COSMETOLOGY SCHOOL LICENSE APPLICATION INSTRUCTIONS

AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL REQUIRED ITEMS HAVE BEEN SUBMITTED.

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8 ½” x 11” paper. Please use a paperclip to fasten all pages together, with cashier’s check or money order on top. **Do not use staples.**

1. **School Name** – Write the name of your school as it should appear on the school license. This must be the name used in advertisements.

2. **School Type** - Check the box of the type of school you will be opening.

3. **Opening Date** – Enter an approximate date you plan to open. For example: the date could be a month or two from the time the application is mailed.

4. **Hours** – Provide the days/hours of operation. For example, Tuesday – Saturday 8 am – 5 pm

5. **School Mailing Address and Contact Information** – Write the current business mailing address for the school. This address is where the department will mail all correspondence and may be a post office box.

   Provide the contact person’s name, telephone number, fax number and email address. The contact person listed and their email will be the contact for the SHEARS program. Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.

6. **Physical Address** - Write the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

7. **School’s Website:** Provide the website address of the school, if applicable.

8. **Type of Ownership** – Check the box that indicates how your school is organized. You can find a description of the various types of business structures at [www.sos.tx.us/corp/businessstructure.shtml](http://www.sos.tx.us/corp/businessstructure.shtml)

9. **Owner(s) Name** – *(for private post-secondary schools only)* Enter the name(s) of the owner(s). Complete the ownership information page detailing the ownership format.

10. **Instructor Name** – Provide the name and license number of the instructor.

11. **Curriculum** – Select the course(s) to be offered at the school. Include the Cosmetology School Curriculum Approval Application for each course to be offered. The forms are located at [www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm](http://www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm)

12. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.
Submit the following with the application.

*** The school must have adequate space to provide classroom training for the number of students enrolled.

Private Post-Secondary:

☐ A floor plan showing the building is of permanent construction and includes two separate areas, one area for instruction in theory and one area for clinic work. Clearly label the floorplan noting the following: theory classroom, clinic work area, dispensary drinking fountain facilities, offices, main entrance, the access to permanent restrooms, etc.

☐ Proof of ownership of building or proof of lease for the first 12 months of operation. Submit all pages of the signed and date lease.

☐ The Cosmetology School Curriculum Approval Application (2 pages) for each course you will be seeking to offer. Applications may be found at www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm

☐ A current financial statement prepared by a certified public accountant. If the financial statement is more than 180 days old, an applicant must also provide a supplement financial statement dated to within 180 days of the application.

Public Secondary / Public Post-Secondary:

☐ A floor plan showing the building is of permanent construction and includes two separate areas, one area for instruction in theory and one area for clinic work. Clearly label the floorplan noting the following: theory classroom, clinic work area, dispensary drinking fountain facilities, offices, main entrance, the access to permanent restrooms, etc.

☐ The Cosmetology School Curriculum Approval Application (2 pages) for each course you will be seeking to offer. Applications may be found at www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm

Inspections:

- Initial inspections will be performed when all application requirements are met.
- If requirements are met, you will receive an email with the Request for Inspection Form.
- Schools may not operate until the initial inspection is passed and the license has been issued.

SUBMIT THE APPLICATION, SUPPORTING DOCUMENTATION AND THE APPLICATION FEE OF $500.00 (application fee $300 plus $200 inspection fee) PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.

(Fees are non-refundable)

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL TERMINATED

REQUIRED EQUIPMENT CHECKLIST FOR ALL SCHOOLS
This list is to be used as a guideline to obtain the proper facility and equipment.

Equipment Required for all schools:

Per Section 83.72(w) of the Cosmetology Administrative Rules, beauty culture schools must have a classroom separated from the laboratory area by walls extending to the ceiling and equipped with the following equipment to properly instruct students enrolled in the school:

- if using a time clock to track student hours, one day/date formatted computer time clock
- desks and chairs or table space for each student in attendance
- medical dictionary
- audio/visual equipment
- a dispensary containing a sink with hot and cold running water and space for storage and dispensing of supplies and equipment
- a suitable receptacle for used towels/linens
- covered trash cans in lab area
- wet disinfectant soaking container, large enough to fully immerse tools and implements

Equipment requirements, based on the curriculum being offered.

