

## MICHIGAN MANICURIST LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a manicurist license.)

#### APPLICATION AND FEES

- ☐ Online Application for a Manicurist License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)  
Manicurist by Exam or Reciprocity \$63.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- ☐ Is at least 17 years of age.
- ☐ 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.
- ☐ Take and pass the practical and theory exam. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 855-579-4635.

## MICHIGAN MANICURIST LICENSING GUIDE

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY RECIPROCITY

- ☐ If licensed in another state, verification of licensure to be submitted directly to this office by the licensing agency of any state of the United States in which you hold a current license or ever held a manicuring license. Verification of licensure can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- ☐ If not licensed in another state, official final transcripts to be forwarded to this office directly from the educational institution in which the training was completed. Transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

### RELICENSURE REQUIREMENTS CHECKLIST

- ☐ Online Application for Manicurist Relicensure – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPLUS Login**, then select “**Modification**” next to your license number.
- ☐ Relicensure Application Fee: \$83.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)

**Applicants for a manicurist license by relicensure who’s license has been lapsed for LESS than 3 years after the expiration date of the last license must submit the following:**

- ☐ Relicensure application and fee.

**Applicants for a manicurist license by relicensure who’s license has been lapsed for 3 years or MORE after the expiration date of the last license must submit the following:**

- ☐ Relicensure application and fee.
- ☐ Meet **either** of the following requirements:
  - a. Pass the examinations required for licensure
  - b. Hold or have held in good standing a license as a manicurist in another state or jurisdiction for at least 1 of the 3 years immediately preceding the date of application.

### RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Manicurist Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Renewal Application Fee: \$48.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- ☐ Renewal Cycle 2 years
- ☐ Accept Renewal Attestation

## HELPFUL RESOURCES AND FORMS

- ☐ By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- ☐ Occupational Code
- ☐ Administrative Rules for Cosmetology