

<p><b>Regulatory Analysis Form</b> (Completed by Promulgating Agency)</p> <p><small>(All Comments submitted on this regulation will appear on IRRC's website)</small></p>	<p><b>INDEPENDENT REGULATORY REVIEW COMMISSION</b></p> <p><b>RECEIVED</b></p> <p>AUG 10 2022</p> <p>Independent Regulatory Review Commission IRRC Number: 3342</p>
<p>(1) Agency Department of State, Bureau of Professional and Occupational Affairs, State Board of Cosmetology</p>	
<p>(2) Agency Number: 16A Identification Number: 4520</p>	
<p>(3) PA Code Cite: 49 Pa. Code § 7.2</p>	
<p>(4) Short Title: Fees</p>	
<p>(5) Agency Contacts (List Telephone Number and Email Address):</p> <p>Primary Contact: Gerard A. Leone, Board Counsel, State Board of Cosmetology, 401 North Street, Room 306, Harrisburg, PA 17120 (phone 717-547-3896) (fax 717-214-9899) geleone@pa.gov</p> <p>Secondary Contact: Jacqueline A. Wolfgang, Senior Regulatory Counsel, Department of State, P.O. Box 69523, Harrisburg, PA 17106-9523 (phone 717-783-7200) (fax 717-787-0251) jawolfgang@pa.gov</p>	
<p>(6) Type of Rulemaking (check applicable box):</p> <p><input type="checkbox"/> Proposed Regulation</p> <p><input checked="" type="checkbox"/> Final Regulation</p> <p><input type="checkbox"/> Final Omitted Regulation</p>	<p><input type="checkbox"/> Emergency Certification Regulation;</p> <p><input type="checkbox"/> Certification by the Governor</p> <p><input type="checkbox"/> Certification by the Attorney General</p>
<p>(7) Briefly explain the regulation in clear and nontechnical language. (100 words or less)</p> <p>The State Board of Cosmetology ("Board") amends § 7.2 (relating to schedule of fees) to read as set forth in Annex A. The final rulemaking provides for graduated application fees increases for: cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, limited practice teacher (nail technician teacher, esthetician teacher, and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) cosmetology school, licensure by reciprocity and registration of cosmetology apprentice, approval of cosmetology school supervisor application, change in cosmetology salon or limited practice salon (inspection required), change in cosmetology salon or limited practice salon (no inspection required), change in cosmetology school (inspection required), change in cosmetology school (no inspection required), reinspection of cosmetology salon or limited practice salon or cosmetology school, certification of student or apprentice training hours and verification of license, registration, permit or approval.</p> <p>The final rulemaking also implements graduated biennial renewal fee increases for cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, limited practice teacher (nail technician</p>	

teacher, esthetician teacher, and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) and cosmetology school.

(8) State the statutory authority for the regulation. Include specific statutory citation.

Pursuant to section 16(a) of the Cosmetology Law (act), 63 P.S. § 522(a), the Board shall, by regulation, fix fees for: cosmetology salon owners, teachers, cosmetologists, nail technicians, nail technology salons, estheticians, esthetician salons, natural hair braiders, natural hair braiding salons, students and cosmetology schools, and registration fee for apprentices. Section 16(a) also provides authority to fix fees for the biennial renewal of cosmetology salon owners, school instructors, cosmetologists, nail technicians, estheticians, natural hair braiders, cosmetology schools, nail technology salons, esthetician salons and natural hair braiding salons.

Additionally, pursuant to section 16(c) of the (act), 63 P.S. § 522(c), all fees required pursuant to this act shall be fixed by the board by regulation and shall be subject to the act of June 25, 1982 (P.L.633, No.181), known as the "Regulatory Review Act." "If the revenues raised by fees, fines and civil penalties imposed pursuant to this act are not sufficient to meet expenditures over a two-year period, the board shall increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures." Section 16(d) of the act, 63 P.S. § 522(d), states, "If the Bureau of Professional and Occupational Affairs determines that the fees established by the board pursuant to subsection (c) of this section are inadequate to meet the minimum enforcement efforts required by this act, then the bureau, after consultation with the Board and subject to then "Regulatory Review Act," shall increase the fees by regulation in an amount that adequate revenues are raised to meet the required enforcement effort. The Commissioner is appointed by the Governor and has a number of powers and duties. Specifically, under 71 P.S. § 279.1(a)(7), the Commissioner has the power and duty, "[u]nless otherwise provided by law, to fix the fees to be charged by the several professional and occupational examining boards within the department."

(9) Is the regulation mandated by any federal or state law or court order, or federal regulation? Are there any relevant state or federal court decisions? If yes, cite the specific law, case or regulation as well as, any deadlines for action.

Except as set forth in paragraph (8), the regulation is not mandated by any federal or state law or court order or federal regulation.

(10) State why the regulation is needed. Explain the compelling public interest that justifies the regulation. Describe who will benefit from the regulation. Quantify the benefits as completely as possible and approximate the number of people who will benefit.

The act requires the Board to set fees by regulation so that revenues match expenditures over a two-year period. The general operating expenses of the Board are borne by the licensee population through revenue generated by applications and the biennial renewal of licenses. The final rulemaking ensures the fiscal integrity of the Board and allows the Board to carry out its mission.

The majority of the Board's costs are personnel related, and much of those costs are not within the Board's control. Staff are generally employees of the Commonwealth, most of whom are civil service personnel, and many are union positions. For these employees, the Board is bound by the negotiated contract that the unions have with the Commonwealth. Personnel costs associated with investigation and enforcement depend largely on the number of complaints received that need to be investigated, and the number of those matters that result in disciplinary action. The Board has no control over the number of complaints that are

filed against licensees and unlicensed individuals, nor may they control which matters are or are not prosecuted.

The Board receives an annual report from the Department of State's Bureau of Finance and Operations (BFO) regarding the Board's income and expenses. Currently, the Board's revenue and expenses for fiscal years (FYs) 2018-2019 and 2019-2020 and the projected revenue and expenses through FY 2021-2022 and FY 2022-2023 are as follows: during FY 2018-2019, the Board received revenue of \$5,257,912.96 and incurred expenses of \$5,171,879.74, and ended with a deficit of \$1,674,126.54, during FY 2019-2020, the Board received revenue of \$4,942,576.49 and incurred expenses of \$5,409,577.32, and ended with a deficit of \$2,140,868.37, during FY 2020-2021, the Board received revenue of \$5,256,402.78 and incurred expenses of \$5,360,000, and ended with a deficit of \$2,140,868.37. For FYs 2021-2022 and 2022-2023, the Board is expected to generate revenue of \$10,616,000, incur expenses of \$11,093,000, and end with a deficit of \$2,721,724.59. Thus, BFO's data demonstrates that the Board's revenue has not been sufficient to match its expenditures over a two-year period.

Two graduated biennial renewal fee increases will be implemented under the final rulemaking. Biennial renewal fee increases will be implemented for: cosmetologists, nail technicians, estheticians, natural hair braiders, cosmetologist teachers, cosmetology salons, cosmetology schools, nail technician teachers, esthetician teachers, natural hair braider teachers, nail technology salons, esthetician salons, and natural hair braiding salons. Approximately 125,467 individuals who possess current licenses and registrations will be required to pay more for biennial renewals. While licensed individuals will be impacted economically, the graduated increase as opposed to a flat fee increase will ensure that fees charged coincide more closely with the projected expenses for each biennium.

