

Checklist for Cosmetology School License Application

- 1. Fees:** Include the school license application fee **\$180.00**
 Payment must be made in the form of a check or money order, payable to “Commonwealth of PA”.
 This fee is for the processing of the application and is non-refundable. The fee is required regardless of issuance of a license. A \$20.00 processing fee will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment. If the application is not complete in six months, a new application and fee will be required.
- 2. Certificate of Occupancy from Department of Labor & Industry**
- 3. Pennsylvania Corporation Bureau proof of Name Registration and/or Trade Name Registration and/or Corporate Documents**
- 4. Sketch of the Comprehensive Floor Plan of the School:**
- A. A diagram of entire school indicating total square footage
 - B. A diagram of each classroom indicating square footage for instruction
 - C. Be sure to specify areas of instruction for theory and practical portion of curriculum
- 5. School Generated Information and Publications**
- A. School catalog
 - B. Enrollment agreement (not needed for vocational technical school applications)
 - C. Organizational chart
 - D. Attendance records
 - E. School rules and regulations
 - F. Release form
 - G. Inventory of school equipment
 - H. List of instructional materials, audio-visual materials, and any other available instructional materials
 - I. Forms used to record both written and practical progress for each course offered.
 - J. Curriculum and course outline for each course offered (*Refer to § 7.129 of the Cosmetology Rules and Regulations as well as page 4 of this application for information on preparing your curriculum and course outline*)
 - K. Copy of diploma for each course offered
 - L. Consumer information that lists the following
- 6. School Management:**
- A. School Supervisor
 - B. School Administrator (if applicable)
- 7. Student Estimated Enrollment**
- 8. School Equipment Requirements**

9. School Curriculum Requirement

The Board regulation at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum.

1250 hours for cosmetology curriculum

695 hours for a licensed barber now pursuing cosmetology

500 hours for teacher curriculum

200 hours for nail technician curriculum

300 hours for esthetician curriculum

300 hours for natural hair braider curriculum

10. Inspection

The final step in the review of an application for a school license is an inspection of the school by a Bureau inspector. If the inspector determines that the school meets the requirements of the relevant laws and regulations, a license will be issued.

STATE BOARD OF COSMETOLOGY

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PO Box 2649
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State Board of Cosmetology
2601 North Third Street
Harrisburg, PA 17110

SCHOOL LICENSE APPLICATION INITIAL OR CHANGE OF LOCATION OR CORPORATE OWNER

Instructions and Requirements

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

ALL DOCUMENTS MUST BE PROVIDED ON 8 ½ X 11" UNSTAPLED, UNBOUND AND ONE-SIDED PAPER.

Failure to provide the application package in this manner will result in delays in processing.

In order to obtain licensure of a new cosmetology school, change ownership of an existing cosmetology school, or to change location of an existing cosmetology school, you must complete and submit the application to the above address. Refer to the enclosed copy of the Cosmetology Law and Rules and Regulations of the State Board of Cosmetology for information on requirements of a licensed cosmetology school. The following documents and fees must accompany your application:

1. Fees: \$180.00 - school license application fee

Payment must be made in the form of a check or money order, payable to: "Commonwealth of PA". This fee is for the processing of the application and is non-refundable. The fee is required regardless of issuance of a license. A \$20.00 processing fee will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

2. Sketch of the Comprehensive Floor Plan of the School:

Be sure to indicate the location of all classrooms, offices, lavatories and floor equipment as well as the length, width and total square footage for each room- the sketch **MUST** be on 8½ by 11 paper or it will not be accepted.

3. Certificate of Occupancy from Department of Labor & Industry:

Department of Labor & Industry, Room 1514, L&I Building, Harrisburg, PA 17120
Telephone: 717-787-3806.

**4. Proof of Corporate Name Registration and/or Trade Name
Registration from the Pennsylvania Corporation Bureau:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. If you will be using a first name or any other name than your own last name, it would be considered a fictitious name and must be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau by dialing 717-787-1057. *Be sure that the corporation is authorized to conduct business within Pennsylvania. To register the corporation, contact the Pennsylvania Corporation Bureau at 717-787-1057. A corporation is an individual and may be used for ownership of a school.*

5. For Change of Ownership or Change of Location of Existing School, Return the Current Existing School License with this Application.

6. School Quarterly Reports

The school shall report to the board student hours each quarter on a form provided by the board.

7. Accreditation

According to §7.113a, the school shall submit to the Board proof that it is accredited by a nationally recognized accrediting agency within five years of licensure.

