



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.
- **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**
If you currently hold an active operator or salon manager license in Minnesota, you do not need to retake this 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 1-855-834-8746 or www.psiexams.com.

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.

Attention: If you have recently graduated and would like to obtain a Salon Manager License without first obtaining an Operator License, you may obtain a salon manager license in your field without having to go through a separate application and payment process.

To do so, check here and complete the following in addition to the steps listed above:

- Take and pass the Salon Manager Exam.
- Attach the Original passing results from the Salon Manager Exam to this application.

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

6/2024

Full Name <small>First, Middle, Last</small>	<small>First Name</small>	<small>Middle Name</small>	<small>Last Name</small>
SSN or ITIN <small>(full number required)</small>	Date of Birth <small>mm/dd/yyyy</small>		
Street Address	City, State, Zip Code		
Phone Number	Email Address		
Which license type are you seeking? <ul style="list-style-type: none"> <input type="checkbox"/> Cosmetologist Operator <input type="checkbox"/> Hair Technician Operator <input type="checkbox"/> Esthetician Operator <input type="checkbox"/> Nail Technician Operator <input type="checkbox"/> Eyelash Technician Operator 		Have you ever held a cosmetologist, hair technician, AP esthetician, esthetician, nail technician, or eyelash technician license in Minnesota? <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes My license type: _____	

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"/> Hair Technician <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> <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

Licenses 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.

4. Application Certification

I certify that I am at least 17 years of age and 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 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, 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.