As a part of the Board's rulemaking, the Board reviewed the fees charged for licensure applications and determined that the current application fees do not accurately reflect the actual cost of processing applications. Accordingly, the Board also adopted increases in application fees so that the application fees more accurately reflect the cost of processing applications. Increasing the application fees, however, does not produce sufficient revenue to match the Board's projected expenditures. The final rulemaking will increase licensure application fees to reflect updated costs of processing applications. The following application fee increases will be implemented under the final rulemaking: cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, cosmetology salon, cosmetology school, nail technician teacher, esthetician teacher, natural hair braider teacher, nail technician salon, esthetician salon, natural hair braider salon, licensure by reciprocity, registration of cosmetology apprentice, cosmetology school supervisors, changes in cosmetology salon or limited practice salon (inspection required), changes in cosmetology salon or limited practice salon (no inspection required), changes in cosmetology schools (inspection required), change in cosmetology schools (no inspection required), reinspection of salon or cosmetology schools, certifications of student or apprentice training hours, and verifications of license, registration, permit or approvals.

Approximately 11,029 applicants will be impacted by this regulation. While applicants will be impacted economically, the graduated increase as opposed to a flat fee increase will ensure that fees charged to licensees are reflective of costs for processing each application during that biennial period.

The new fee structure is projected to produce biennial revenues of \$12,863,427 in FYs 2022-2023 through 2023-2024 and will allow the Board to meet or exceed its projected expenditures of \$11,260,000; \$14,792,000 in revenue for FY 2024-2025 through 2025-2026 will allow the Board to match its projected expenditures of \$11,598,000. The Board believes the fee increases will allow the Board to meet or exceed its projected expenditures and return the Board to a fiscally sound position through at least FY 2025-2026.

The fee increases for application and biennial renewal fees will enable the Board to meet its operating expenses and prevent further deficits from accruing. The final rulemaking will benefit every citizen of the Commonwealth in that it ensures the fiscal integrity of the Board so that it can continue to carry out its mission of protecting the public by its enforcement of the licensure act and its continued regulation of the profession of cosmetology to ensure and promote public protection and fairness in the industry and to the Board's licensees. The costs to applicants and licensees are outweighed by the Board's duty to license and regulate the practice of cosmetology in the public's interest.

(11) Are there any provisions that are more stringent than federal standards? If yes, identify the specific provisions and the compelling Pennsylvania interest that demands stronger regulations.

No, there are no federal licensure standards applicable to the subject matter of the regulation.

(12) How does this regulation compare with those of the other states? How will this affect Pennsylvania's ability to compete with other states?

Comparing the final rule's fees with fees of other states, the Board does not believe this rulemaking will put Pennsylvania at a competitive disadvantage with other states, particularly because the proposed fees reflect the actual costs to process applications and to perform the related services.

Comparison of application fees with other states in the Northeast Region, including Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Vermont and West Virginia is as follows:

Cosmetologist: Maine \$20, Maryland \$25, Rhode Island \$25, West Virginia \$35, New York \$40 and Ohio \$45 all have much lower fees than Massachusetts \$68, Connecticut \$100, Vermont \$110, Delaware \$128, New Hampshire \$130 (application/license combined) and New Jersey \$140 (application/license combined). Pennsylvania's graduated fees will be \$25 and \$26, which is less than all of the states, other than Maine.

Cosmetologist Teacher: Connecticut does not issue a cosmetology teaching license, Maine \$20, Maryland \$25, Rhode Island \$25 and Ohio \$45 have the lowest fees; New York \$50 (issues an initial certificate good for 5 years), Massachusetts \$68, New Hampshire \$80, New Jersey \$140 (application/license fee combined), Delaware \$205 and Vermont \$250 (endorsement by the board) all have much higher fees. Pennsylvania's graduated fees will be \$25 and \$26, which is less than all of the states other than Maine.

Nail Technician: Maine \$20, Maryland \$25, New York \$40 have the lowest fees. Delaware \$103 and Vermont \$110 are the highest fees; Connecticut combines licenses for esthetician and nail technician \$100. Some states use the term "manicurist" in their licensing instead of the term "nail technician". Most states require nail technicians to pass an exam and complete a training program, apprenticeship, or both. A manicurist may perform a wide variety of hand and feet grooming procedures such as hand, feet, and lower leg massages and may use gels, acrylics, apply extensions, tips and wraps. States that use the term manicurist in their licensing are as follows: Rhode Island \$25, West Virginia \$35, Ohio \$45, New Jersey \$50, Massachusetts \$68 and New Hampshire \$80. Pennsylvania's graduated fees will be \$25 and \$26, which is less than all of the states other than Maine and Rhode Island.

**Nail Technician Teacher:** Connecticut does not issue a nail technician teaching license; Maine \$20 and Maryland \$25 have the lowest fees. States that use the term “manicurist” in their licensing are as follows: Rhode Island \$25, West Virginia \$35, Ohio \$45, New York \$50 (certificate fee), Massachusetts \$68, New Jersey \$80 (combined application/license), New Hampshire \$80 (combined application/license) and Delaware \$205. Pennsylvania’s graduated fees will be \$25 and \$26, which is less or comparable to all the other states.

**Esthetician:** Connecticut combines licenses for esthetician and nail technician \$100, Maine \$20, Maryland \$25, Rhode Island \$25, New York \$40, Ohio \$45, Massachusetts \$68, New Hampshire \$80 (combined application/license) have the lowest fees. Delaware \$101, Vermont \$110, West Virginia \$110 and New Jersey \$140 (combined application/license) have the highest fees. Pennsylvania’s graduated fees will be \$25 and \$26, which is less or comparable to all the other states.

**Esthetician Teacher:** Connecticut, Maryland, New Jersey and New York do not issue esthetician teacher licenses; Maine \$20, Rhode Island \$25, West Virginia \$50, Ohio \$55, New Hampshire \$55 have the lowest fees. Massachusetts \$136, Delaware \$225 and Vermont \$250 (endorsed by the board) have the highest fees. Pennsylvania’s graduated fees will be \$25 and \$26, which is less or comparable to all the other states.

**Natural Hair Braider:** Delaware, Maine, Maryland, New Hampshire, Vermont and West Virginia do not license natural hair braiders. Ohio uses the term “natural hair stylist” instead of “natural hair braider” \$55. Connecticut, Rhode Island, Massachusetts and New Jersey require a cosmetology license. New York requires a special braiding license and a natural hair stylist license. Pennsylvania’s graduated fees will be \$25 and \$26, which is less or comparable to all the other states.

**Natural Hair Braider Teacher:** Delaware, Maine, Maryland, New Hampshire, Vermont and West Virginia do not license natural hair braiders. Ohio uses the term “natural hair stylist” instead of “natural hair braider” \$55. Connecticut, Rhode Island and Massachusetts and New Jersey require a cosmetology license. New York requires a special braiding license and a natural hair stylist license. Pennsylvania’s graduated fees will be \$25 and \$26, which is less or comparable to all the other states.

**Cosmetology School:** Delaware \$128, Maine \$500, Massachusetts \$338, New Hampshire \$150, New Jersey \$250, Ohio \$250, and Vermont, \$300. Connecticut, Maryland, New York, Rhode Island, West Virginia schools are regulated by other state entities. Pennsylvania’s graduated fees will be \$220 and \$231, which is less than the majority of the comparison states.

**Cosmetology Salon:** Connecticut \$100, Delaware \$128, Maine \$20, Maryland \$200, Massachusetts \$136, New Hampshire \$60, New Jersey \$200, New York \$60, Ohio \$75, Rhode Island \$170, Vermont \$300 and West Virginia \$90. Pennsylvania’s graduated fees are \$135 and \$142, which is less than five of the states and less than the average fee for the comparison states.

**Nail Technician Salon:** Connecticut \$100, Delaware \$128, Maine \$20, Maryland \$200, Massachusetts \$136, New Hampshire \$60, New Jersey \$200, New York \$60, Ohio \$75, Rhode Island \$170, Vermont \$300 and West Virginia \$90. Pennsylvania’s graduated fees is \$135 and \$142, which are less than five of the states and less than the average fee for the comparison states.

**Esthetician Salon:** Connecticut \$100, Delaware \$128, Maine \$20, Maryland \$200, Massachusetts \$136, New Hampshire \$60, New Jersey \$200, New York \$60, Ohio \$75, Rhode Island \$170, Vermont \$300, and West Virginia \$90. Pennsylvania’s graduated fees will be \$135 and \$142, which is less than five of the states and less than the average fee for the comparison states.

