LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN SCHOOL OF COSMETOLOGY LICENSING GUIDE

OVERVIEW:

The cosmetology school license type allows a school to teach 1 or more cosmetology services at a premises designated in the license application.

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 Cosmetology School 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)

  Cosmetology School: $300.00
  Limited Electrology School: $300.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Certify all licensure requirements have been fulfilled except for the inspection pursuant to MCL 339.1205(1)(2), of the Occupational Code, Act 299 of 1980.
- ☐ Provide the permanent physical business address of the school.

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- ☐ Provide the days and hours of operation of the cosmetology school.
- ☐ Provide calendar date in which premises will be ready for inspection.
- ☐ Certify that the school of cosmetology shall maintain a course of practical training and technical instruction, as outlined in the various curricula set forth in rules promulgated by the director, equal to the requirements for prelicensure training under Article 12 of the Occupational Code, Act 299 of 1980. The department may issue a limited school of cosmetology license to a school teaching only electrology.
- ☐ Submit a drawing or diagram of the premises to be licensed, showing that the premises are fully partitioned from any other activity, business, or dwelling. The drawing or diagram must also indicate the location of required equipment and facilities. A school of cosmetology and a state barber college may occupy the same building and share facilities.
- ☐ Provisions will need to be made for the school to be under the daily supervision of a licensed instructor who has at least 3-years' experience in all services of cosmetology that are taught in the school. Unless the school is teaching only electrology then the daily supervision of the school shall be provided by an electrology instructor and the curriculum offered, and equipment and facilities required shall be only those required for the teaching of electrology.
- ☐ Provide a copy of the cash or surety bond of $10,000.00 in favor of the people of this state for the use and benefit of students and conditioned on the faithful performance and satisfaction of the contractual rights of students.
- ☐ Indicate if there is a sale or other transfer of the school, a sale or other transfer of ownership, or a change in the location of the school. The sale or transfer of the school or ownership, or a change in the location of the school voids the license. If the license is void a new license application must be submitted to continue to operate a school of cosmetology.
- ☐ Business is not permitted to be conducted in the cosmetology school until after an inspection has occurred and the license has been issued.

ADDITIONAL REQUIREMENTS FOR SCHOOLS ADDING NEWLY REGISTERED OR TRANSFER STUDENTS

- ☐ Online Application for Student Registration or Transfer must be applied for on behalf of the student, by the school that will be conducting the training by including the student on the monthly school report. Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Can be completed by visiting www.michigan.gov/miplus - select **MiPLUS Login**, select "**Modification**" next to the school license number, then select **Cosmetology School Monthly Report** for the month in which the student is being added.
- ☐ Student Registration or Transfer Fee: $15.00 per student (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

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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.
- Cosmetology School Relicensure Application and Fee: $320.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Cosmetology School Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.
- Cosmetology School Renewal Application Fee: $200.00 (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
  - Cosmetology School Inspection Requirements
  - Guide on How to Upload Monthly School Reports in MiPLUS

  Forms:
  - Student Registration Application and Monthly School Report

FREQUENTLY ASKED QUESTIONS

1. **How can I change the name of my cosmetology school?**

   Licensed Schools of Cosmetology can modify their school's name via their MiPlus account by completing a modification. An updated bond with the new name is required to be submitted.

2. How many hours does a student at a licensed school of cosmetology need before they can perform services on a person?

Per 339.1205a (1)(e) A student or apprentice is only permitted to practice on members of the public after he or she completes at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours. A student or apprentice in a natural hair cultivation, manicuring, skin care, or electrology curriculum may only practice on the public after he or she completes at least 1/4 of the hours required by the applicable curriculum, including both theory and practical hours.

3. What happens if my school location or ownership changes?

An owner's school of cosmetology license is considered void if there is a sale or other transfer of the school, a sale or other transfer of ownership, or a change in location of the school. A person whose license is void under this subsection must submit a new license appliation and obtain a new license to continue to operate a school of cosmetology.

4. 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 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 is the maximum ratio of instructors to students?

Pursuant to MCL 339.1205 (2c) of the code, employ or engage at least 1 licensed instructor, who is competent to provide instruction in each subject of its curriculum, for every 20 students.

6. A cosmetology student is a licensed barber, can training hours be substituted?

Pursuant to section 1205(6) of the code, MCL 339.1205, a school of cosmetology may allow a student who is a Michigan-licensed barber to substitute up to 1,000 hours of substantially similar instruction obtained from a Michigan-licensed barber college for hours of instruction required by the school of cosmetology. In determining the substantially similar hours of instruction, the school of cosmetology may consider the barber college transripts, scores on examinations, the barber college course descriptions and the students performance on an examination conducted by the school of cosmetology that tests the student's theory and practical knowledge.

The school of cosmetology shall notify the department of the number of substantially similar hours it permitted the student to substitute in the student's cosmetology curriculum and the number of minimum practical applications it has verified for the student.