

## COSMETOLOGY FAQ

**Q: How do I get Certification of my license sent to another state?**

A: Please submit the [Cosmetology Certification Request](#) form or contact our office at 517-241-8720 to have one mailed to you. After completing all applicable areas of the form, submit it to our office along with a \$15.00 check or money order made out to the "State of Michigan-Cos". Mail this request to: PO Box 30244, Lansing, MI 48909.

**Q: How can I find out how many hours I have from school?**

A: This information should first be requested from the school in which you attended. If the school is closed or if it has been over seven years since you attended the school, then submit the [Cosmetology Certification Request](#) or contact our office at 517-241-8720 to have one mailed to you. After completing all applicable areas of the form, submit it to our office along with a \$15.00 check or money order made out to the "State of Michigan-Cos". Mail this request to: PO Box 30244, Lansing, MI 48909.

Approximately 4-5 weeks after our office receives your request, a certification will be sent indicating your schooling information which will include the number of hours of schooling completed.

**Q: I want to take the State Board exam. I completed my school years ago and never took/passed the exam. Can I take the exam now?**

A: If the school is closed or if it has been over seven years since you attended the school, then submit the [Cosmetology Certification Request](#) form or contact our office at 517-241-8720 to have one mailed to you. After completing all applicable areas of the form, including marking you would like the examination registration form mailed to you, submit it to our office along with a \$15.00 check or money order made out to the "State of Michigan-Cos". Mail this request to: PO Box 30244, Lansing, MI 48909.

Approximately 4-5 weeks after our office receives your request, you will receive in the mail a certification indicating your schooling information and an examination application. You will need to complete the examination application and submit it to our examination contractor, PSI Services, LLC, along with the required \$144 fee.

**Q: Can I renew my license online?**

A: Yes, if your license is to be renewed, you may renew your license by visiting our website at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). If you are renewing an establishment or school, the 10-digit license number will be the User ID and the last 6 digits of

the license number will be the password. If the school or establishment has moved or if there has been an ownership change, DO NOT renew the license, please contact our office at 517-241-8720 for further instructions.

**Q: Can I apply for relicensure online?**

A: No, please submit an [Application for Relicensure](#) or you may contact our office at 517-241-8720 to have the application mailed to you. After completing the form, please submit it to the address indicated at the top of the form along with the required \$59 fee. Your check or money order should be made out to: State of Michigan-Cos.

**Q: Can I change my address online?**

A: Yes, at renewal time and if you pay for your renewal online. Otherwise, your address change must be submitted in writing by either e-mailing it to [bcslc@michigan.gov](mailto:bcslc@michigan.gov), by faxing it to 517-373-1044, or by mailing it to: Board of Cosmetology, P.O. Box 30244, Lansing, MI 48909. Your request should include your license number or social security number.

**Q: How do I change my name on my license?**

A: Please make a written request to our office to have your name changed. Your request must include your wall and pocket licenses, your permanent ID number or social security number, and a \$10.00 check or money order made out to the "State of Michigan-Cos". Our mailing address is: Board of Cosmetology, PO Box 30244, Lansing, MI 48909.

**Q: My license was lost/stolen/destroyed, how do I get a new one?**

A: Submit the [Request for Duplicate License](#) form to our office with a \$10.00 check or money order made out to the "State of Michigan-Cos", and mail it to the address indicated at the top of the form. If you are unable to print this form, please contact our office at 517-241-8720 to have one mailed to you.

**Q: I am licensed in another state; however, I did not earn the required hours of training that the State of Michigan requires, is there a way to still become licensed in Michigan?**

A: Yes, you must submit an [outstate license application](#) or have one sent to you by contacting our office at 517-241-8720. Complete the application including the part requesting your work experience. This information will be reviewed and 100 hours of training will be granted for each 6 months of licensed work experience.

**Q: Can I have a translator when I take my State Board exam?**

A: Translators are only allowed if approved in writing by PSI Services, LLC. Forms can be requested by contacting PSI at 1-800-733-9267.

**Q: What do I need to bring to the State Board exam? How old does my model have to be?**

A: Please contact PSI Services, LLC at 1-800-733-9267 to obtain the list of required supplies. Models are only required for individuals taking the esthetician examination. You may visit PSI's website at [www.psiexams.com](http://www.psiexams.com) for further information regarding the examination.

**Q: Can I come up to your office to pick up my license?**

A: No, the licenses are not printed from this office and not available for pickup. Once the license is issued, you should receive it by mail in approximately one to two weeks.