Natural Hair Braider Salon: Ohio \$75, New York \$60. Pennsylvania's graduated fees will be \$135 and \$142. Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Vermont, West Virginia do not provide for license, permit, or registration of natural hair braider salons.

Licensure by Reciprocity: Connecticut \$100, Delaware \$128 for cosmetologist \$101 for esthetician, and \$103 for nail technician, Maine \$41, Maryland \$25, Massachusetts \$204 with a current out of state license, \$136 without a current out of state license, New Hampshire \$100, New Jersey \$100, New York \$40, Ohio \$70, Rhode Island \$25, Vermont \$130 and West Virginia \$100. Pennsylvania's graduated fees will be \$85 and \$89, which is less or comparable to the other states.

Registration of Cosmetology Apprentice: Delaware \$40 Maine \$31, Maryland \$10, New Hampshire \$75. Pennsylvania's graduated fees will be \$75 and \$99. Connecticut, Massachusetts, New Jersey, New York, Ohio, Rhode Island, Vermont, West Virginia do not provide for license, permit, or registration of cosmetology apprentices.

#### Other Fees:

Verifications Of License: Delaware \$35, Rhode Island \$50. Connecticut, Massachusetts, New Jersey, New York, Ohio, Vermont, West Virginia do not provide for fees for verification of licenses. Pennsylvania's graduated fees will be \$20 and \$21, which is less or comparable to all the other states that provide for a fee.

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Vermont, West Virginia do not provide for Approval of Cosmetology School Supervisors, Changes In Cosmetology Salon or Limited Practice Salon (Inspection Required), Changes In Cosmetology Salon or Limited Practice Salon (No Inspection Required), Changes In Cosmetology Schools (Inspection Required), Change In Cosmetology Schools (No Inspection Required), Reinspection Of Salon or Cosmetology Schools, and Certifications Of Student or Apprentice Training Hours.

Comparison of renewal fees with other states in the Northeast Region is as follows:

Cosmetologist: Biennial fees for comparison states are as follows: New York \$20, Rhode Island \$25, Maryland \$25, West Virginia \$35, Maine \$40, New Hampshire \$40, Ohio \$55 and New Jersey \$60 have the lowest fees; Connecticut \$100 (combines licenses for esthetician and nail technician); Vermont \$130, Massachusetts \$136 and Delaware \$225 have the highest fees; Pennsylvania's graduated fees will be \$82 and \$97. Pennsylvania's fees will be lower than three other states. While the fees are higher than some other states, the average fee is \$74, which is slightly lower but still comparable to Pennsylvania's biennial fees.

Cosmetologist Teacher: Connecticut does not license cosmetologist teachers. Biennial fees for comparison states are as follows: Maryland \$25, Rhode Island \$25, Maine \$40, New York \$20, West Virginia \$50, New Hampshire \$55, Ohio \$55 and New Jersey \$60 have the lowest fees; Vermont \$130, Massachusetts \$136, and Delaware \$225 have the highest fees. Pennsylvania's graduated fees will be \$120 and \$135. The average fee is \$75. Pennsylvania's biennial fees will be comparable to several other northeast states.

Nail Technician: Biennial fees for other comparison states are as follows: New York \$20, Maryland \$25, West Virginia \$35, Maine \$40, Connecticut \$100, Vermont \$130, Massachusetts \$136 and Delaware \$225. Some states use the term "manicurist" in their licensing instead of the term "nail technician". Most states

require nail technicians to pass an exam and complete a training program, apprenticeship, or both. A manicurist may perform a wide variety of hand and feet grooming procedures such as hand, feet, and lower leg massages and may use gels, acrylics, apply extensions, tips and wraps. States that use the term manicurist in their licensing are as follows: Rhode Island \$25, West Virginia \$35, Ohio \$45, New Hampshire \$55 and New Jersey \$60. Pennsylvania's graduated fees will be \$82 and \$97. The average fee is \$75. Pennsylvania's biennial fees will be comparable to several other northeast states that have higher fees.

**Nail Technician Teacher:** Connecticut, Maryland and New York do not issue a nail technician teaching license. Biennial fees for other comparison states are as follows: Maine \$40, West Virginia \$50, New Hampshire \$55, New Jersey \$60, Massachusetts \$136, Vermont \$130, and Delaware \$225. States that use the term manicurist in their licensing are as follows: Rhode Island \$25 and Ohio \$55. Pennsylvania's graduated fees will be \$120 and \$135. The average fee is \$86, and Pennsylvania's biennial fees are comparable to several other northeast states that have higher fees.

**Esthetician:** Biennial fees for comparison states are as follows: New York \$20, Rhode Island \$25, Maryland \$25, West Virginia \$35, Maine \$40, New Hampshire \$40, Ohio \$55, New Jersey \$60, Connecticut \$100, Vermont \$130, Massachusetts \$136 and Delaware \$225. Pennsylvania's graduated fees are \$82 and \$97. The average fee is \$74, and Pennsylvania's biennial fees will be comparable to several other northeast states.

**Esthetician Teacher:** Connecticut, Maryland, New Jersey and New York do not license esthetician teachers. Biennial fees for comparison states are as follows: Rhode Island \$25, Maine \$40, West Virginia \$50, New Hampshire \$55, Ohio \$55, Massachusetts \$136, Delaware \$225 and Vermont \$130. Pennsylvania's graduated fees will be \$120 and \$135. The average fee is \$90, and Pennsylvania's biennial fees will be comparable to several other northeast states.

**Natural Hair Braider:** Delaware, Maine, Maryland, Vermont, New Hampshire and West Virginia do not license natural hair braiders. Ohio uses the term "natural hair stylist" instead of "natural hair braider" and has a \$55 biennial fee. Connecticut, Rhode Island and Massachusetts require a cosmetology license. New Jersey and New York require a special braiding license. New Jersey has a \$90 biennial fee and New York has a \$20 biennial fee. Pennsylvania's graduated fees will be \$82 and \$97. The average fee is \$55. Pennsylvania's biennial fees are slightly higher than Ohio and New York, but still comparable to New Jersey.

**Natural Hair Braider Teacher:** Delaware, Maine, Maryland, New Hampshire, and West Virginia do not license natural hair braider teachers. Connecticut, Rhode Island and Massachusetts New Jersey, New Jersey require a cosmetology teacher license. Ohio licenses natural hair stylist instructor at a biennial fee of \$55. Pennsylvania's graduated fees will be \$120 and \$135. The only comparable fee is \$55, which is lower than Pennsylvania's biennial fees.

**Cosmetology School:** Delaware \$128, New Hampshire \$150, Ohio \$250, New Jersey \$300, Vermont, \$300, Massachusetts \$338 and Maine \$1,000. Connecticut, Maryland, New York, Rhode Island, West Virginia schools are regulated by other state entities. Pennsylvania's graduated fees will be \$300 and \$315, which is less or comparable to all the other states. The average fee is \$352, which is higher than Pennsylvania's proposed biennial fees.

**Cosmetology Salon:** Maine \$40, West Virginia \$40, Maryland \$50, New York \$60, Ohio \$70, Massachusetts \$82, Connecticut \$100, Delaware \$128, New Hampshire \$150, New Jersey \$200, Vermont

\$240 and Rhode Island \$340. Pennsylvania's graduated fees will be \$129 and \$144, which is less or comparable to all the other states. The average fee is \$125, which is slightly lower than Pennsylvania's biennial fees.

Nail Technician Salon: Connecticut \$100, Maine \$40, Maryland \$50, Massachusetts \$82, New Hampshire \$150, New Jersey \$200, New York \$60, Ohio \$70, Rhode Island \$170, Vermont \$240, West Virginia \$40 and Delaware \$128. Pennsylvania's graduated fees will be \$129 and \$144, which is less or comparable to the other states. The average fee is \$111, which is slightly lower than Pennsylvania's proposed biennial fees.