8. School Requirements:

EQUIPMENT:

All schools must meet the following minimum equipment requirements. For each additional set of 25 students, supplies and equipment must be increased so that each student can practice in a safe and efficient manner

PHYSICAL REQUIREMENTS:

§7.116 for each 25 student or less, the school shall have a minimum area of 2,750 square feet, exclusive of office space and lavatory facilities, 750 square feet of which shall be devoted to classroom instruction. An additional area of 9 square feet is required for each additional student.

9. School Generated Information:

A SAMPLE OF EACH OF THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION PACKAGE.

IMPORTANT NOTE:

- **IF CHANGING LOCATION OF AN EXISTING SCHOOL:** Include a sample of any Item A through L that has changed since your initial school license application. For those items where no changes have occurred, list the appropriate item number(s) and provide a statement indicating no changes have been made for those specific items.
- **IF CHANGING OWNERSHIP OF AN EXISTING SCHOOL:** Include a sample of any Item A through L that will be changing as a result of the ownership change. For those items where no changes will be made, list the appropriate item number(s) and provide a statement indicating no changes have been made for those specific items.

- A. School catalog
- B. Enrollment agreement (not needed for vocational technical school applications)
- C. Organizational chart
- D. Attendance records
- E. School rules and regulations
- F. Release form
- G. Inventory of school equipment
- H. List of instructional materials, audio-visual materials, and any other available instructional materials
- I. Forms used to record both written and practical progress for each course offered.
- J. Curriculum and course outline for each course offered (*Refer to Section 7.129 of the Cosmetology Rules and Regulations as well as page 4 of this application for information on preparing your curriculum and course outline*)
- K. Copy of diploma for each course offered
- L. Consumer information that lists the following:
 - (1) Licensure and educational requirements for each course offered
 - (2) Non-discriminatory clause
 - (3) Tuition, student kit and other fees
 - (4) Admission requirements
 - (5) Graduation requirements

10. School Ratio Requirement:

For the purposes of classroom instruction, according to Section 6(a)(7) in no case shall there be less than one teacher to each twenty-five pupils.

NUMBER OF TEACHERS IN CLASSROOM:	1	2	3	4	5	6
NUMBER OF STUDENTS IN CLASSROOM:	25	50	75	100	125	150

11. School Physical Requirement:

§7.116 for each 25 student or less, the school shall have a minimum area of 2,750 square feet, exclusive of office space and lavatory facilities, 750 square feet of which shall be devoted to classroom instruction. An additional area of 9 square feet is required for each additional student.

NUMBER OF STUDENTS IN CLASSROOM:	25	50	75	100
SQUAREFOOTAGE IN CLASSROOM:	2,750	2,975	3,200	3,425

12. School Equipment Requirements:

§7.114 for each 25 student or less school shall have a minimum of the following:

- 4 shampoo basins
- 4 manicure tables and chairs
- 4 wet sanitizers
- 4 complete sets of cold wave equipment
- 12 styling stations, mirror and chairs
- 4 closed containers for soiled linen
- 1 linen cabinet
- 2 sanitary towels per student
- 1 container for sterile solution for each manicure table
- 1 bulletin board with dimensions of at least 2 feet by 2 feet
- 1 chalkboard with dimensions of at least 4 feet by 4 feet
- 1 arm chair or usable table and chair for each student in the theory room
- Attendance records for each student
- 8 hair dryers
- 4 closed containers for sanitized implements
- 4 facial chairs
- 1 mannequin for each student
- 1 locker for each student
- 3 closed waste containers
- 3 timer clocks

13. School Curriculum-Specific Equipment Requirements:

All schools must meet the following minimum equipment requirements. For each additional set of 25 students, supplies and equipment must be increased so that each student can practice in a safe and efficient manner.

<p>§7.115 school shall ensure that each <u>cosmetology</u> student possess and maintains in sanitary condition the following:</p>	<p>§7.115 school shall ensure that each <u>esthetician</u> student possess and maintains in sanitary condition the following:</p>
<ul style="list-style-type: none"> - 1 shampoo cape - 1 pair of scissors - 1 hair-cutting razor - 2 brushes - 6 combs - 100 pin curl clips minimum - complete tools for manicuring, including emery boards, pusher and brush - a carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic cosmetology textbook. A book of questions and answers is not considered a textbook 	<ul style="list-style-type: none"> - 1 facial cape - 2 spatulas - 1 pair of tweezers - 1 make-up kit - facial supplies - a carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic skin care/make-up textbook
<p>§7.115 school shall ensure that each <u>nail technician</u> student possess and maintains in sanitary condition the following:</p>	<p>§7.115 school shall ensure that each <u>natural hair braider</u> student possess and maintains in sanitary condition the following:</p>
<ul style="list-style-type: none"> - 1 polish kit - complete tools for nail technology, including emery boards, pusher and brush - a carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic nail technology text book 	<ul style="list-style-type: none"> - 1 shampoo cape - 1 comb-out cape - 2 brushes - 6 combs - 100 pin curl clips minimum - a carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic braiding text book

14. Inspection:

If applying for initial (new) school licensure, the school CANNOT be open/operating prior to inspection.

