

## MICHIGAN COSMETOLOGY LICENSING GUIDE

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### 1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN OVERVIEW

This guide looks at things that you as a foreign-educated cosmetologist must do to become eligible for cosmetology licensing in Michigan. At the same time, it includes some background and tips on the larger cosmetology profession to give you an idea of the variety of opportunities available as you work to rebuild your career. The cosmetology profession also encompasses the following:

- Manicurists
- Estheticians
- Natural Hair Culturists
- Electrologists
- Instructors

### REGULATION OF THE COSMETOLOGY PROFESSION IN MICHIGAN

The Bureau of Professional Licensing (BPL) within the Michigan Department of Licensing and Regulatory Affairs (LARA) regulates the practice of cosmetology in Michigan. Before you can be eligible for licensure, you must meet certain training requirements and pass a state examination. The examination is administered by PSI Services LLC (PSI) through testing centers in Michigan.

### 2. ELIGIBILITY FOR LICENSING

The process for obtaining a license as a cosmetologist, manicurist, esthetician, natural hair culturist, electrologist, or in instructor in Michigan is as follows:

#### I. TRAINING REQUIREMENTS IN MICHIGAN

To become a licensed cosmetologist in Michigan, a person must have met the following requirements:

- Is not less than 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed either not less than a 1,500-hour course of study in a licensed school of cosmetology or has served as an apprentice for not less than 2 years in a licensed cosmetology establishment in which hair care services, skin care services, and manicuring services are offered. The training shall also include a minimum number of practical applications.

To become a licensed manicurist in Michigan, a person must have met the following requirements:

- Is at least 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed not less than 400 hours of training either in a licensed school of cosmetology or as an apprentice for not less than 6 months in a licensed cosmetology establishment where manicuring is practiced. The training shall include a minimum number of practical applications.
- Has passed an examination prescribed by the board and the department.

To become a licensed esthetician in Michigan, a person must have met the following requirements:

- Is at least 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed not less than 400 hours of training either in a licensed school of cosmetology or as an apprentice for not less than 6 months in a licensed cosmetology establishment where skin care services are rendered. The training shall include a minimum number of practical applications.
- Has passed an examination prescribed by the board and the department.

To become a licensed natural hair culturist in Michigan, a person must have met the following requirements:

- Has passed an examination prescribed by the department and the board.
- Is at least 17 years of age.
- Is of good moral character.
- Has an education equivalent to the completion of the ninth grade.
- Has training either of at least 400 hours extending over a period of at least 3 months in a school of cosmetology approved by the department where services relating to natural hair cultivation are rendered or has served at least 6 months as an apprentice in a licensed cosmetology establishment in which natural hair cultivation is practiced.

To become a licensed electrologist in Michigan, a person must have met the following requirements:

- Is not less than 18 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed not less than 400 hours of training in a licensed school of cosmetology in which the practice is taught or has studied for not less than 6 months as an apprentice in a licensed cosmetology establishment where electrology services are offered. The training shall include a minimum number of practical applications.
- Has passed an examination prescribed by the board and the department.

To become a licensed cosmetology instructor in Michigan, a person must have met the following requirements:

- Is of good moral character.
- Has a high school diploma or its equivalent.
- Is licensed as a cosmetologist under this article.
- Has at least 3 years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least 1 year of which shall be in a cosmetology establishment. A person can obtain a Limited Cosmetology Instructor license if the appropriate work experience requirement has not been completed.
- Has completed not less than 500 hours of instructor training.
- Has passed an examination approved by the department and the board.

To become a licensed electrology instructor in Michigan, a person must have met the following requirements:

- Is of good moral character.
- Has a high school diploma or its equivalent.
- Is licensed as an electrologist under this article.
- Has at least 3 years of practical experience in electrology, at least 1 year of which shall be in a cosmetology establishment holding a limited license for the practice of electrology. A person can obtain a Limited Electrology Instructor license if the appropriate work experience requirement has not been completed.
- Has completed not less than 300 hours of instructor training.
- Has passed an examination approved by the department and the board.

To become a licensed manicurist, esthetician, or natural hair culturist instructor in Michigan, a person must have met the following requirements:

- Is of good moral character.
- Has a high school diploma or its equivalent.
- Is licensed as a manicurist, natural hair culturist, or esthetician.
- Has completed not less than 300 hours of instructor training.
- Has passed an examination approved by the department and the board.

