

FIRST TIME CANDIDATES

The process to apply for the Barber or Cosmetology (and other Cosmetology related) Licenses, and to take the Examination for License has changed.

Also, Immediate, Onsite Licenses will be available to candidates that have successfully completed the new application process.

New candidates (with the exception of Instructors) will be required to first access the new MyLicense website located at www.michigan.gov/mylicense, and apply for licensure. After completing the MyLicense requirements, candidates will submit the Examination Registration Form to PSI, similar to what they do now. The information below is an overview of the MyLicense Online Application Process.

When applicants get to MyLicense, they will either create a new user account, (if they have not already used MyLicense to renew an existing license), or they will access their existing user account and proceed to create an Initial Application.

During the completion of the application process through MyLicense, the applicant will be required to answer some questions regarding good moral character, any previous disciplinary action that may have been taken against a license or registration, and whether they meet the educational requirements of the license they wish to obtain.

If an applicant responds “yes” to the good moral character question, they must obtain the good moral questionnaire through popup windows with fill-in forms on the MyLicense website. The form must be printed and faxed or mailed to the Bureau of Commercial Services for review before the applicant will be allowed to schedule his/her examination.

If an applicant responds “yes” to having previous disciplinary action taken against any license or registration, the applicant is instructed to provide the details in MyLicense which will be reviewed by the Bureau of Commercial Services.

If an applicant responds “no” to having the qualifying education, the Bureau will be notified for further review of the application.

After the application has been completed and the application fee collected (via Visa or Mastercard) in MyLicense, the applicant file will be included in the nightly export file to PSI from the State of Michigan.

Holds will be placed on the applicant’s record depending upon the applicant’s answers to questions posed in MyLicense. After all holds have been released

from the applicant's record they will automatically be placed on the nightly export file to PSI. The applicant will be sent a letter via e-mail or regular mail indicating the holds from their record have been released and they are eligible to submit their examination registration form to PSI.

Once an applicant has completed the MyLicense process, they should submit the signed and sealed examination registration form they either received from the school they attended or from the Bureau of Commercial Services (for apprentice applicants) to PSI with their examination fee.

Important Note: Applicants may mail their examination registration form only **AFTER** they have applied through MyLicense.

The applicant will be able to go online at www.psiexams.com or call PSI to schedule his/her practical and theory examinations after their record has been transmitted from the MyLicense process to PSI, and they have submitted their examination registration form and fee to PSI.

Once a person has passed the examination(s), he/she will be issued a picture pocket card license at the examination site. The State of Michigan will print the wall certificate and send it to the applicant, if all other requirements have been met.