

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
- 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.
- 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 EXAM

(These are in addition to the requirements stated above that apply to ALL applicants)

- 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 visit www.psiexams.com or contact PSI at 855-579-4635.

MICHIGAN MANICURIST LICENSING GUIDE

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.
- 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.

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, select **MiPLUS Login**, select “**Modification**” next to your license number and this will start the relicensure process.
- Manicurist Relicensure: \$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 either 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.

MICHIGAN MANICURIST LICENSING GUIDE

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Manicurist Renewal – Must be completed by visiting www.michigan.gov/miplus
- 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

- 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