Esthetician Salon: New York \$30, Maine \$40, Ohio \$70, West Virginia \$80, Massachusetts \$82, Connecticut \$100, Maryland \$100, New Hampshire \$100, Delaware \$128, Rhode Island \$170, New Jersey \$200 and Vermont \$240. Pennsylvania's graduated fees will be \$135 and \$142, which is less or comparable to the other states. The average fee is \$112, which is lower than Pennsylvania's biennial fees.

Natural Hair Braider Salon: New York \$30, Ohio \$70; Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Vermont and West Virginia do not provide for license, permit, or registration of cosmetology school supervisors. Pennsylvania's graduated fees will be \$135 and \$142. The average fee is \$50, which is lower than Pennsylvania's proposed biennial fees.

In comparing the fees with fees of other states, the Board does not believe this rulemaking will put Pennsylvania at a competitive disadvantage with other states. Although some of Pennsylvania's biennial renewal application fees will be higher than average when compared to the surrounding states, it will not impair Pennsylvania's ability to compete. The cosmetology professions depend on the availability of large pools of potential clients in order to survive and thrive. Because Pennsylvania is highly populated in comparison with the surrounding states, it provides a greater pool of potential clientele and more opportunity to earn income. According to the 2020 U.S. Census, Pennsylvania is the 5<sup>th</sup> largest state in the United States of America. Of the twelve states that surround Pennsylvania, only New York ranks higher in population. The ranking of the twelve surrounding states by population is as follows: Connecticut, 29<sup>th</sup>; Delaware, 45<sup>th</sup>; Maine, 42<sup>nd</sup>; Maryland, 18<sup>th</sup>; Massachusetts, 15<sup>th</sup>; New Hampshire, 41<sup>st</sup>; New Jersey, 11<sup>th</sup>; New York, 4<sup>th</sup>; Ohio, 7<sup>th</sup>; Rhode Island, 43<sup>rd</sup>; Vermont, 49<sup>th</sup>; and West Virginia, 39<sup>th</sup>. Pennsylvania's initial application fees are generally lower than average and provide an incentive for potential licensees to come to Pennsylvania to obtain a license and start earning an income which can be used to support themselves and their families and provides a means for paying the biennial renewal fees.

(13) Will the regulation affect any other regulations of the promulgating agency or other state agencies? If yes, explain and provide specific citations.

No.

(14) Describe the communications with and solicitation of input from the public, any advisory council/group, small businesses and groups representing small businesses in the development and drafting of the regulation. List the specific persons and/or groups who were involved. ("Small business" is defined in Section 3 of the Regulatory Review Act, Act 76 of 2012.)

The Board released an exposure draft of a proposed annex reflecting graduated fee increases, for public comment from stakeholders, interested parties and representatives of the licensed professions on September 9, 2019. The Board also discussed the proposed rulemaking on September 21, 2020, July 19, 2021, and

November 1, 2021, during the Board's regularly scheduled meetings which are routinely attended by representatives of the regulated community. No public comments were received.

The Board published a notice of proposed rulemaking at 52 Pa.B. 2588 (April 30, 2022), for thirty days of public comment. The Board did not receive any public comments relating to the proposed rulemaking. The Independent Regulatory Review Commission (IRRC) reviewed the proposed regulation and informed the Board that it had no objections, comments, or recommendation to offer on the proposed regulation. The Board did not receive any comments from the House Professional Licensure Committee (HPLC) or the Senate Consumer Protection and Professional Licensure Committee (SCP/PLC) as part of their review of proposed rulemaking under the Regulatory Review Act (71 P.S. §§ 745.1—745.12). On July 25, 2022, the Board considered the final rulemaking in its public board meeting. The Board adopted the final rulemaking with no changes to the proposed annex.

Regarding application fees, the increase in cosmetology application fees is designed to cover the cost to process applications. This fee is borne by individual applicants. Subsequent increases are calculated at a 5% increase, based upon raises under current commonwealth union contracts. Application fees are almost entirely dependent upon personnel related costs. Application fees have not been increased since 2001. This fee increase is appropriate so that the applicants, and not existing licensees, bear the cost of processing those applications.

Regarding the increase in biennial renewal fees, the Board is duty bound to ensure that the Board is fiscally sound. By the end of FY 2018-2019, the Board was in deficit funding and, thus, increasing fees is critical to sustain the operations of the Board. The Board is statutorily obligated to increase fees by regulation when revenues raised by fees, fines and civil penalties under the act are insufficient to meet expenditures over a two-year period.

The Board is statutorily mandated to increase fees by regulation if the projected revenues do not match projected expenditures. Delaying an increase in fees is not fiscally feasible because the Board is in a deficit situation. The fee increases for application and biennial renewal fees will enable the Board to meet its operating expenses and prevent further deficits from accruing.

(15) Identify the types and number of persons, businesses, small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012) and organizations which will be affected by the regulation. How are they affected?

On an annual basis, approximately 11,029 applicants will be affected by the following increased application fees: 4,000 cosmetologists, 925 nail technicians, 1,350 estheticians, 15 natural hair braiders, 155 cosmetology teachers, 1,325 cosmetology salons, 10 cosmetology schools, 2 nail technician teachers, 8 esthetician teachers, 1 natural hair braider teacher, 140 nail technician salons, 160 esthetician salons, 5 natural hair braider salons, 338 license by reciprocity cosmetologists, 140 license by reciprocity nail technicians, 55 license by reciprocity estheticians, 10 license by reciprocity natural hair braiders, 10 license by reciprocity cosmetology teachers, 10 license by reciprocity nail technology teachers, 10 license by reciprocity esthetician teachers, 5 license by reciprocity natural hair braider teachers, 20 cosmetology apprentices, 20 cosmetology school supervisors, 50 changes in cosmetology salon or limited practice salon (inspection required), 75 changes in cosmetology salon or limited practice salon (no inspection required), 10 changes in cosmetology schools (inspection required), 6 change in cosmetology schools (no inspection required), 10 reinspection of cosmetology salon or limited practice salon or cosmetology schools, 24

certifications of student or apprentice training hours, and 2,140 verifications of license, registration, permit or approvals.

A total of approximately 125,467 licensees will be affected by the biennial renewal fee increases: 77,854 cosmetologists, 14,809 nail technicians, 8,602 estheticians, 54 natural hair braiders, 7,324 cosmetologist teachers, 11,930 cosmetology salons, 158 cosmetology schools, 15 nail technician teachers, 41 esthetician teachers, 3 natural hair braider teachers, 2,306 nail technology salons, 2,359 esthetician salons, and 12 natural hair braiding salons.

According to the 2020 U.S. Bureau of Labor Statistics report for occupational employment and wages in Pennsylvania, cosmetologists provide beauty services, such as cutting, coloring and styling hair, and hair braiding; massaging and treating the scalp; applying makeup; dress wigs; hair removal and provide nail and skincare services. Hair braiding is defined as the twisting, wrapping, weaving, extending, locking, or braiding of hair by hand or with mechanical devices and may include the use of natural or synthetic hair extensions or fibers. The majority of cosmetologists work in personal care services (44.7%), general merchandise stores (1.52%), health and personal care stores (.87%), motion picture and video industries (.39%) and technical and trade schools (.19%)

According to the Small Business Administration (SBA), there are approximately 1,041,905 businesses in Pennsylvania; of which 1,037,737 are small businesses. Of the 1,037,737 small businesses, 225,847 are small employers (those with fewer than 500 employees) and the remaining 811,890 are non-employers. Thus, the vast majority of businesses in Pennsylvania are considered small businesses. Small businesses are defined in Section 3 of the Regulatory Review Act, (71 P.S. § 745.3) which provides that a small business is defined by the SBA's Small Business Size Regulations under 13 CFR Ch. 1 Part 121. These size standards have been established for types of businesses under the North American Industry Classification System (NAICS). In applying the NAICS standards to the types of cosmetology licensees, a small business in Subsector 81 (Other Services) includes beauty salons (NAICS Code #812112) and nail salons (NAICS Code #812113) and is one that has average annual receipts of \$8.0 million or less. Therefore, for purposes of determining the economic impact on small businesses, the Board believes that a large number of its licensees either are, or work for, small businesses as that term is defined by the SBA and Pennsylvania's Regulatory Review Act. The Board has concluded that virtually all cosmetology and limited practice salons in Pennsylvania are small businesses; and likewise, all cosmetologists, nail technicians, estheticians, and natural hair braiders either are themselves small businesses or are employed by small businesses. The regulation's impact should not extend to those businesses as there are no direct costs that would be passed on to the licensee's employer, unless the employer voluntarily assumes those costs. It would, therefore, be up to the business to determine the benefit of paying employee licensing fees.