Cosmetology Operator Curriculum:
The following equipment must be available in adequate number for student use:
- shampoo bowl and shampoo chair
- heat processor, hand-held hair dryer, heat cap, or therapeutic light
- cold wave rods
- thermal iron (electric or non-electric)
- styling station covered with a non-porous material that can be cleaned and disinfected, with mirror, and styling chairs (swivel or hydraulic)
- mannequin with sufficient hair, with table or attached to styling station
- professional hand clippers
- professional hand-held dryer
- manicure table and stool
- facial chair or bed
- lighted magnifying glass
- dry sanitizer
- wet disinfectant soaking containers, large enough to fully immerse tools and implements

Esthetics Curriculum:
The following equipment must be available in adequate number for student use:
- facial chair
- lighted magnifying glass
- woods lamp
- dry sanitizer
- steamer machine
- brush machine for cleaning
- vacuum machine
- high frequency for disinfection, product penetration, stimulation
- galvanic machine for eliminating encrustations, product penetration
- paraffin bath and paraffin wax
- facial bed
- mannequin head
- wet disinfectant soaking containers, large enough to fully immerse tools and implements
Manicure Curriculum:
The following equipment must be available in adequate number for student use:
- an autoclave, dry-heat sterilizer or ultra-violet sanitizer
- complete manicure table with light
- client chair
- student stool or chair
- whirlpool foot spa or foot basin
- electric nail file
- UV light curing system
- paraffin bath and paraffin wax
- air brush system
- wet disinfectant soaking containers, large enough to fully immerse tools and implements

Esthetician/Manicure Curriculum:
If offering this curriculum, the equipment required for the esthetician curriculum and the equipment for the manicure curriculum must be in the school including a wax warmer and paraffin warmer for each service, in adequate number for student use.

Eyelash Extension Curriculum:
The following equipment must be available in adequate number for student use:
- facial bed or massage table that allows the consumer to lie completely flat
- stool or chair
- lamp
- mannequin head
- wet sanitizer
- dry sanitizer

Responsibilities of a School

- Maintain a copy of the current law and rules book.
• Cosmetology schools shall display in the school, in a conspicuous place clearly visible to the public:
  o a copy of the school’s most recent inspection report issued by the department;
  o the curriculum Certificate of Approval (blue); and
  o a sign, acceptable to the department, regarding human trafficking information as required by Texas Occupations Code, Chapter 1602, §1602.408.

  Note: TDLR has created a sign for you to download and display it in your business. The sign must be placed in a prominent location where it can be seen by the public. The sign is located at www.tdlr.texas.gov/cosmet/cosmet.htm#news

• Maintain one album to display each student permit, including affixed picture, of each enrolled student. Permit to be displayed in alphabetical order by last name, then alphabetical order by first name, and, if more than one student has the same name, by student permit number.

• If using a time clock, post a sign at the time clock that states the following department requirements:
  o Each student must personally clock in/out for himself/herself.
  o No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
  o If a student is in or out of the facility, he/she must clock out.
  o Student leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a license instructor.

• Schools using credit hours shall, at the end of the course or module, submit to the department an electronic record of each student’s credit hours in a manner prescribed by the department.

• A school must maintain and have available for a department and/or student inspection the following:
  o daily record of attendance
  o if using a time clock:
    ▪ time clock record(s)
    ▪ time clock failure and repair record(s); and
    ▪ field trip records in accordance with §83.120(d)(5);
    ▪ all other relevant documents that account for a student’s accrued clock hours.

• Schools using time clocks, shall at least one time per month, submit to the department an electronic record of each student(s) in a manner and format prescribed by the department.
  o Except for a documented leave of absence, schools shall electronically submit a student’s withdrawal or termination to the department within 10 calendar days after the withdrawal or termination.
  o Except for a documented leave of absence, a school shall terminate a student who does not attend a cosmetology curriculum for 30 days.

• Schools must maintain on duty one licensed instructor for each 25 students in attendance, including evening classes. A school may not enroll more than three student-instructors for each licensed instructor teaching in the school. The student-instructor shall, at all times, work under the direct supervision of the licensed instructor and may not service clients.

