each esthetician student.
- A copy of all textbooks to be used in the course, a copy of Minnesota Rules Chapters 2105 and 2110, a copy of Minnesota Statutes Chapter 155A, and copies of all other necessary instructional materials. These materials become the property of the student, and the costs must be clearly indicated to the student in the enrollment contract, unless the cost is included in the tuition fee.

Reference materials, as outlined in [Minnesota Rule 2110.0410](#), must be centrally located and available to all students.

**If the school will offer an Advanced Practice Esthology training course, please see [Minnesota Rule 2110.0525](#) and contact the Board office for additional information regarding equipment requirements.*

➤ Section 15: Training Course Curricula

To be eligible for a School License, the school must offer at least one initial licensure training course.

Indicate which training course(s) the school intends to offer upon initial licensure:

- 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 course:

- Instructor Training Course

For each course selected above, complete all required sections in [Appendix B](#) to report the school's proposed training course curricula. Use one Appendix B per training course.

Important: If courses will be offered concurrently, the school must have sufficient classroom and clinic space available, and sufficient instructors staffed for each course.

➤ Section 16: Instructor Roster

Using the template below, report the school's instructor roster.

Use the templates provided to report the school's instructor roster. Complete all fields for every individual that will be on the school's instructor roster, that is actively licensed to teach courses upon initial licensure. Print and use additional templates if necessary. Attach all completed templates to the application.

Important:

- Schools must demonstrate and maintain sufficient instructor staffing levels, pursuant to [Minnesota Rules 2110.0630](#).
- Instructors must maintain an active Operator or Salon Manager License for the Instructor License to remain valid.

Instructor Name <i>First and last</i>	
Instructor License Type(s)	
Instructor License Number(s)	
Instructor License Expiration Date(s)	
Underlying License Type(s)	
Underlying License Number(s)	
Underlying License Expiration Date(s)	
Employment Status <i>Full-time, part-time, substitute</i>	
Work Schedule <i>Specify days and hours to be scheduled</i>	
Courses to be Taught <i>Specify which courses the individual will teach</i>	

Section 16: Instructor Roster (continued)

Print and use additional templates if necessary. Attach all completed templates to the application.

Instructor Name <i>First and last</i>	
Instructor License Type(s)	
Instructor License Number(s)	
Instructor License Expiration Date(s)	
Underlying License Type(s)	
Underlying License Number(s)	
Underlying License Expiration Date(s)	
Employment Status <i>Full-time, part-time, substitute</i>	
Work Schedule <i>Specify days and hours to be scheduled</i>	
Courses to be Taught <i>Specify which courses the individual will teach</i>	

Instructor Name <i>First and last</i>	
Instructor License Type(s)	
Instructor License Number(s)	
Instructor License Expiration Date(s)	
Underlying License Type(s)	
Underlying License Number(s)	
Underlying License Expiration Date(s)	
Employment Status <i>Full-time, part-time, substitute</i>	
Work Schedule <i>Specify days and hours to be scheduled</i>	
Courses to be Taught <i>Specify which courses the individual will teach</i>	

Instructor Name <i>First and last</i>	
Instructor License Type(s)	
Instructor License Number(s)	
Instructor License Expiration Date(s)	
Underlying License Type(s)	
Underlying License Number(s)	
Underlying License Expiration Date(s)	
Employment Status <i>Full-time, part-time, substitute</i>	
Work Schedule <i>Specify days and hours to be scheduled</i>	
Courses to be Taught <i>Specify which courses the individual will teach</i>	

➤ Section 17: Designated School Manager

Disclose the name and license information of the school’s appointed Designated School Manger (DSM) below.

A School Manager is a licensed Salon Manager who also has a School Manager License.

[\(Minnesota Statute 155A.23 Subd. 16\)](#)

Designated School Manager Information

DSM First and Last Name	DSM Contact Information for School Correspondence <i>Mailing address, email address, phone number</i>
DSM Salon Manager License Number and Expiration Date <i>The DSM must maintain an active Salon Manager License</i>	DSM School Manager License Number and Expiration Date

The school’s Designated School Manager must sign below, acknowledging the following statement, in the presence of a notary public. Original signatures are required; photocopied or electronic signatures will not be accepted.

Note: The DSM must hold an active School Manager License at the time the acknowledgements are signed.

“I certify that I will be the Designated School Manager of the school listed within this application. I acknowledge that I 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.

