

MICHIGAN COSMETOLOGY LICENSING GUIDE FOR SKILLED IMMIGRANTS

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1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

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

- Manicurists
- Estheticians
- Natural Hair Culturists
- Electrologists

REGULATION OF THE COSMETOLOGY PROFESSION IN MICHIGAN

The practice of cosmetology in Michigan is regulated by the Department of Licensing and Regulatory Affairs (LARA). You must be licensed to practice as a cosmetologist in Michigan.

The guide assumes that you are an international cosmetologist who is beginning to build your career in the U.S. and that your Michigan license will be your first U.S. cosmetologist's license. The guide will include steps that come before the final state licensing process which includes education and exams.

You will become a cosmetologist by examination. The cosmetology examination is administered by PSI Services, LLC (PSI) at www.psiexams.com.

2. ELIGIBILITY FOR LICENSING

OVERVIEW

Internationally educated cosmetologists, manicurists, estheticians, natural hair culturists, and electrologists need to meet several requirements to receive a license in Michigan.

- I. Be at least 17 years of age (18 years of age is required for electrologists)
- II. Be of good moral character
- III. Provide proof of having completed the minimum education and training requirements.
- IV. Has passed an examination prescribed by the department and the board.

COSMETOLOGIST

- 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 include a minimum number of practical applications as prescribed in rules promulgated by the director.
- Pass the required examination administered by PSI Services, LLC (PSI).

MANICURIST

- 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.
- Pass the required examination administered by PSI Services, LLC (PSI).

ESTHETICIAN

- 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.
- Pass the required examination administered by PSI Services, LLC (PSI).

NATURAL HAIR CULTURIST

- 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.
- Pass the required examination administered by PSI Services, LLC (PSI).

ELECTROLOGIST

- 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.
- Pass the required examination administered by PSI Services, LLC (PSI).

V. Submit your licensure application, required supporting documents, and pay the application fee. An applicant must submit an online application at www.michigan.gov/elicense.

TRAINING RECEIVED FROM A SCHOOL IN MICHIGAN

Upon completion of training as a cosmetologist, manicurist, esthetician, natural hair culturist, or an electrologist, you must submit an online application

at www.michigan.gov/elicense. In addition, you must obtain an examination registration form from the cosmetology school you attended which you or the cosmetology school will submit to PSI. The examination registration form must be signed by a school official attesting to the completion of the appropriate program.

TRAINING RECEIVED THROUGH AN APPRENTICESHIP PROGRAM IN MICHIGAN

Upon completion of a cosmetologist, manicurist, esthetician, natural hair culturist, or electrologist apprenticeship program, you must submit an online application at www.michigan.gov/elicense. LARA will mail a letter and an examination registration form signed by a BPL staff member to your practitioner (the person conducting the training program) confirming the completion of the apprenticeship program. The examination registration form must be completed by your practitioner and submitted to PSI.

TRAINING RECEIVED OUTSIDE OF MICHIGAN OR IN A FOREIGN COUNTRY

If you completed your training as a cosmetologist, manicurist, esthetician, natural hair culturist, or electrologist outside of Michigan or in a foreign country, you must submit the Reciprocal (Out-of-State) License Application from LARA that can be downloaded from www.michigan.gov/occupationallicense.

Your Reciprocal (Out-of-State) License Application sent to the Bureau of Professional Licensing should include:

- Complete Application
- Appropriate Fee
- Transcript from the cosmetology school that was attended in the other state, if applicable. 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, if applicable. 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.

- Copy of your current license, if licensed in another state. Licensure in another state must be maintained until licensure in Michigan is granted.

Upon receipt of the information, your application will be reviewed to determine whether the training and examination received is substantially equivalent to the requirements of Michigan. Additional training and/or an examination may be required.

If an examination is required, a letter will be sent to you with directions on how to apply for the examination.

Your cosmetology application and fee are valid for 1 year. If you have not met all requirements within 1 year, you will need to submit a new application and pay the appropriate fee again.

3. TESTS

To obtain a cosmetology license in Michigan, you must pass the theory and practical examination administered by PSI unless the Department has determined your training and examination received is substantially equivalent to the requirements of Michigan.