(16) List the persons, groups or entities, including small businesses, that will be required to comply with the regulation. Approximate the number that will be required to comply.

The amendments will increase the application and biennial renewal fees for all license, certificate and registrant holders of the Board. Specifically, those affected are:

**APPLICANTS** - Approximately 11,029 applicants will be impacted annually by the increased application fees, including: 4,000 cosmetologists, 925 nail technicians, 1,350 estheticians, 15 natural hair braiders, 155 cosmetology teachers, 1,325 cosmetology salons, 10 cosmetology schools, 2 nail technician teachers, 8 esthetician teachers, 1 natural hair braider teacher, 140 nail technician salons, 160 esthetician salons, 5 natural hair braider salons, 338 license by reciprocity cosmetologists, 140 license by reciprocity nail technicians, 55 license by reciprocity estheticians, 10 license by reciprocity natural hair braiders, 10 license

by reciprocity cosmetology teachers, 10 license by reciprocity nail technology teachers, 10 license by reciprocity esthetician teachers, 5 license by reciprocity natural hair braider teachers, 20 cosmetology apprentices, 20 cosmetology school supervisors, 50 changes in cosmetology salon or limited practice salon (inspection required), 75 changes in cosmetology salon or limited practice salon (no inspection required), 10 changes in cosmetology schools (inspection required), 6 change in cosmetology schools (no inspection required), 10 reinspection of cosmetology salon or limited practice salon or cosmetology schools, 24 certifications of student or apprentice training hours, and 2,140 verifications of license, registration, permit or approvals.

**LICENSEES, REGISTRANTS AND CERTIFICATE HOLDERS (Biennial Renewal)** - There are approximately 125,467 applicants who will be required to pay more to renew their licenses, certifications and registrations, including: 77,854 cosmetologists, 14,809 nail technicians, 8,602 estheticians, 54 natural hair braiders, 7,324 cosmetologist teachers, 11,930 cosmetology salons, 158 cosmetology schools, 15 nail technician teachers, 41 esthetician teachers, 3 natural hair braider teachers, 2,306 nail technology salons, 2,359 esthetician salons, and 12 natural hair braiding salons.

The fees may be paid by applicants, licensees, registrants, certificate holders or employers, if employers choose to pay these fees. The regulation should have no other fiscal impact on the private sector, the general public or political subdivisions of the Commonwealth.

The rulemaking will require the Board to alter its online applications to reflect the new fees; however, the amendments will not create additional paperwork for the regulated community or for the private sector.

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(17) Identify the financial, economic and social impact of the regulation on individuals, small businesses, businesses and labor communities and other public and private organizations. Evaluate the benefits expected as a result of the regulation.

The Board amends § 7.2 to update its fee schedules. The amendments will increase the application and biennial renewal fees for licensees of the Board. Specifically, those affected are as follows:

**APPLICANTS**

Approximately 11,029 applicants will be impacted annually by the graduated application fee increase.

**4000 Cosmetologists**

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$60,000 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$60,000 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$4,000 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$4,000 in application fees.

**925 Nail Technicians**

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$13,875 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$13,875 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$925 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$925 in application fees.

1,350 Estheticians

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$20,250 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$20,250 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$1,350 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$1,350 in application fees.

15 Natural Hair Braiders

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$225 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$225 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$15 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$15 in application fees.

155 Cosmetology Teacher

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$2,325 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$2,325 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$155 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$155 in application fees.

1,325 Cosmetology Salon

FY 2022-2023: The fee increase (\$100 to \$135) will generate an additional \$46,375 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$46,375 in application fees.

FY 2024-2025: The fee increase (\$135 to \$142) will generate an additional \$9,275 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$9,275 in application fees.

10 Cosmetology Schools

FY 2022-2023: The fee increase (\$180 to \$220) will generate an additional \$400 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$400 in application fees.

FY 2024-2025: The fee increase (\$220 to \$231) will generate an additional \$110 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$110 in application fees.

2 Nail Technician Teachers

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$30 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$30 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$2 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$2 in application fees.

8 Esthetician Teachers

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$120 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$120 in application fees.

FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$8 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$8 in application fees.

**1 Natural Hair Braider Teacher**

FY 2022-2023: The fee increase (\$10 to \$25) will generate an additional \$15 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$15 in application fees.  
FY 2024-2025: The fee increase (\$25 to \$26) will generate an additional \$1 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$1 in application fees.

**140 Nail Technician Salons**

FY 2022-2023: The fee increase (\$100 to \$135) will generate an additional \$4,900 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$4,900 in application fees.  
FY 2024-2025: The fee increase (\$135 to \$142) will generate an additional \$980 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$980 in application fees.

**160 Esthetician Salons**

FY 2022-2023: The fee increase (\$100 to \$135) will generate an additional \$5,600 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$5,600 in application fees.  
FY 2024-2025: The fee increase (\$135 to \$142) will generate an additional \$1,120 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$1,120 in application fees.

**5 Natural Hair Braider Salons**

FY 2022-2023: The fee increase (\$100 to \$135) will generate an additional \$175 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$175 application fees.  
FY 2024-2025: The fee increase (\$135 to \$142) will generate an additional \$35 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$35 in application fees.

**338 License by Reciprocity Cosmetologists**

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$8,450 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$8,450 in application fees.  
FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$1,352 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$1,352 in application fees.

**140 License by Reciprocity Nail Technicians**

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$3,500 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$3,500 in application fees.  
FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$560 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$560 in application fees.

**55 License by Reciprocity Estheticians**

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$1,375 in application fees.  
FY 2023-2024: The fee increase will continue to generate an additional \$1,375 in application fees.  
FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$220 in application fees.  
FY 2025-2026: The fee increase will continue to generate an additional \$220 in application fees.

#### 10 License by Reciprocity Natural Hair Braiders

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$250 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$250 in application fees.

FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$40 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$40 in application fees.

#### 10 License by Reciprocity Cosmetology Teacher

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$250 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$250 in application fees.

FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$40 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$40 in application fees.

#### 10 License by Reciprocity Nail Technician Teacher

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$250 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$250 in application fees.

FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$40 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$40 in application fees.

#### 10 License by Reciprocity Esthetician Teacher

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$250 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$250 in application fees.

FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$40 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$40 in application fees.

#### 5 License by Reciprocity Natural Hair Braider Teacher

FY 2022-2023: The fee increase (\$60 to \$85) will generate an additional \$125 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$125 in application fees.

FY 2024-2025: The fee increase (\$85 to \$89) will generate an additional \$20 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$20 in application fees.

#### 20 Cosmetology Apprentices

FY 2022-2023: The fee increase (\$70 to \$75) will generate an additional \$100 in application fees.

FY 2023-2024: The fee increase will continue to generate an additional \$100 in application fees.

FY 2024-2025: The fee increase (\$75 to \$79) will generate an additional \$80 in application fees.

FY 2025-2026: The fee increase will continue to generate an additional \$80 in application fees.