• A licensed instructor must be physically present during all curriculum activities.

• For field trip hours, students must be under the supervision of a licensed instructor from the school where the student is enrolled, at all times, during the field trip.

• If offering distance education, this is a formal instructional process in which the student and teacher are separated by physical distance and a variety of communication technologies are used to deliver instruction in theory to the student. Approval is required to offer distance education.
• No credit for instructional hours can be granted to a cosmetology student unless such hours are accrued under the supervision of a licensed instructor.

• Public schools shall electronically submit a student’s accrual of 500 hours in math, lab science, and English.
APPLICATION FOR:

Texas Cosmetology School License

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1602

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

<table>
<thead>
<tr>
<th>FEE</th>
<th>RECEIPT NUMBER</th>
<th>FEE AMOUNT</th>
<th>PMT. AMOUNT</th>
<th>MONEY TYPE</th>
<th>License #</th>
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<tbody>
<tr>
<td>Application</td>
<td></td>
<td>$500</td>
<td></td>
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<td>(TDLR use only)</td>
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ALL REQUIREMENTS MUST BE MET WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK INK

1. School Name

2. School Type (Check one) ☐ Private Post-Secondary ☐ Public Secondary (High School) ☐ Public Post-Secondary (Jr College/Community)

3. Opening Date ____________________________

4. Normal Business Days and Hours Open Days: ________________ Hours: ________________

5. School’s Mailing Address and Contact Information (USED FOR ALL CORRESPONDENCE)

   Number, Street and Apt. No -OR- PO Box Number

   City State Zip Code

   Contact Person ________________ email Address (johndoe@aol.com for example)

   (   ) (   )
   Area Code Phone Number Area Code Fax Number

6. School’s Physical Address (WHERE PERMANENT RECORDS ARE KEPT)

   Number, Street and Suite No.

   City State Zip Code

7. School Website

8. Organization Type (check one) ☐ Sole Proprietorship ☐ Corporation * ☐ Limited Partnership*

   ☐ Limited Liability Company* ☐ Limited Liability Partnership* ☐ Public ☐ Partnership

   * Must provide a Federal Tax ID number on the Ownership Page

9. Owner Name (private post-secondary schools only)

THIS FORM CONSISTS OF 3 PAGES
10. Instructor Name __________________________
   License #: __________________________

11. Curriculum

   Select the courses that will be offered.

<table>
<thead>
<tr>
<th>Operator (1,500 hours)</th>
<th>Eyelash Extension (320 hours)</th>
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<tbody>
<tr>
<td>Operator (1,000 secondary)</td>
<td>Hair Weaving (300 hours)</td>
</tr>
<tr>
<td>Class A Barber to Operator (300 hours)</td>
<td>Wig (300 hours)</td>
</tr>
<tr>
<td>Esthetician (750 hours)</td>
<td>Instructor (750 hours)</td>
</tr>
<tr>
<td>Manicure (600 hours)</td>
<td>Instructor (500 hours)</td>
</tr>
<tr>
<td>Esthetician/Manicure (1,200 hours)</td>
<td>(Requires 1 year experience as a licensed Cosmetology Operator)</td>
</tr>
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NOTE: Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states:
(a) A private beauty culture school must design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment.
(b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content only after approval by the commission.
(c) Before issuing or renewing a license under this chapter, the department shall require a school to account for each course length and curriculum content.

Please submit the Texas Cosmetology School Curriculum Approval Application for each course selected in #11 above. Course applications can be found at https://www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm

12. Signature of Owner and/or Officer

   STATEMENT OF APPLICANT(S)

   I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapters 51, 1602, and 1603; Tex. Admin. Code, Title 16 Chapter 60 and the Cosmetology Administrative Rules, Tex. Admin. Code, Title 16 Chapter 83. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

   Printed Name of Owner, Officer, or Authorized Representative | Signature of Owner, Officer, or Authorized Representative | Date Signed
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PRIVATE COSMETOLOGY SCHOOL LICENSE
OWNERSHIP INFORMATION PAGE

YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.

<table>
<thead>
<tr>
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<tr>
<td>Federal ID No. or Owner Social Security No.*</td>
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* If you have a Social Security Number, Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders.