



To: Cosmetology Schools and Designated School Managers
From: Catrina Mairose, Chief of Staff
RE: New Applications and Forms
Date: September 9, 2016

Memo

The Minnesota Board of Cosmetologist Examiners (BCE) has adopted new rules that take effect on September 13, 2016 and has released new applications and forms to accommodate these new rules. This memo provides information on the new documents as well as a list of helpful resources. We strongly encourage you to distribute this to your school staff and any other interested party.

Course Completion Certificate (Attached)

The Course Completion Certificate has been updated and the new version is required to be used for any student who completes training on or after January 1, 2017. This new form can be used now, but only if a student meets the updated quota requirements. Until the new facial, makeup, and waxing quotas are required for students graduating on or after January 1, 2017, you may continue to use the old Course Completion Certificate.

Changes to the Course Completion Certificate include:

- Updated facial, makeup, and waxing quotas
 - Any esthiology or cosmetology student completing training after January 1, 2017 must meet the updated facial, makeup application, and waxing quota requirements.
- Section for transfer hours
 - If the student has transferred any hours into your school within the past 5 years, it must be noted on the certificate.
- Separate notarization sections for student and school manager
 - Since these sections are now separate, the student and school manager can sign this form apart from one another, each in the presence of a Notary Public. Both signatures must still occur after the training, Practical Skills Test, and certificate are complete. The certificate cannot be changed in any way after it is notarized.
- Enterable PDF Format
 - All sections of the certificate except the Certification of Information (signature and notarization section) are now able to be filled electronically. Be aware that if the form contains any errors or mistyped information, and is certified, notarized, and submitted to the BCE, you may be liable for providing and certifying false information even if done so unintentionally.
- Changes in expiration date
 - The Practical Skills Test is now considered part of the initial training and is valid, with the training, for five years. If the training is over five years old, the student must take a skills course.

Skills Course Certificate (Attached)

A Skills Course Certificate has been developed and will be required for any person who completes a skills course. This certificate is similar to a Course Completion Certificate and certifies Practical Skills Test results, course information, and signatures from the skills course instructor and student.

General Information on Skills Courses

- Skills courses will be required for licensure in the following situations:
 - A student does not become licensed within five years of completing initial training (MN Rule 2105.0145, Subp. 1, D(1-2)).
 - A license applicant with an expired out-of-state license who either:
 - A. has equivalent training (MN Rule 2105.0183, Subp. 1(C)),
 - OR**
 - B. has less than equivalent training and has been licensed for three years or more (MN Rule 2105.0183, Subp. 2(B and D). If your school works with out-of-state licensees transferring into Minnesota, please see the Domestic License Transfer Application and MN Rule 2105.0183 for more details.
- A skills course begins with the Practical Skills Test (MN Rule 2105.0187), then:
 - If the test is passed, the course is complete and this certificate is awarded.
 - If any section of the Practical Skills Test is not passed, the skills course provider must provide training and retest every section not passed. Once all sections are passed, the course is complete and this certificate is awarded.
- Practical Skills Test results from a skills course are valid for one year.
- Schools do not need pre-approval to offer skills courses, but may notify the BCE if they choose to offer skills courses.

New License Applications

Most license applications have been updated to reflect rule changes. The Initial Operator License Application has been attached to this memo. All updated applications are available [here](#), or at www.bceboard.state.mn.us under “Licensing.” **Please recycle or destroy any old application forms.**

Helpful Resources

Each resource listed below can be seen by clicking the hyperlinked title, or by going to www.bceboard.state.mn.us.

- [Rule Change Highlights for Individual Cosmetologists, Estheticians, and Nail Technicians](#)
- [Rule Change Highlights for Salons and Designated Licensed Salon Managers](#)
- [Rule Change Highlights for Schools and Designated School Managers](#)
- [Rule Change Text](#)—Only has new, changed rules; does not have unchanged, still-in-effect rules.
- [Rule Making Page](#)—Full text of changed and unchanged rules once it is available from the Office of the Revisor around September 12-16.
- [Town Hall Meetings Schedule](#)

Questions

If you have questions regarding rule changes, please email bce.board@state.mn.us or call 651-201-2751. If you call and receive a voicemail prompt, please leave a detailed message with your questions.