If you completed your training as a cosmetologist, manicurist, esthetician, natural hair culturist, or electrologist outside of Michigan or in a foreign country and the Department has determined your training and examination received is **NOT** substantially equivalent to the requirements of Michigan, the Department will mail you an Authorization to Test letter with instructions for scheduling your exam with PSI.

CONTENT AREAS OF THE COSMETOLOGY EXAMINATIONS

COSMETOLOGIST

There are two parts to the cosmetologist examination. The first part is a hands-on practical examination. You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination. The practical portion of the exam will be 3 hours and 10 minutes in length and measures performance in the following tasks: Pre-Exam Set Up and Disinfection; Manicure Service; Facial Service; Chemical Services; Clean-Up and Shampoo; Permanent Waving Service; Hair Cutting Service; Blow Drying & Thermal Curling Service; End of Exam Disinfection.

The second part of Michigan's cosmetologist examination is the computer based theory portion. The examination consists of consists of 100 multiple-choice questions and you will have 2 hours. In addition to the number of examination items specified, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations. The theory portion measures your knowledge on the following topics: Sanitation, Disinfection and Safety; Shampooing and Conditioning Hair; Haircutting and Hairstyling; Chemical Texture Services; Haircoloring; Skin Care; Nail Care; Licensing.

MANICURIST

There are two parts to the manicurist examination. The first part is a hands-on practical examination. You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination. The practical portion of the exam is 1 hour and 45 minutes in length and measures performance in the following tasks: Pre-Exam Set Up and Disinfection; Manicure Service; Nail Tip Application Service; Nail Wrap Service; Sculptured Nail Service; End of Exam Disinfection.

The second part of Michigan's manicurist examination is the computer based theory portion. The examination consists of consists of 70 multiple-choice questions and you will have 105 minutes. The theory portion measures your knowledge on the following topics: Sanitation, Disinfection and Safety; Client Consultation and Analysis; Basic Manicure/Pedicure; Nail Tips and Nail Wraps; Acrylic and Gel Nails; Licensing.

ESTHETICIAN

There are two parts to the esthetician examination. The first part is a hands-on practical examination. You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination. The practical portion of the exam is 1 hour and 35 minutes in length and measures performance in the following tasks: Pre-Exam Set Up and Disinfection; Skin Care Services; Eyebrow Services; End of Exam Disinfection.

The second part of Michigan's esthetician examination is the computer based theory portion. The examination consists of consists of 100 multiple-choice questions and you will have 2 hours. The theory portion measures your knowledge on the following topics:

Sanitation, Disinfection and Safety; Client Consultation and Analysis; Basic Facial Treatments; Advanced Facial Treatments; Hair Removal; Facial Makeup; Body Treatments; Licensing.

NATURAL HAIR CULTURIST

There are two parts to the natural hair culturist examination. The first part is a hands-on practical examination. You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination. The practical portion of the exam is 1 hour and 30 minutes in length and measures performance in the following tasks: Pre-Exam Set Up and Disinfection; Cornrow and Freefall; Visible and Invisible Braids; Sew-in Extension; Braid Extension; End of Exam Disinfection.

The second part of Michigan's natural hair culturist examination is the computer based theory portion. The examination consists of consists of 50 multiple-choice questions and you will have 75 minutes. The theory portion measures your knowledge on the following topics: Sanitation, Disinfection and Safety; Hairstyling; Braids and Braid Extensions; Twists and Twist Extensions; Licensing.

ELECTROLOGIST

There are two parts to the electrologist examination. The first part is a hands-on practical examination. You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination. The practical portion of the exam is 1 hour and 20 minutes in length and measures performance in the following tasks: Pre-Exam Set Up and Disinfection; Treatment Service; End of Exam Disinfection.

The second part of Michigan's electrologist examination is the computer based theory portion. The examination consists of consists of 100 multiple-choice questions and you will have 2 hours. The theory portion measures your knowledge on the following topics: Sanitation, Disinfection and Safety; Set-up Procedures; Client Preparation; Hair Removal; Post-Treatment Procedures; Licensing.