## II. HOW TO GET TO THE EXAMINATION ONCE COMPLETING THE TRAINING REQUIREMENTS IN MICHIGAN

### A. TRAINING RECEIVED FROM A SCHOOL

Upon completion of training as a cosmetologist, manicurist, esthetician, electrologist, or natural hair culturist, an online application must be completed and submitted at [www.michigan.gov/mylicense](http://www.michigan.gov/mylicense). At the end of the application, a fee of \$39 must be paid by credit or debit card (the card must have a Visa or MasterCard logo). In addition, you must obtain an examination registration form from the school you attended which needs to be submitted to our examination vendor PSI. The examination registration form must be signed

by a school official attesting to the completion of the appropriate program. Upon completing both of these processes, you may contact PSI to schedule the examination.

Upon completion of training as an instructor, you must obtain an examination registration form from the school you attended which needs to be submitted to our examination vendor PSI. The examination registration form must be signed by a school official attesting to the completion of the instructor program. PSI handles the scheduling of the examination. After passing the examination, you must complete and submit an [Instructor license application](#) with the required \$63 fee.

## B. TRAINING RECEIVED THROUGH AN APPRENTICESHIP PROGRAM

Upon completion of the training, your file will be reviewed by BPL staff to confirm the requirements of the apprenticeship program have been satisfied. Once all requirements have been satisfied, a letter will be sent to your practitioner (the person conducting the training program) to indicate the apprenticeship program is complete and will include an examination registration form containing a signature of a BPL staff member. This form must be completed and submitted to the examination vendor PSI. In addition, an online application to apply for a license will need to be submitted at [www.michigan.gov/mylicense](http://www.michigan.gov/mylicense). At the end of the application, a fee of \$39 must be submitted by credit or debit card (the card must have a Visa or MasterCard logo).

## III. TRAINING RECEIVED OUTSIDE OF MICHIGAN OR IN A FORGEIN COUNTRY

To begin your application, go to BPL's website at [www.michigan.gov/cosmetology](http://www.michigan.gov/cosmetology) to download the [Reciprocal \(out of state\) License Application](#). You may complete the application on our website; however, you will need to print the application and mail it to the address on the form with the required \$39 fee. In addition, you will need to submit one of the following:

- Transcript from the cosmetology school that was attended in the other state. The transcript must be original, on the school's letterhead, and provide the subject areas studied with a breakdown of how many hours were spent in each subject area.
- Transcript from the cosmetology school or apprenticeship program that was attended in the other country. The transcript must be original, on the school's letterhead, and provide the subject areas studied with a breakdown of how many hours were spent in each subject area. In addition, if an examination was taken, provide documentation on how the examination was administered, if a written and hands-on practical examination were provided, and the subject areas covered on each examination. Any foreign language documents must be translated into English.
- If licensed in another state, you will need to provide a copy of your current license with your application. Licensure in another state must be maintained until licensure in Michigan is granted.

Upon receipt of the information, the application will be reviewed in two parts. First, a determination must be made whether the training received in the other state or country is substantially equal to the requirements then in force in this state (see Section I. Training Requirements in Michigan). If not, additional training will be required. Then, the examination taken in the other state or country will be reviewed to determine whether it was substantially equivalent to the one required in this state at that time.

If an examination is required, a letter will be sent to the applicant with directions on how to apply for the examination and how to obtain further information regarding the examination (i.e. where the examination is given, what equipment to bring to the examination).

### 3. EXAMINATIONS

There are two parts to the examination for a cosmetologist, manicurist, esthetician, natural hair culturist, and electrologist. The first part is a hands-on practical examination. The practical examination is offered in Southfield, Grand Rapids, and Marquette. The theory examination is computer-based. The theory examination is offered in Southfield, Grand Rapids, Marquette, Lansing/Holt, and Gaylord. The instructor examination is a computer-based theory examination.

To determine what is covered on the theory and/or practical examination, please visit PSI's website at [www.psiexams.com](http://www.psiexams.com) to download the appropriate Candidate Information Bulletin (CIB). The CIB provides helpful information regarding the examination, such as an outline of the examination, suggested reference list, supplies/equipment needed for practical examination, etc.

The cost to take the theory and practical examination is \$161. The cost to retake one part of the examination is \$91. The cost of the instructor examination is \$91.

The passing score for the theory examination is 70% and 75% for the practical examination.

