LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN MANICURIST LIMITED SPECIALIST INSTRUCTOR LICENSING GUIDE

OVERVIEW:

The manicurist limited instructor license type allows a licensee to teach or offer to teach manicuring services in a school of cosmetology.

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 Limited Instructor 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 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.

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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.
- ☐ Have a high school diploma or its equivalent.
- ☐ Is licensed as a manicurist in Michigan.
- ☐ Have completed not less than 300 hours of instructor training.
- ☐ Have passed the theory examination. 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. Once logged in, select "**Modification**" next to your license number and this will start the relicensure process.
- ☐ Manicurist Limited Instructor 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 examination required for licensure within a 1-year period immediately preceding the date of the relicensure.
- ☐ Establish that you have held an active esthetician limited instructor license in good standing in another state within the 3 years preceding application.

RENEWAL REQUIREMENTS CHECKLIST

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

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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

FREQUENTLY ASKED QUESTIONS

1. **How long are instructor exams valid?**

   Instructor passing exam results are valid for one year from the date earned.

2. **When can I renew my instructor license?**

   The instructor license must be renewed after the renewal of the manicurist license as this is the parent license. To avoid a duplicate payment error, wait about 30 minutes between completing the manicurist and instructor renewal applications.

   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.

3. **If I am applying through receiprocity, am I required to take the theory exam?**

   Yes. All instructors even if applying through reciprocity must take the Michigan theory exam.

4. **Do I take my theory exam before applying for the manicurist limited instructor license?**

   Yes. The applicant can test with PSI before applying for licensure.