

**2110.0310 SCHOOL LICENSURE.**

Subpart 1. **Application contents.** An applicant for a cosmetology school must apply on forms supplied by the board, giving the following information:

A. the school name and the legal name of the school and its owners, and the physical address, telephone number, e-mail address, and Web site;

B. the names, postal addresses and e-mail addresses, and telephone numbers of all owners of sole proprietorships or partnerships and controlling officers of corporations;

C. notarized signatures of the owners of sole proprietorships or partnerships, controlling officers of corporations, and the designated school manager;

D. an active Certificate of Assumed Name from the secretary of state if the school is doing business under a name different than the full legal name of the owner;

E. an active Certificate of Organization from the secretary of state, except for sole proprietorships and general partnerships;

F. a Social Security number for a sole proprietor, and a state tax identification number for all other businesses;

G. current Certificate of Insurance of professional liability insurance of at least \$150,000 for each policy year for the school, its employees, and students;

H. current Certificate of Workers' Compensation Insurance;

I. documentation of a continuous corporate surety bond as required in Minnesota Statutes, section 155A.30, subdivision 5;

J. the days of the week and the hours which the school will be open and the school's projected opening date;

K. a statement attesting to the school's compliance with applicable building codes, the Minnesota State Fire Code, and applicable OSHA requirements;

L. the name, license number, and notarized signature of the DSM accepting the responsibilities of the DSM;

M. a roster of all instructors, including license number, type of license, designation of employment status (full-time or part-time) and days of the week and hours scheduled for instruction;

N. a diagram of the school drawn to scale, providing the dimensions of the school as a whole and designating the size and location of all entrances and exits, and the location and dimensions of all required areas and facilities;

O. a complete inventory of facilities and equipment supportive of instructional and clinical operations, as required by this chapter;

P. a proposed schedule of all courses to be offered in the first year, including start dates and completion dates for each course. If concurrent courses are to be offered, the school must demonstrate it has available classroom and clinical space as well as instructors for each course;

Q. the maximum number of students the school will be able to accommodate for each course scheduled the first year;

R. for each course offered:

(1) the course name and anticipated first offering date;

(2) a detailed outline of the course, including a daily lesson plan, designating the preclinical and clinical curriculum, and including:

(a) topics of the units of instruction;

(b) for each unit, identifying the hours devoted to the unit and designating the hours as theory, preclinic, or clinic hours;

(c) for each unit, identifying the unit prerequisites necessary for a student to have completed prior to beginning the unit;

(d) for each unit, identifying the textbook and supplementary instructional resources; and

(e) an indication of whether or not the school's instructors will use the instructor's manual associated with the textbook curriculum;

(3) textbook and supportive materials; and

(4) classroom and clinical space to be used;

S. copies of all financial aid and refund policies;

T. copies of all student rules, disciplinary policies, and student handbook;

U. a copy of the standard enrollment contract;

V. copies of all written material used to solicit prospective students, including but not limited to tuition, refund, and fee schedules, catalogs, brochures, and all recruitment advertisements; and

W. a current balance sheet, income statement, and pro forma income and cash flow projections for the first three years of operation. The applicant must establish sufficient financial worth to conduct a school and to meet its financial obligations.

Subp. 2. **Payment of fee.** The applicant must pay the fees required in Minnesota Statutes, section 155A.25.

Subp. 3. **License cycle.** School licenses are issued for three years, and begin on the issuance date and end three years later on the last day of the issuance month.

**Statutory Authority:** *MS s 14.388; 45.023; 154.45; 155A.05; 155A.23; 155A.26; 155A.27; 155A.29; 155A.30*

**History:** *11 SR 389; 13 SR 1056; L 1993 c 204 s 28; L 2005 c 27 s 9; L 2009 c 78 art 6 s 26; 38 SR 778; 41 SR 305*

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