LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN MANICURIST LICENSING GUIDE

OVERVIEW:

The manicurist license type allows a licensee to perform or offer to perform manicuring services.

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 Manicurist 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)

  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.

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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.

- ☐ Must be at least 17 years of age.

- ☐ Has had an education equivalent to the completion of the ninth grade.

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

- ☐ Has completed not less than 400 hours of training or, for an individual who begins training on or after July 1, 2024, not less than 600 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 must include a minimum number of practical applications as prescribed in rules promulgated by the director.

- ☐ Take and pass the practical and theory exam. For exam related questions or to schedule your exam visit www.psiexams.com or contact PSI at 855-579-4635.

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

- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of each state of the United States in which you hold or have ever held a manicurist license. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed 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.

- ☐ Official Final Transcripts – If not actively licensed or registered in another state, official transcripts must be sent directly to our office from the educational institution in which the training was completed. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Years or months of experience may be substituted for hours of training in a ratio of 100 hours of training credited for each 6 months of experience. If applicable, complete the verification of work experience form.

- ☐ If not actively licensed in another state or the licensure or registration requirements of the state in which you are authorized to perform manicuring services are not substantially equal to the requirements for licensure in Michigan, taking and passing the practical and/or theory exam will be required. For exam related questions or to schedule your exam, visit www.psiexams.com or contact PSI at 855-579-4635.

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ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Provide evidence that the education or training was substantially equivalent to the requirements in Michigan.
- ☐ Years or months of experience may be substituted for hours of training in a ratio of 100 hours of training credited for each 6 months of experience. If applicable, complete the verification of work experience form.
- ☐ Documentation that is provided in a language other than English shall include a copy in English that is translated and notarized by an embassy or professional translation service.
- ☐ Take and pass the practical and theory exam. For exam related questions or to schedule your exam visit www.psiexams.com or contact PSI at 855-579-4635.

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.
- ☐ Manicurist Relicensure Application and Fee: $83.00 (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 <u>either</u> of the following:

- ☐ Pass the examinations required for licensure within a 1-year period immediately preceding the date of the relicensure.
- ☐ Establish that you have held an active manicurist license in good standing in another state within the 3 years preceding application.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Manicurist Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.
- ☐ Manicurist Renewal Application Fee: $48.00 (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.

HELPFUL RESOURCES AND FORMS

- For exam related questions, to schedule your exam, or to access the Candidate Information Bulletin visit https://test-takers.psiexams.com/micos or contact PSI at:
  - Phone: 855-579-4635
- By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

  Resources:

  - Michigan Occupational Code
  - Administrative Rules for Cosmetology
  - Verification of Work Experience Form

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 will you keep my 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 not longer valid and a new application is required to be submitted.

3. **I have been approved by the Michigan Board of Cosmetology 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 Cosmetology to test.

4. **What content will be covered on my examination? Are there study materials available?**

   The Candidate Information Bulletins (CIB) on PSI's website contains an exam content outline. The Board of Cosmetology 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.

5. **What test taker accommodations does PSI offer?**

PSI provides Candidate Information Bulletins (CIB) on their website for each professions exams. The CIB contains the most up to date information on test taker accommodations.Please contact PSI at 855-579-4635 for additional information or visit their website at www.psiexams.com.

6. **How will I know when I need to renew? Can I renew my license early?**
   You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed professional to renew your license on time. Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.
   You can renew online by logging into your MiPLUS account at www.michigan.gov/MiPLUS. You may pay your renewal fee by using a debit or credit card containing a Visa, MasterCard, American Express, or Discover logo.

7. **Is there a grace period for my renewal?**
   Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional $20.00 late fee when you renew your license.

8. **How can I update my name on my license?**
   Go to www.michigan.gov/miplus click on the link that says “MiPlus Login” located under the Quick Links. That will take you to the page that will ask you for a username and password. Enter your username and password and click “login”. Once you are logged in click on “licenses” and you will see your license listed with a link that says “modification”. Click directly on the word “modification” and you will see a list of modification options.