SCHEDULING AND TESTING SITE PROCEDURES OF THE COSMETOLOGY LICENSING EXAMINATIONS

On the day of the exam, you must provide 1 form of identification. This must be a VALID form of government issued identification, which bears your signature and has your

photograph. The name on the identification must exactly match the first and last name under which the candidate is registered. You should arrive at least 30 minutes prior to your scheduled appointment time. You may visit www.psiexams.com for more information regarding PSI's testing locations.

FAILING THE COSMETOLOGY LICENSING EXAMINATIONS

If you need to retake the examination, contact PSI by phone, mail, and fax or by on-line registration. PSI will provide available dates for scheduling your re-examination.

PRACTICING FOR THE COSMETOLOGY LICENSING EXAMINATIONS

There are many different resources that can help you prepare for the content and the computer based testing technology. There are a variety of test preparation resources available for low cost.

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

4. OTHER CAREERS AND CREDENTIALS

LOWER-LEVEL OPPORTUNITIES

You may want to consider if taking a lower-level job in a cosmetology establishment or school in the short-term can help you meet longer-term goals of licensure in the cosmetology profession.

Preparing for the cosmetology exams can take time. Working in a cosmetology establishment or school in a different way and with fewer responsibilities may offer you some advantages, such as:

- employers paying for tuition and fees associated with the cosmetology exam and licensing
- more energy to focus on studying
- a chance to adapt to the U.S. cosmetology system and workplace culture in a lower-pressure environment

You should be honest with your employer about your long-term plans. You may find some employers have benefits such as tuition reimbursement or schedule flexibility that will support your goals.

COSMETOLOGY ESTABLISHMENT OR SCHOOL OWNER

A person may own a cosmetology establishment or school without being licensed as a cosmetologist. However, the owner of a cosmetology establishment or school may not perform any cosmetology services without holding a cosmetology professional license in Michigan.

A cosmetology establishment license application must be submitted to obtain a cosmetology establishment license. Additional paperwork is required with the application.

A cosmetology school license application must be submitted to obtain a cosmetology school license. Additional paperwork is required with the application.

5. BEYOND LICENSING

MAINTAINING LICENSURE

Cosmetology professionals must renew their license every 2 years. Licenses expire on August 31. LARA sends a notice reminding you to renew your license so be certain to keep your contact information up-to-date with their office. You are responsible for renewing your license even if you do not receive a notice from the Department. You must renew online. If your license expires, you will be required to apply for relicensure to reactivate your license.

LICENSING MOBILITY (RECIPROCITY)

The State of Michigan does not have any shared agreement to honor the cosmetology professionals of other states. It grants licensing to cosmetology professionals either by examination (the process described in this topic) or by a reciprocal application (where a cosmetology professional licensed in another state must meet all Michigan requirements for licensing).

6. IMPORTANT LINKS

LICENSING AND REGULATION

- The main page for the licensing of any occupational profession is www.michigan.gov/occupationallicense.
- The page that focuses specifically on Cosmetology is: www.michigan.gov/cosmetology. It includes information regarding the boards, applications and licensing information.
- Contact information: Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
PO Box 30670, Lansing MI 48909

Telephone Number: 517-241-9288

Fax: 517-373-7179

Email: bplhelp@michigan.gov

- The laws that regulate licensing for all occupational professions including Cosmetology professionals can be located at [http://www.legislature.mi.gov/\(S\(olhg5ev4ilcjqcjbdd4maf4c\)\)/mileg.aspx?page=GetObject&objectname=mcl-act-299-of-1980](http://www.legislature.mi.gov/(S(olhg5ev4ilcjqcjbdd4maf4c))/mileg.aspx?page=GetObject&objectname=mcl-act-299-of-1980)
- The administrative rules governing Cosmetology professionals in Michigan can be located at: http://w3.lara.state.mi.us/orr/AdminCode.aspx?AdminCode=Department&Dpt=LR&Level_1=Bureau+of+Professional+Licensing

TESTING:

- PSI Services, LLC (PSI) www.psiexams.com