

**MICHIGAN SCHOOL OF COSMETOLOGY LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a cosmetology school license.)

**APPLICATION AND FEES**

- Online Application for a Cosmetology School License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://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

- Online application for Cosmetology School Relicensure can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPLUS Login**, select **“Modification”** next to your license number and this will start the relicensure process.
- Cosmetology School Relicensure: \$320 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

**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.
- Provide the days and hours of operation of the cosmetology school.
- Provide 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

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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](http://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)

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Cosmetology School Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee: \$200.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Renewal Cycle: 2 years

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- 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](http://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