**Q: Are temporary licenses available?**

A: No, statutory authority does not allow for the issuance of temporary licenses.

## **APPRENTICESHIPS**

**Q: Is there a minimum number of hours that I must be in training?**

A: Yes, you must be in training an average of at least 80 hours per month. You may **not** train more than 7 hours per day and not more than 40 hours per week. For all hours claimed, your practitioner must be attendance.

**Q: Do I still need to train the required amount of months if I have received the required number of hours?**

A: Yes, the statute requires a cosmetology apprentice to train at least two years (1,920 hours) in a licensed cosmetology establishment or six months (480 hours) in a licensed cosmetology establishment for a manicurist, esthetician, electrologist, or natural hair culturist apprenticeship.

**Q: If I am unsatisfied with the apprenticeship, how do I terminate my program?**

A: A letter must be submitted from both the practitioner and apprentice indicating that the apprenticeship should be terminated. The letter must explain the reasons for the termination (i.e. medical illness, personality differences) and the last date the apprentice was in training. Please include any outstanding time reporting sheets that have not been submitted to our office. If part of a month was completed before the termination, please include a time reporting sheet for these hours, also.

**Q: Can hours that I earned in a cosmetology school transfer to my apprenticeship?**

A: No, hours earned in a cosmetology school cannot be transferred to an apprenticeship and hours earned in an apprenticeship cannot be transferred to a cosmetology school.

## **SHOPS**

**Q: I am opening a shop in my home. Since I have a bathroom or kitchen across from my shop, do I need two sources of water?**

A: Yes.

**Q: Do I need a private entrance for my shop in my home?**

A: No.

**Q: I am just moving my shop from one suite to another, may I just make an address change on my license?**

A: No. Licenses are issued to a specific address; therefore, you must submit a new application and all other required documentation (i.e. floor plan) to obtain a new license for the establishment. An inspection will take place after the license has been issued.

**Q: I am just changing from a sole proprietorship to a partnership (or maybe a corporation, LLC or LLP). Since I am still the owner I do I have to file a new application?**

A: Yes, this is considered a legal change in ownership; therefore, you do need to file a new application. Please submit the [Cosmetology Shop License application](#) or you may contact our office at 517-241-8720 to have one mailed to you.

**Q: I will be opening up a shop in a retirement center and there is a drinking fountain out in the hallway. Do I still need to have two sources of water in the shop?**

A: Yes. One source must be an adequate supply of running hot and cold water for shampoos, hand washing and/or for mixing of chemicals. The second supply is for drinking water, which could be in a water cooler, refrigerated water or bottled water.

**Q: I am opening a shop that will have both Barbers and Cosmetologists working in it. What do we need to do?**

A: You will need to fill out two application packets - one for a Barber Shop and one for a Cosmetology Shop. There will need to be at least two shampoo bowls and two stations in the shop and you will need to indicate on your diagram which stations and bowls will be used by which profession.

**NOTE:** An establishment cannot be licensed by both professions if there is not at least two stations and two shampoo bowls.

**Q: I am purchasing an existing shop, there is no lease agreement with the landlord will as I will be renting on a month-by-month basis so I am not able to send in a signed lease. What should I do?**

A: You and the landlord will need to sign an agreement that lists both of your names, the date, the location address and a short statement that states you will be renting the listed location on a month by month basis. This signed agreement must accompany your application.

**Q: Since I am submitting an application for a shop that is already existing, do I really need to send in a diagram with my application?**

A: Yes.

### **Cosmetology Schools**

**Q: I would like to open a cosmetology school that does not teach hair care services. I would like to teach one of the other services (manicuring, skin care, natural hair cultivation, or electrology). May I do this?**

A: You may not open a cosmetology school to teach just manicuring or skin care or natural hair cultivation. You may open a cosmetology school for electrology. Article 12, Section 1205 (2)(a) states, "A school of cosmetology shall teach hair care services, skin care services, and manicuring services and may hold a limited license for the teaching of electrology."

**Q: Can I expand my cosmetology school to another location?**

A: Perhaps. The cosmetology administrative rules allow the department to issue a license for a cosmetology school branch facility that is only a secondary classroom to an existing cosmetology school. The branch facility cannot be used for training students until the department has approved the use of the facility. The branch facility cannot offer or perform cosmetology services to the public. A license application for a branch facility must be submitted to the department for approval with the application fee of \$200.00. You may not expand your existing school to provide full cosmetology school services at another location; that would require an application for a separate, new school license.