[] Check box if claiming a Business fee exemption for veteran-owned and reservist-owned small business under Act 135 of 2016 (51 Pa.C.S. §§ 9610-9611)

Under Act 135 of 2016, veterans and reservists starting or opening a small business in the Commonwealth are exempt from the payment of a business fee effective January 2, 2017. Therefore, the board will waive the initial application fee for veteran- or reservist-owned small businesses as follows:

1. The veteran/reservist owner(s) must certify below that they are starting a small business in the Commonwealth. A **small business** must be independently owned, not dominant in its field of operation and employ 100 or fewer employees. The business must be owned AND controlled by a veteran or reservist. For businesses with multiple owners, at least 51% of the ownership interest must be held by veterans/reservists to claim the exemption.
2. The veteran/reservist owner(s) must attach proof of the veteran's or reservist's status at the time the initial application is submitted. Such proof includes a legible photocopy of:
 - A Federal DD-214 form
 - A Federal NGB-22 form
 - A valid Federal Veterans' Administration card or
 - A valid Department of Defense-issued military identification card

CERTIFICATION STATEMENT:

I hereby certify that I am applying for this license in order to start or open a small business in the Commonwealth of Pennsylvania as defined above, that I am a veteran or reservist as evidenced by the attached documentation, and that at least 51% of the ownership of the small business is veteran- or reservist-owned.

Signature of veteran/reservist applicant

Date

Printed name of veteran/reservist applicant

** Use additional sheets as necessary for each veteran/reservist owner

STATE BOARD OF COSMETOLOGY

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Mailing Address:
State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2649

Courier Address:
State Board of Cosmetology
2601 North Third Street
Harrisburg, PA 17110

SCHOOL LICENSE APPLICATION

Please print or type all information

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

1. TYPE OF APPLICATION

Initial School License Application

Change of Ownership of Existing School *(return the license of the existing school)*

Original school license number:

Change of Location of Existing School *(return the license of the existing school)*

Original school license number:

2. SCHOOL INFORMATION

SCHOOL NAME:

ADDRESS:

STREET:

CITY: STATE: ZIP:

TELEPHONE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL:

DATE SCHOOL WILL BE READY FOR FINAL INSPECTION:

SCHOOL EMAIL ADDRESS:

3. OWNERSHIP INFORMATION

Print clearly or type the owners names below:

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

If owner is a corporation, provide the name(s) of the corporate officers and identify them by title. Be sure that the corporation is authorized to conduct business within Pennsylvania. To register the corporation, contact the Pennsylvania Corporation Bureau at 717-787-1057. A corporation is an individual identity and may be used for ownership of a school. A Fictitious Name is not an individual identity and may not be used for ownership of a school but may be used as a school trade name.

If owner is a corporation, indicate here:

TELEPHONE NUMBER AND ADDRESS OF ONE OWNER/OFFICER WHO CAN BE CONTACTED BETWEEN THE HOURS OF 8:00 A.M. TO 4:00 P.M.

NAME:
ADDRESS:

TELEPHONE NUMBER:

4. DESIGNATED SCHOOL SUPERVISOR COSMETOLOGY TEACHER

NAME OF SCHOOL'S DESIGNATED LICENSED SUPERVISOR	SIGNATURE	COSMETOLOGY TEACHER LICENSE NUMBER

5. DESIGNATED SCHOOL ADMINISTRATOR (if applicable)

NAME OF SCHOOL'S DESIGNATED NON-LICENSED SUPERVISOR	SIGNATURE

6. SCHOOL CURRICULUM *(Submit Relevant School Generated Documents)*

NAIL TECHNICIAN CURRICULUM	
ESTHETICIAN CURRICULUM	
NATURAL HAIR BRAIDER CURRICULUM	
TEACHER CURRICULUM	

7. STUDENT BODY

Please indicate total anticipated student enrollment: DAY: _____ EVENING: _____

8. OWNER'S OATH:

All owners must sign. If owner is a corporation, all officers must sign.

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

I further understand that if a bureau inspector determines that I have not correctly answered any questions provided within this application or if my school does not meet all requirements for licensure, authority to operate will not be given at the time of inspection and I will be responsible for all applicable re-inspection fees.

TRADE NAME OF SCHOOL: _____

Owner/Officer Signature: _____ Date: _____

Owner/Officer Signature: _____ Date: _____

Owner/Officer Signature: _____ Date: _____

Owner/Officer Signature: _____ Date: _____