#### BIENNIAL RENEWAL FEES

Approximately 125,467 licensees will be impacted by the graduated biennial fee structure.

#### 77, 854 Cosmetologists

FY 2022-2023: The fee increase (\$67 to \$82) will generate an additional \$583,905 in revenue.

FY 2023-2024: The fee increase (\$67 to \$82) will generate an additional \$583,905 in revenue.

FY 2024-2025: The fee increase (\$82 to \$97) will generate an additional \$583,905 in revenue.  
FY 2025-2026: The fee increase (\$82 to \$97) will generate an additional \$583,905 in revenue.

14,809 Nail Technicians

FY 23-24: The fee increase (\$67 to \$82) will generate an additional \$222,135 in revenue.  
FY 25-26: The fee increase (\$82 to \$97) will generate an additional \$222,135 in revenue.

8,602 Estheticians

FY 22-23: The fee increase (\$67 to \$82) will generate an additional \$129,030 in revenue.  
FY 24-25: The fee increase (\$82 to \$97) will generate an additional \$129,030 in revenue.

54 Natural Hair Braiders

FY 22-23: The fee increase (\$67 to \$82) will generate an additional \$810 in revenue.  
FY 24-25: The fee increase (\$82 to \$97) will generate an additional \$810 in revenue.

7,324 Cosmetologist Teachers

FY 23-24: The fee increase (\$105 to \$120) will generate an additional \$109,860 in revenue.  
FY 25-26: The fee increase (\$120 to \$135) will generate an additional \$109,860 in revenue.

11,930 Cosmetology Salons

FY 22-23: The fee increase (\$114 to \$129) will generate an additional \$178,950 in revenue.  
FY 24-25: The fee increase (\$129 to \$144) will generate an additional \$178,950 in revenue.

158 Cosmetology Schools

FY 23-24: The fee increase (\$285 to \$300) will generate an additional \$2,370 in revenue.  
FY 25-26: The fee increase (\$300 to \$315) will generate an additional \$2,370 in revenue.

15 Nail Technician Teachers

FY 22-23: The fee increase (\$105 to \$120) will generate an additional \$225 in revenue.  
FY 24-25: The fee increase (\$120 to \$135) will generate an additional \$225 in revenue.

41 Esthetician Teachers

FY 22-23: The fee increase (\$105 to \$120) will generate an additional \$615 in revenue.  
FY 24-25: The fee increase (\$120 to \$135) will generate an additional \$615 in revenue.

3 Natural Hair Braider Teachers

FY 22-23: The fee increase (\$105 to \$120) will generate an additional \$45 in revenue.  
FY 24-25: The fee increase (\$120 to \$135) will generate an additional \$45 in revenue.

2,306 Nail Technician Salons

FY 22-23: The fee increase (\$114 to \$129) will generate an additional \$34,590 in revenue.

FY 24-25: The fee increase (\$129 to \$144) will generate an additional \$34,590 in revenue.

2,359 Esthetician Salons

FY 22-23: The fee increase (\$114 to \$129) will generate an additional \$35,385 in revenue.

FY 24-25: The fee increase (\$129 to \$144) will generate an additional \$35,385 in revenue.

12 Natural Hair Braiding Salons

FY 22-23: The fee increase (\$114 to \$129) will generate an additional \$180 in revenue.

FY 24-25: The fee increase (\$129 to \$144) will generate an additional \$180 in revenue.

OTHER FEES

20 Cosmetology School Supervisor Applications

FY 2022-2023: The fee increase (\$20-\$31) will generate an additional \$220 in revenue.

FY 2023-2024: The fee increase will continue to generate an additional \$220 in revenue.

FY 2024-2025: The fee increase (\$31-\$32) will generate an additional \$20 in revenue.

FY 2025-2026: The fee increase will continue to generate an additional \$20 in revenue.

50 Change in Cosmetology Salon or Limited Practice Salon (inspection required) Applications

FY 2022-2023: The fee increase (\$85-\$100) will generate an additional \$750 in revenue.

FY 2023-2024: The fee increase will continue to generate an additional \$750 in revenue.

FY 2024-2025: The fee increase (\$100-\$105) will generate an additional \$250 in revenue.

FY 2025-2026: The fee increase will continue to generate an additional \$250 in revenue.

75 Change in Cosmetology Salon or Limited Practice Salon (no inspection required) Applications

FY 2022-2023: The fee increase (\$30-\$43) will generate an additional \$975 in revenue.

FY 2023-2024: The fee increase will continue to generate an additional \$975 in revenue.

FY 2024-2025: The fee increase (\$43-\$45) will generate an additional \$150 in revenue.

FY 2025-2026: The fee increase will continue to generate an additional \$150 in revenue.

10 Change in Cosmetology School (inspection required) Applications

FY 2022-2023: The fee increase (\$110-\$125) will generate an additional \$150 in revenue.

FY 2023-2024: The fee increase will continue to generate an additional \$150 in revenue.

FY 2024-2025: The fee increase (\$125-\$131) will generate an additional \$60 in revenue.

FY 2025-2026: The fee increase will continue to generate an additional \$60 in revenue.

6 Change in Cosmetology School (no inspection required) Applications

FY 2022-2023: The fee increase (\$35-\$69) will generate an additional \$204 in revenue.

FY 2023-2024: The fee increase will continue to generate an additional \$204 in revenue.  
FY 2024-2025: The fee increase (\$69-\$72) will generate an additional \$18 in revenue.  
FY 2025-2026: The fee increase will continue to generate an additional \$18 in revenue.

10 Reinspection of Cosmetology Salon or Limited Practice Salon or Cosmetology School Applications

FY 2022-2023: The fee increase (\$85-\$87) will generate an additional \$20 in revenue.  
FY 2023-2024: The fee increase will continue to generate an additional \$20 in revenue.  
FY 2024-2025: The fee increase (\$87-\$91) will generate an additional \$40 in revenue.  
FY 2025-2026: The fee increase will continue to generate an additional \$40 in revenue.

24 Certification of Student or Apprentice Training Hours Applications

FY 2022-2023: The fee increase (\$30-\$56) will generate an additional \$624 in revenue.  
FY 2023-2024: The fee increase will continue to generate an additional \$624 in revenue.  
FY 2024-2025: The fee increase (\$56-\$58) will generate an additional \$48 in revenue.  
FY 2025-2026: The fee increase will continue to generate an additional \$48 in revenue.

2,140 Verification of License, Registration, Permit or Approval Applications

FY 2022-2023: The fee increase (\$15-\$20) will generate an additional \$10,700 in revenue.  
FY 2023-2024: The fee increase will continue to generate an additional \$10,700 in revenue.  
FY 2024-2025: The fee increase (\$20-\$21) will generate an additional \$2,140 in revenue.  
FY 2025-2026: The fee increase will continue to generate an additional \$2,140 in revenue.

Total Economic Impact to Applicants

Based upon the above application fee increases, the total economic impact per fiscal year is as follows:

FY 22-23: \$182,483  
FY 23-24: \$182,483  
FY 24-25: \$23,094  
FY 25-26: \$23,094  
Total: \$411,154

Based upon the above biennial renewal fee increases, the economic impact is as follows:

FY 22-23: \$963,735  
FY 23-24: \$918,270  
FY 24-25: \$963,735  
FY 25-26: \$918,270  
Total: \$3,764,010

Thus, the total economic impact to applicants, licensees, registrants, or employers, if employers choose to pay application or licensing fees, is \$4,175,164. This amount reflects the economic impact that will occur as a result of the fee increases.

The above applications and renewals may be paid by applicants, licensees, registrants or employers, should employers choose to pay these fees. The Board does not expect this rulemaking to have any other financial,

economic or social impact on individuals, small businesses, businesses or labor communities or other public or private organizations.