### 4. TIME AND COSTS

To be successfully licensed as a cosmetologist, manicurist, esthetician, natural hair culturist, electrologist, and/or instructor in Michigan depends on a number of factors, including:

- The completeness of your educational records
- Your performance on required examinations
- Your ability to find a person and salon willing to take on an apprentice, if applicable
- Your free time and how much you can afford to spend

We provide two hypothetical scenarios to show just some of the variety of results that immigrant professionals may find when they seek to become licensed in Michigan. Please consider these scenarios as two examples out of many possibilities. Please understand that individual experiences may vary.

TWO HYPOTHETICAL SCENARIOS FOR OBTAINING A COSMETOLOGY LICENSE:

<b>Step</b>	<b>More Efficient Scenario Approximate Time and Cost</b>	<b>Less Efficient Scenario Approximate Time and Cost</b>
1 Receive Training through an Apprenticeship Program	<ul style="list-style-type: none"> <li>No cost for the training</li> <li>Find a practitioner and salon willing to provide training within a few miles from home</li> <li>No disruption to the training</li> <li>2 years + minimal expense</li> </ul>	<ul style="list-style-type: none"> <li>Have to drive 40 miles round trip to get to the salon where the apprenticeship will take place</li> <li>Have disruptions in the training causing the training to take three years to complete</li> <li>3 years + approximately \$8,400 (travel expense)</li> </ul>
2 License Application	<ul style="list-style-type: none"> <li>Have no problems in applying for license online</li> <li>1 day + \$39</li> </ul>	<ul style="list-style-type: none"> <li>Have problems applying online and takes a week to complete the license application</li> <li>1 week + \$39</li> </ul>
3 Exams	<ul style="list-style-type: none"> <li>Pass each part of the examination on the first attempt</li> <li>Already have all supplies needed to take examination</li> <li>Both examinations are offered within 30 miles round trip from home</li> <li>Take both parts of the examination within 1 month after completing training</li> <li>1 month + \$195</li> </ul>	<ul style="list-style-type: none"> <li>Have to take the theory and practical examination 2 times</li> <li>Need to buy supplies needed to take the examination</li> <li>Each part of the examination is several miles away and overnight accommodations are needed</li> <li>Takes 6 months to pass both parts of the examination</li> <li>6 months + \$2,000</li> </ul>
	<b>More Efficient Total</b> Approximately 25 months + \$250	<b>Less Efficient Total</b> Approximately 3 ½ years + \$10,439

**5. OTHER CAREERS AND CREDENTIALS**

A person may own a cosmetology establishment (shop) or cosmetology school without holding a license within the cosmetology profession. However, the owner of a cosmetology establishment or cosmetology school may not perform any cosmetology services without holding a personal license within the cosmetology profession.

In order for a person to obtain an establishment license, a cosmetology shop license application must be submitted to our office with the required \$50 fee. Additional paperwork is required with the application.

In order for a person to obtain a school license, a cosmetology school license application must be submitted to our office with the required \$200 fee. Additional paperwork is required with the application.

## 6. BEYOND LICENSING

### MAINTAINING LICENSURE

An initial license will expire on August 31. Once renewed, a license will expire on August 31 every two years. Licensees will receive a renewal notice approximately 90 days prior to the expiration date. You must renew the license online. The cost to renew is \$48. If your license expires, you will be required to apply for relicensure to reactivate your license.

### LICENSING MOBILITY (RECIPROCITY)

Michigan does not have a reciprocal agreement with any other state. However, a license may be granted to an applicant who has met substantially equal requirements in another state; otherwise, the applicant may have to obtain additional training or take an examination to meet requirements.

## 7. IMPORTANT LINKS

### LICENSING AND REGULATION

- The [Bureau of Professional Licensing](#) is the state regulatory agency for the cosmetology profession in Michigan. The website specifically for the cosmetology profession is [www.michigan.gov/cosmetology](http://www.michigan.gov/cosmetology), which includes links to the cosmetology profession's law and administrative rules, applications, and frequently asked questions.
- Contact information: Department of Licensing and Regulatory Affairs, BPL-Licensing Division, PO Box 30244, Lansing MI 48909
- Telephone Number 517-241-9288; Fax: 517-373-7179 Email: [bplhelp](mailto:bplhelp)

### TESTING

Candidate Information Bulletins are available on PSI's website at [www.psiexams.com](http://www.psiexams.com) or you may click one of the links below:

- [Exam bulletin for cosmetology exam](#)
- [Exam bulletin for manicurist exam](#)
- [Exam bulletin for esthetician exam](#)
- [Exam bulletin for natural hair culturist exam](#)
- [Exam bulletin for electrology exam](#)
- [Exam bulletin for instructor exam](#)