

MICHIGAN BARBER LICENSING GUIDE

OVERVIEW:

The barber license type allows a licensee to render services of a barber.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Barber License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Barber 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.

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- 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Has completed the tenth grade of school or has an equivalent education as determined by the department.
- Must not be less than 17 years of age.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION (These are in addition to the requirements stated above that apply to ALL applicants)

- Demonstrate satisfactory completion of either of the following:
 - Not less than an 1,800-hour course of study at a licensed barber college.
 - Having served as an apprentice for at least 1,800 hours in a barber apprenticeship program.
- Take and pass the practical and theory exam. For exam related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT INCLUDING FOREIGN TRAINED APPLICANTS (These are in addition to the requirements stated above that apply to All applicants)

- Verification of Licensure – Verification that you hold or have held in good standing a license as a barber in another state, jurisdiction, or country for at least 1 of the 3 years immediately preceding the date of application. Verification must be sent directly to our office from the licensing agency by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Provide proof of any name change, if the name on the application does not match the name shown on the submitted documents.
- If not licensed in another state, jurisdiction, or country submit either of the following:
 - Official transcripts verifying not less than an 1,800-hour course of study at a licensed barber college*.
 - Verification of Work Experience form attesting you have worked as a barber or barber apprentice for at least 1,800 hours.
- If instruction was received outside of the United States, the evidence that the prelicensure instruction was substantially equal to the requirements for a barber license in this state must include an evaluation completed by a current member of the NACES.
- If requirements for licensure in the other state, jurisdiction, or country are determined to not be substantially equivalent to the requirements for Michigan licensure, taking and passing the practical and theory exam will be required. For exam related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635.

*If records of prelicensure instruction at a licensed barber college cannot be produced due to the instruction being obtained in a country from which records are not generally available, the applicant may substitute the

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hours with barber or barber apprentice experience at a ratio of 100 hours of training for each 3 months of barber or barber apprentice experience. (The topics of safety and sanitation and laws, rules, and regulations cannot be substituted.) In order for an applicant to substitute hours, the following is required:

- A notarized affidavit stating the name and address of each school or barber college where instruction was completed, including a description of the type of instruction and grades received. The total number of years of prelicensure instruction received. The name and address of each entity where barber or barber apprenticeship experience was acquired, along with the date and hours of qualified experience as a barber or barber apprentice.
- A notarized statement from a government official of the country in which the records are unavailable attesting to the unavailability of the applicant's records.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Select "**Modification**" next to your license number and this will start the relicensure process.
- Barber Relicensure Application and Fee: \$100.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants for relicensure whose license has lapsed for MORE than 3 years after the expiration date of the last license must satisfy either of the following:

- Pass the examinations required for licensure.
- Establish that you have an active barber license in good standing in another state, jurisdiction, or country for at least 1 of the 3 years immediately preceding the application for relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Barber Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Barber Renewal Application Fee: \$60.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 2 years
- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and complete.

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HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the barbers link you can access the following helpful resources and forms:

Resources:

- [Occupational Code](#)
- [Administrative Rules for Barbers](#)

Forms:

- Verification of Work Experience

FREQUENTLY ASKED QUESTIONS

1. What is the timeframe to pass both the practical and theory exams?

Passing scores on both the practical and theory exam must be obtained within 1 year of each other. A passing score is valid for 1 year from the date it was earned.

2. How long is the barber license type valid?

Barber license types are valid for 2 years.

3. How can I change my name or address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes. When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.

4. How long will you keep my licensure application on file?

Your application and fee are valid for one year. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

5. Can I work in a licensed cosmetology establishment with my barber license?

No. Barber services can only be rendered in premises licensed by the department as a barbershop or barber college.

6. How can I contact PSI to get more information regarding my exam, registering for my exam, or to schedule my exam?

The testing vendor, PSI can be reached by telephone at 855-579-4635. You can visit their website at <https://test-takers.psiexams.com> for information on registering and scheduling your exams. You can also download the Candidate Information Bulletin from the PSI website which contains valuable detailed examination information.

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7. I have been approved by the Michigan Board of Barber Examiners to test and my exam registration form was sent to PSI. Why am I not being allowed to schedule my exam with PSI?

If this is a first-time registration, the exam registration form must be emailed (preferred method) or mailed to PSI and allow 2 weeks for processing of the initial application by PSI. PSI will not allow you to schedule your exam until their application processing is complete even though you have received approval by the Michigan Board of Barber Examiners to test.

8. What content will be covered on my examination? Are there study material available?

The Candidate Information Bulletins (CIB) on PSI's website contains an exam content outline. The Board of Barber Examiners does not offer or endorse any specific study materials, but you are encouraged to utilize the CIB and other resources available to you on the PSI website.

9. Do we accept transcripts from other countries for barbers?

If instruction was received outside of the United States, the evidence that the prelicensure instruction was substantially equal to the requirements for a barber license in this state must include an evaluation completed by a current member of the NACES.

10. Can we grant barbers training hours for work experience?

If records of prelicensure instruction at a licensed barber college cannot be produced due to the instruction being obtained in a country from which records are not generally available, the applicant may substitute the hours with barber or barber apprentice experience at a ratio of 100 hours of training for each 3 months of barber or barber apprentice experience.