This increase is necessary to ensure the fiscal integrity of the Board and to ensure that the Board's mandate to protect the health, safety and welfare of the public is carried out. The new fee structure for application fees is beneficial for licensees generally as the costs associated with each application will be paid by the applicant rather than distributed among the Board's licensees. Additionally, the Board's graduated fee approach is beneficial because the application fee increases are reflective of actual costs during each biennium and biennial renewal fees coincide more closely with the projected expenses for each biennium.

(18) Explain how the benefits of the regulation outweigh any cost and adverse effects.

The Board is a statutorily created board which has powers and duties set forth in the act, including power to: determine qualifications and fitness of applicants; adopt and revise regulations; refuse, revoke or suspend licensees; establish fees for the operation of the board; and conduct hearings. The Board's expenses include: Bureau administration, Commissioner's and Revenue office services, Departmental services, legal office services, hearing expenses, enforcement and investigation costs, Professional Compliance Office costs, and board member expenses. Under Section 16 of the act, if the revenues raised by fees, fines and civil penalties imposed under this act are insufficient to meet expenditures over a two-year period, the Board must increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures.

The final rulemaking would benefit every citizen of the Commonwealth in that it would ensure the fiscal integrity of the Board and allow the Board to continue to carry out its mission of protecting the public by its enforcement of the licensure act and its continued regulation of the profession of cosmetology to ensure and promote fairness in the industry for the Board's licensees. The costs to applicants and licensees are outweighed by the Board's duty to license and regulate the profession of cosmetology. Additionally, application fees will more accurately address the actual cost of resources devoted to processing applications.

The regulatory amendment is mandated by section 16 the act (63 P.S. § 522(c)) and is necessary to assure the fiscal integrity of the Board so that it may continue to carry out its mission.

(19) Provide a specific estimate of the costs and/or savings to the **regulated community** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

As reflected in the Board's response to Question 17, the regulated community will incur additional costs as a result of the graduated application and biennial renewal fee increases. By adding the costs for the graduated application fees with biennial renewal fees per fiscal year, the Board estimates that the cost to licensees and applicants will be \$4,175,164. The Board does not anticipate additional administrative, legal, accounting or consulting costs to the Board, applicants or licensees by implementing the final rulemaking. The regulatory amendment will permit the Board to continue to fund the costs of its operations. There are no other costs or savings to state government associated with compliance with the final rulemaking.

(20) Provide a specific estimate of the costs and/or savings to the **local governments** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

There are no costs or savings to local governments associated with compliance with the proposed rulemaking.

(21) Provide a specific estimate of the costs and/or savings to the **state government** associated with the implementation of the regulation, including any legal, accounting, or consulting procedures which may be required. Explain how the dollar estimates were derived.

The Board will incur a minimal cost to revise its print and online application forms and online renewal platform to indicate the increased fees. The Board would incur no other increase in administrative costs by implementing the p final rulemaking. There are no other costs or savings to state government associated with implementation of the final rulemaking.

(22) For each of the groups and entities identified in items (19)-(21) above, submit a statement of legal, accounting or consulting procedures and additional reporting, recordkeeping or other paperwork, including copies of forms or reports, which will be required for implementation of the regulation and an explanation of measures which have been taken to minimize these requirements.

This final rulemaking will not require any additional record keeping nor will there be any legal, accounting or consulting procedures required for implementation of the final rulemaking. The new fees will require no additional paperwork, as these fees are being imposed to cover the Board's costs associated with services that are already being provided and paperwork that is already required.

(22a) Are forms required for implementation of the regulation?

Yes, the Board will have to revise its print and online application forms and online renewal platform to indicate the increased fees.

(22b) If forms are required for implementation of the regulation, **attach copies of the forms here.** If your agency uses electronic forms, provide links to each form or a detailed description of the information required to be reported.

In October of 2016, the Bureau launched the Pennsylvania Licensing System (PALS), which provides for an online application and biennial renewal system. Most of the Board's applications and biennial renewals are in PALS. The only remaining hard copy forms are Reinstatement Exam/Reactivation Applications (for licensees expired more than 5 years), Request for Certification of School Hours, Apprentice Registration, Limited Practice Salon Change, and Cosmetology School Changes. Regarding all the other applications, because the Board no longer uses paper applications, the Board is providing online "checklists" that correlate with each application. For biennial renewals, the Board has attached copies of biennial renewal forms that are reflective of the online content. *See Attachment "A."*

(23) In the table below, provide an estimate of the fiscal savings and costs associated with implementation and compliance for the regulated community, local government, and state government for the current year and five subsequent years.

	Current FY Year (22-23)	FY +1 Year (23-24)	FY +2 Year (24-25)	FY +3 Year (25-26)	FY +4 Year (26-27)	FY +5 Year (27-28)

<b>SAVINGS:</b>	\$	\$	\$	\$	\$	\$
Regulated Community						
Local Government						
State Government						
<b>Total Savings</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>COSTS:</b>						
Regulated Community	\$1,146,218	\$1,100,753	\$986,829	\$941,364	\$986,829	\$941,364
Local Government	\$0	\$0	\$0	\$0	\$0	\$0
State Government	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Costs</b>	\$1,146,218	\$1,100,753	\$986,829	\$941,364	\$986,829	\$941,364
<b>REVENUE LOSSES:</b>						
Regulated Community						
Local Government						
State Government						
<b>Total Revenue Losses</b>	N/A	N/A	N/A	N/A	N/A	N/A

(23a) Provide the past three year expenditure history for programs affected by the regulation.

<b>Program</b>	<b>FY -3 19-20 (Actual)</b>	<b>FY -2 20-21 (Actual)</b>	<b>FY -1 21-22 (Budget)</b>	<b>Current FY 22-23 (Projected)</b>
<b>State Board of Cosmetology</b>	\$5,465,951.80	\$5,379,651.67	\$5,381,000.00	\$5,541,000.00

(24) For any regulation that may have an adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), provide an economic impact statement that includes the following:

- (a) An identification and estimate of the number of small businesses subject to the regulation.
- (b) The projected reporting, recordkeeping and other administrative costs required for compliance with the proposed regulation, including the type of professional skills necessary for preparation of the report or record.
- (c) A statement of probable effect on impacted small businesses.
- (d) A description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation.

- (a) All “small businesses” as that term is defined by the Regulatory Review Act and the SBA, that employ licensees would be subject to the final rulemaking. The Board does not collect data relating to the size of the businesses that employ its licensees. Please also see the response to Question 15.
- (b) There are no projected reporting or recordkeeping costs required for compliance. There are only negligible additional administrative costs required to revise online applications for increased fees.
- (c) The probable effect on impacted small businesses may be an increase in application and biennial renewal fees for applicants or licensees employed by small businesses, should the businesses choose to pay these fees for employees.
- (d) The Board has evaluated and considered increasing fees since 2018. As previously discussed, the Board’s expenditures exceed its revenue. Section 16 of the act mandates a fee increase when expenditures outpace revenue. Thus, based upon the insufficient revenue and the deficit spending, the Board determined that fee increases are the only way to sustain operations, ensuring public health and safety.

(25) List any special provisions which have been developed to meet the particular needs of affected groups or persons including, but not limited to, minorities, the elderly, small businesses, and farmers.

No groups with particular needs have been identified.

(26) Include a description of any alternative regulatory provisions which have been considered and rejected and a statement that the least burdensome acceptable alternative has been selected.

The Board considers the regulation to be the least burdensome and acceptable alternative, consistent with public health, safety and welfare. This increase is necessary to ensure the fiscal integrity of the Board and to assure that the Board’s mandate to protect the health, safety and welfare of the public is carried out. The new fee structure for application fees is beneficial for licensees generally as the costs associated with each application will be paid by the applicant rather than distributed among the Board’s licensees. The Board considered an alternative fee increase that did not include a graduated fee schedule. The Board believes the graduated application fee and biennial renewal fee increases are beneficial because the application fee increases are reflective of actual costs to process applications and biennial renewal fees coincide more closely with the projected expenses for each biennium.