Printed Name of DSM: _____

DSM Signature: _____ **Date:** _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Printed Name of Notary Official: _____

Notary Signature: _____ **Date:** _____

Commission Expiration: _____

Notary Seal:

➤ Section 18: Owner Acknowledgements

One school owner must provide their initials by pen, on behalf of the school business as a whole, in acknowledgment of each statement below. Original acknowledgements are required. Photocopies or typed initials will not be accepted.

- _____ A. The school will remain sanitary, healthful, and safe according to modern standards.
- _____ B. The school will provide adequate service to its students and prospective students.
- _____ C. Each course of instruction will provide education and training that will fulfill Board licensure requirements, and will adequately prepare students for testing and entry level positions in the cosmetology industry.
- _____ D. The school has sound financial status with sufficient resources available to meet the school's financial obligations. A refund of all required tuition and other fees will be provided to students in a reasonable amount of time in the event of a school closure or any situation warranting a refund.
- _____ E. The school is in compliance with all applicable building codes and zoning codes as determined by the local building and zoning officials, and local fire codes as determined by the State Fire Marshal.
- _____ F. The school is equipped with a fire extinguisher and a first aid kit. School employees and students will be made aware of the location of each.
- _____ G. The school is in compliance with state and federal OSHA regulations.
- _____ H. The school's electrical infrastructure complies with safety standards under Minnesota Statutes Chapter 326B.35, and all electrical equipment and appliances comply with State Fire Code adopted by the State Fire Marshal.
- _____ I. All hazardous substances will be inaccessible to the public by prohibiting access to the dispensary, through the use of closed cabinets, or by otherwise prohibiting access to them.
- _____ J. The school will comply with Minnesota Statutes, Chapter 155A, and Minnesota Rules Chapters 2105 and 2110 in their entirety.

Printed name of school owner who initialed this section: _____

➤ Section 19: Review School Licensee Responsibilities and Application Checklist

School owner(s) and Designated School Manager (DSM), please:

- Review the School Licensee Responsibilities and the Application Checklist below and on the next page.
- Review *all* school license requirements in [Minnesota Rules Chapter 2110](#) and [Minnesota Statutes Chapter 155A.30](#). Schools must also comply with [Minnesota Rules Chapter 2105](#).

School Licensee Responsibilities

General Responsibilities

- The owner and Designated School Manager (DSM) are responsible for the school at all times, even when not present at the school. The owner and DSM must ensure that the school, instructors, and students are in compliance with all provisions of Minnesota Statutes, Chapter 155A, and Minnesota Rules, Chapters 2105 and 2110.

Advertising and School Identification

- All advertising and business signage must state the school name as shown on the School License and that all work is performed by students.
- Each school must be identified as a school of cosmetology or beauty school to ensure that the public may distinguish it from a salon. Identification must consist of signs conspicuously placed on the front of the school and in the reception area of the school clinic. Each school must also have a sign conspicuously posted in its clinic reception area stating, "Cosmetology School. All work performed by students." in letters at least two and one-half inches in height.

Section 19: School Licensee Responsibilities and Application Checklist (continued)

Staffing Changes and Reporting

- The DSM must notify the Board of any change to the instructor roster within ten days of the change, and must report the use of substitute instructors or an instructor requirement failure the day of each occurrence.
- If the DSM departs or resigns, the school owner must appoint a licensed instructor or licensed school manager as acting DSM within ten days. Within 30 days, the school must appoint a new DSM and notify the Board by submitting a DSM Change Form.
- Instructor and DSM reporting forms are maintained on the Board's website for school use.

Staff Licensure Requirements

- The DSM and school instructors must maintain current licenses. A current and active underlying practitioner license must be maintained for a School Manager or Instructor License to remain valid.
- The current School License, DSM's School Manager License, and licenses of all instructors must be posted conspicuously in the school's reception area at all times.

Inspections and Compliance

- The school must conspicuously display the most recent Board inspection report in the entryway to the school's clinic area or in the school's reception area.
- The school owner and DSM may be assessed civil penalties of up to \$2,000 per violation of Minnesota Statutes Chapter 155A, or Minnesota Rules, Chapters 2105 or 2110. Violations may result in a case review by the Board's Complaint Committee, which may result in disciplinary action, including but not limited to civil penalties and/or suspension or revocation of the School License or DSM's License.
- Fineable violations found during Board inspection may result in a penalty as defined by Minnesota Statute 155A.25 and Minnesota Rule 2110.0115.

License Renewal

- It is the school's obligation to renew the School License on time and without notification from the Board.
- If a complete Renewal Application is not received by the Board within 30 days after the license expiration date, the school license is not eligible for renewal, and the school must reapply for a school license as a new applicant. Any student hours accumulated on or after the 31st day of the school's license expiration *cannot* be considered toward completion of training.

Business Structure, Address or Name Change

- A new School License is required when the business structure, ownership, or location is changed; A School License does not transfer. If the new license is not issued within 60 days of the ownership change, or within 30 days of relocation, the school must cease operation until a new license is issued.
- If the school's name (i.e. Assumed Name or "DBA") changes, the school must submit a School Name Change Form within 60 days of the effective date of the change. The school will be issued a new license certificate with the updated name. Once the new license is received, the old license must be returned to the Board.

Application Checklist

Prior to submitting the application to the Board office, ensure all sections are complete and accurate, and that all required corresponding materials are attached and are clearly and correctly labeled.

- | | |
|--|---|
| <input type="checkbox"/> Section 1—School License Fee | <input type="checkbox"/> Section 11—Refund and Financial Aid Policies |
| <input type="checkbox"/> Section 2—General School Information | <input type="checkbox"/> Section 12—Building and Zoning Compliance |
| <input type="checkbox"/> Section 3—Business Information | <input type="checkbox"/> Section 13—School Floor Plan |
| <input type="checkbox"/> Section 4—Disclosure of Company Owners | <input type="checkbox"/> Section 14—School Inventory |
| <input type="checkbox"/> Section 5—Financial Documentation | <input type="checkbox"/> Section 15—Training Course Curricula |
| <input type="checkbox"/> Section 6—Surety Bond | <input type="checkbox"/> Section 16—Instructor Roster |
| <input type="checkbox"/> Section 7—Insurance | <input type="checkbox"/> Section 17—Designated School Manager |
| <input type="checkbox"/> Section 8—School Advertising; Student Recruitment | <input type="checkbox"/> Section 18—Owner Acknowledgements |
| <input type="checkbox"/> Section 9—Student Enrollment | <input type="checkbox"/> Section 19—Responsibilities; Application Checklist |
| <input type="checkbox"/> Section 10—School Rules and Policies | <input type="checkbox"/> Section 20—Application Certification |

Request for Additional School Information

In an effort to gather additional information about the school, the Board requests the applicant disclose the names of any other licensing or accrediting entities that currently oversee or will oversee the school. These may include, but are not limited to the entities listed below.

Minnesota Office of Higher Education (Post-secondary institutional licensure, state financial aid and grants)

- Yes
- No
- In-progress

National Accrediting Commission of Career Arts and Sciences (Accreditation for private post-secondary institutions)

- Yes
- No
- In-progress

Higher Learning Commission (Regional accreditation for degree-granting post-secondary institutions)

- Yes
- No
- In-progress

US Department of Education (Title IV funding, federal financial aid)

- Yes
- No
- In-progress

Other entity (Please provide name, description, and status): _____

Tennessee Warning Notice

TENNESSEN WARNING NOTICE: The information you as an individual provide on this application will be used by the Board to assess your qualifications for licensure. It may also be used to determine whether you have violated any statutes or rules the Board is empowered to enforce. You are not legally required to complete this application; however, with the exception of the disclosure of other licensing or accrediting entities, if you fail to do so, the Board will be unable to process this application or issue a license. If the information provided shows a violation of any statutes or rules enforced by the Board, you may be subject to disciplinary action by the Board including the assessment of civil penalties. Using fraud or deception to obtain a license may be used as a basis for disciplinary action. Further, if you choose to apply, Minnesota Statutes § 270C.72, subd. 4 requires that you provide your social security number or individual taxpayer identification number for the purpose of identifying individuals owing delinquent taxes. Upon the Minnesota Department of Revenue's request, the Board must provide it with a list of all applicants, including their name, address, business name and address, and social security number or individual taxpayer identification number.

Except for your name and address, application information on individuals is private data while the application is pending and generally will not be disclosed outside of the Board and its staff. In circumstances authorized or required by law, however, the information may be disclosed to others, including the Attorney General's Office, the Minnesota Department of Revenue, the state or legislative auditor, persons contacted for purpose of verification or investigation, and persons who obtain a court order to receive the information. After issuance of a license, the information provided, except your social security number and any nondesignated addresses becomes public data and may be released to anyone upon request.

NOTICE TO BUSINESSES: The information you provide on this application is, in general, public. Businesses are required to provide a Minnesota business identification number under Minnesota Statutes § 270C.72, subd. 4 and, where applicable, evidence of compliance with the workers' compensation insurance coverage under Minnesota Statutes § 176.182.

➤ Section 20: Application Disclosure and Owner Certification

Disclose the individual(s) who prepared this application:

Name <small>First, last</small>	Title	Contact Phone Number & Email Address
Name <small>First, last</small>	Title	Contact Phone Number & Email Address

Disclose the individual(s) responsible for responding to questions regarding this application:

Name <small>First, last</small>	Title	Address, Phone Number & Email Address
Name <small>First, last</small>	Title	Address, Phone Number & Email Address

Each individual disclosed as an owner within Section 4 (page 4) of this application must certify the contents of this application by providing an original notarized signature using the templates provided below.

Use and attach additional templates if necessary. Each owner must sign in the presence of a notary public. Original signatures are required; photocopied, electronic or stamped signatures will not be accepted. Incomplete application submissions may require supplemental owner signatures upon application completion.

"I certify that the information submitted within this application is true and correct. I understand that as the business owner disclosed within this application, I am responsible for the school and its compliance. I certify that this document has not been altered or changed in any manner from the form adopted by the Board. Further, I have read and acknowledge receiving the Tennessee Warning Notice on page 18 of this application."

Printed Name of Owner: _____

Owner Signature: _____ **Date:** _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Printed Name of Notary: _____

Notary Signature: _____ **Date:** _____

Commission Expiration Date: _____ **Notary Seal:**

Printed Name of Owner: _____

Owner Signature: _____ **Date:** _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Printed Name of Notary: _____

Notary Signature: _____ **Date:** _____

Commission Expiration Date: _____ **Notary Seal:**

Appendix A: School Inventory

Use the template provided below to list the inventory the *school* provides for the proposed course.
Use one Appendix A per training course.

Course Inventory Provided by School						
Course Title: _____						
Name of Item <small>(i.e name of device, equipment, instrument, or tool)</small>	Number on Hand	Number of Students Sharing	Used in Mannequin Practice	Used in Student-to- Student Practice <small>Yes or No</small>	Used in Clinical Practice <small>Yes or No</small>	Used in Services in the School Clinic <small>Yes or No</small>

Appendix B: Training Course Curricula

Use Appendix B to report the school's proposed training course curricula. **Use one Appendix B per training course.**

Course Name or Title: _____

Schedule Information:

<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <i>(Select One)</i>	<p style="text-align: center;">Course Includes Online Theory Instruction:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Schools requesting approval for online theory instruction, also see Section 8.</i>
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Projected First Start Date:	Projected First Completion Date:
All Anticipated Start Dates and Completion Dates for First Year of Operation:	
Minimum Student Enrollment per Start Date:	
Maximum Student Enrollment per Start Date:	

Daily and Weekly Schedule Details:

Day of the Week	Start Time	End Time	Total Daily Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours per Week: _____			
Total Number of Weeks in Course: _____			

Course Hour Totals:

Hour Breakdown	In-Person	Online*
Pre-Clinical Theory Hours <i>N/A to AP Esthiology or Instructor Training Courses</i>		
Total Theory Hours		
Total Clinical/Practical Hours		

For Credit-Based Courses*

Lecture Credits	
Lab Credits	
Total Credits	

**Leave table blank if course is not credit-based*

Unregulated Services:

Course Includes Instruction in Unregulated Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Select One)</i>	If Yes, List Unregulated Service Topics:
If Yes, Total Number of Hours:		

Appendix B: Training Course Curricula

Course Name or Title: _____

ATTACH a daily schedule/calendar for the course to Appendix B and submit it with the application, **or SUBMIT** a daily schedule/calendar as a PDF or Excel file in conjunction with the physical application.

Electronic *schedule/calendar submissions* are accepted and encouraged.

The daily schedule/calendar must clearly identify:

- all topics and units of instruction.
 - *Topics must include all relevant training course topics in [Minnesota Rules Chapter 2110](#).*
 - *The schedule/calendar must include an explicit reference to all rule-required training topics.*
- the number of hours devoted to each topic per day.
- where pre-clinical, theory, and clinical hours are accumulated each day.
- which portions of theory training are offered online, if any.*
 - *Schools requesting approval for online theory instruction, see Section 8.
- any prerequisites for enrollment.

