

MICHIGAN MANICURIST LIMITED INSTRUCTOR LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

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

APPLICATION AND FEES

- Online Application for a Manicurist Limited Instructor License - Complete all fields, answer all questions, and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
Manicurist Limited Instructor \$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.
- Possess a high school diploma or its equivalent.
- Is licensed as a manicurist.
- Have completed not less than 300 hours of instructor training.
- Have passed the theory examination approved by the department and the board.

RELICENSURE REQUIREMENTS CHECKLIST

Online Application for Manicurist Limited Instructor Relicensure – Can be completed by visiting 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 limited instructor 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 limited instructor 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 limited instructor 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 Limited Instructor Renewal – Can be completed by visiting 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 and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- Occupational Code
- Administrative Rules for Cosmetology