Identify Textbook and Instructional Resources

Resource Title	Publisher	Publication Date	Print or Digital <small>Indicate which</small>	ISBN or URL	Instructor Manual Used? <small>Yes or No</small>

Student Access

Please describe how students will access the resources listed above (Ex: Is student access to the resources temporary or permanent? Are the resources paid for by the school, paid for by the student, included in the student kit, etc.?)

Appendix B: Training Course Curricula

Course Name or Title: _____

Provide Online Theory Instruction Details

Schools that are not seeking online theory approval SKIP this step.

Online instruction is permitted for Board-approved theory-based classes.
 Practice-based classes must not be given online ([Minnesota Statute 155A.30 Subd. 11](#)).

Online Theory Instruction Details		
Method of Delivery <i>Indicate Type</i>	<input type="checkbox"/> Synchronous	<input type="checkbox"/> Asynchronous
<input type="checkbox"/> Mixed Synchronous/ Asynchronous		
Provide a description of the method of delivery to be used, and how the school will meet instructor supervision requirements:		
List the technologies to be used by the school <i>and</i> students:		
Provide a description of how student training hours will be tracked:		

Application Resources

This document is provided as a courtesy. It is meant to serve as a resource for the aspiring business owner or licensee. The Board does not promote or endorse any business or brand associated with any of resources below.

<p>Minnesota Department of Health <i>State health and safety standards</i></p> <p>(888) 345-0823 or (651) 201-5000</p> <p>www.health.state.mn.us</p>	<p>Minnesota Department of Employment and Economic Development (DEED) <i>Information on starting and managing a business</i></p> <p>651-259-7114 or deed.customerservice@state.mn.us</p> <p>www.mn.gov/deed</p>
<p>Minnesota Occupational Safety & Health Administration (MNOSHA) <i>State health & safety standards</i></p> <p>651-284-5050 or 1-877-470-6742</p> <p>https://www.dli.mn.gov/about-department/our-areas-service/minnesota-osh-compliance</p>	<p>Minnesota Department of Revenue <i>State tax information and filing</i></p> <p>651-282-5225 <i>For Businesses</i> 651-556-3000 <i>For Individuals</i></p> <p>www.revenue.state.mn.us</p>
<p>US Occupational Safety & Health Administration <i>Federal health and safety standards</i></p> <p>1-800-321-6742</p> <p>www.osha.gov</p>	<p>Minnesota Department of Labor and Industry <i>Workers compensation, wages, and employment</i></p> <p>651-284-5005 or 1-800-342-5354</p> <p>www.doli.state.mn.us</p>
<p>Small Business Administration MN District Office <i>Financing, assistance & training, contracting, advocacy</i></p> <p>612-370-2324 or minneapolis.mn@sba.gov</p> <p>https://www.sba.gov/offices/district/mn/minneapolis</p>	<p>Minnesota Secretary of State <i>Assumed name and business registration</i></p> <p>651-296-2803 or business.services@state.mn.us</p> <p>www.sos.state.mn.us</p>
<p>Greater MSP <i>Resources for regional small business assistance</i></p> <p>1-855-287-5941 or info@greatersp.org</p> <p>https://www.greatersp.org/index.php</p>	<p>Minnesota's Bookstore <i>Data requests, licensee lists</i></p> <p>651-297-3000 or mn.bookstore@state.mn.us</p> <p>https://mn.gov/admin/bookstore/</p>
<p>SCORE Association <i>Small business mentoring and education</i></p> <p>1-800-634-0245 or info@score-mn.org</p> <p>https://www.score.org/find-location</p>	<p>Minnesota Board of Barber Examiners <i>Barber licensing, compliance, and inspections</i></p> <p>651-201-2820 or bbe.board@state.mn.us</p> <p>mn.gov/boards/barber-examiners/</p>
<p>Minnesota Office of Higher Education <i>Post-secondary institution licensure, state grants and aid</i></p> <p>651-642-0567 or info.OHE@state.mn.us</p> <p>www.ohe.state.mn.us</p>	<p>Minnesota Board of Medical Practice <i>Medical licensing, compliance, and inspections</i></p> <p>651-617-2130 or medical.board@state.mn.us</p> <p>mn.gov/boards/medical-practice</p>