(27) In conducting a regulatory flexibility analysis, explain whether regulatory methods were considered that will minimize any adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), including:

- a) The establishment of less stringent compliance or reporting requirements for small businesses;
- b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses;
- c) The consolidation or simplification of compliance or reporting requirements for small businesses;
- d) The establishment of performance standards for small businesses to replace design or operational standards required in the regulation; and
- e) The exemption of small businesses from all or any part of the requirements contained in the regulation.

- a) All applicants pay the application fees at the time the application is submitted, and all licenses renew biennially. The Board did not consider less stringent reporting requirements for small businesses or for licensees who work for small businesses.
- b) All applicants pay the application fees at the time the application is submitted, and all licenses renew biennially. The Board did not consider less stringent schedules or deadlines for compliance or reporting requirements for small businesses.
- c) There are no compliance or reporting requirements that could be consolidated or simplified. The application and biennial renewal processes are the same whether a particular licensee or applicant is, or is employed by, a small business or a large business.
- d) The regulation does not contain design or operational standards that need to be altered for small businesses.
- e) To exclude any applicants or licensees from the requirements contained in the final rulemaking based on the size of the business would not be consistent with public health and welfare because it would prevent the Board from obtaining adequate revenue to meet projected expenditures and it would not be able to carry out its legislative mandate.

(28) If data is the basis for this regulation, please provide a description of the data, explain in detail how the data was obtained, and how it meets the acceptability standard for empirical, replicable and testable data that is supported by documentation, statistics, reports, studies or research. Please submit data or supporting materials with the regulatory package. If the material exceeds 50 pages, please provide it in a searchable electronic format or provide a list of citations and internet links that, where possible, can be accessed in a searchable format in lieu of the actual material. If other data was considered but not used, please explain why that data was determined not to be acceptable.

The Board relied on financial records of the Board presented by BFO, including the BFO Financial Report and fee report forms that provide the breakdown of costs for application fees. *See Attachment "B."*

(29) Include a schedule for review of the regulation including:

- A. The length of the public comment period: 30 days from publication in the PA Bulletin
- B. The date or dates on which any public meetings or hearings will be held: The proposed rulemaking was discussed at public Board meetings on September 9, 2019, September 21, 2020, July 19, 2021, and November 1, 2021.
- C. The expected date of delivery of the final-form regulation: Summer 2022
- D. The expected effective date of the final-form regulation: Fall 2022
- E. The expected date by which compliance with the final-form regulation will be required: Upon publication in the PA Bulletin as final.
- F. The expected date by which required permits, licenses or other approvals must be obtained: N/A

(30) Describe the plan developed for evaluating the continuing effectiveness of the regulations after its implementation.

The Board regularly evaluates the effectiveness of its regulations. Additionally, the Board regularly reviews requests by licensees and members of the public to amend its regulations causing the Board to evaluate the regulations' impact and necessity. The Board reviews all regulatory proposals at regularly scheduled meetings. The Board is scheduled to meet in 2022 on the following dates: July 25, 2022, September 19, 2022, November 7, 2022.

# Attachment A

**Cosmetology- Cosmetologist- Examination  
Initial**



**BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

P. O. Box 2649

Harrisburg, PA 17105-2649

**APPLICANT INFORMATION**

PERSONAL INFORMATION							
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Checklist name	Status	Submitted Date	Expiration Date				
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Criminal History Check							
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Education Verification							
Educational Transcript							
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Educational Transcript-Final Testing Educational Transcript							
Fees to Testing Organizations							
Pennsylvania Exam							
Pennsylvania Exam-Cosmetologist Early Theory Exam							
Photo							
Temporary Permit							
Valid Identification							

### LEGAL QUESTIONS

Questions	Answer	Document Uploaded	File Name
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### STANDARD QUESTIONS

Questions	Answer
1 Do you wish to receive a Temporary Practice Permit?	
2 Do you have Cosmetology Apprentice Permit?	
3 Please Enter your Cosmetology Apprentice Permit?	
4 How many hours of education have you completed/Experience hours you earned?	
5 What is the Start Date?	
6 What is the End Date?	
7 Are you sitting for an exam prior to graduation?	

### TRAINING INFORMATION

License Number	Name	Address

### PA VETERANS REGISTRY

Questions	Answer
1 Have you served in the U.S. Armed Forces?	
2 Thank you for your service. Would you like to register with the PA Veterans Registry? The PA Veterans Registry provides veterans with information about federal, state and local benefits, programs and services that are available to Pennsylvania veterans and links veterans with resources that can provide assistance. Registration is quick and easy, and provides the Department of Military and Veterans Affairs (DMVA) with a way to contact you regarding the benefits and services you may be eligible for. If you check "Yes," you will receive an email with instructions to assist you in registering.	

**CONFIRMATION**



Any fees paid are non refundable. ( 02/03/2022 11:43:43 )

**Cosmetology- Nail Technician-  
Examination Initial**



**BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

P. O. Box 2649

Harrisburg, PA 17105-2649

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**STANDARD QUESTIONS**

Questions	Answer
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2 Do you have Cosmetology Apprentice Permit?	
3 Please Enter your Cosmetology Apprentice Permit?	
4 How many hours of education have you completed/Experience hours you earned?	
5 What is the Start Date?	
6 What is the End Date?	
7 Are you sitting for an exam prior to graduation?	

**TRAINING INFORMATION**

License Number	Name	Address

**PA VETERANS REGISTRY**

Questions	Answer
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**CONFIRMATION**



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**Cosmetology- Esthetician-  
Examination Initial**



**BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

P. O. Box 2649

Harrisburg, PA 17105-2649

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2 Do you have Cosmetology Apprentice Permit?	
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**TRAINING INFORMATION**

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**CONFIRMATION**



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**Cosmetology- Natural  
Hair Braider-  
Examination Initial**



**BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

P. O. Box 2649

Harrisburg, PA 17105-2649

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2 Do you have Cosmetology Apprentice Permit?	
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**TRAINING INFORMATION**

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**PA VETERANS REGISTRY**

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**CONFIRMATION**



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Cosmetology- Cosmetology  
 Teacher  
 Examination Initial



BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

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Harrisburg, PA 17105-2649

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**Cosmetology- Nail Technology  
Teacher  
Examination Initial**



**BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

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Cosmetology- Esthetician  
 Teacher  
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BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

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Cosmetology- Natural Hair Braider  
 Teacher  
 Examination Initial



BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
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 Harrisburg, PA 17105-2649  
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2	Please provide the profession and state or jurisdiction.		
3	Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?		
4	Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
5	Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
6	Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?		
STANDARD QUESTIONS			
Questions	Answer		
1	Do you wish to receive a Temporary Practice Permit?		
2	Do you have Cosmetology Apprentice Permit?		
3	Please Enter your Cosmetology Apprentice Permit?		
4	How many hours of education have you completed/Experience hours you earned?		
5	What is the Start Date?		
6	What is the End Date?		
7	Are you sitting for an exam prior to graduation?		
TRAINING INFORMATION			
License Number	Name	Address	
PA VETERANS REGISTRY			
Questions	Answer		
1	Have you served in the U.S. Armed Forces?		
2	Thank you for your service. Would you like to register with the PA Veterans Registry? The PA Veterans Registry provides veterans with information about federal, state and local benefits, programs and services that are available to Pennsylvania veterans and links veterans with resources that can provide assistance. Registration is quick and easy, and provides the Department of Military and Veterans Affairs (DMVA) with a way to contact you regarding the benefits and services you may be eligible for. If you check "Yes," you will receive an email with instructions to assist you in registering.		

**CONFIRMATION**

Any fees paid are non refundable. ( 02/03/2022 11:43:43 )

## STATE BOARD OF COSMETOLOGY

Phone: 717-783-7130  
Fax: 717-705-5540  
E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
Website: [www.dos.pa.gov/cosmet](http://www.dos.pa.gov/cosmet)

**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

### INITIAL SALON LICENSURE APPLICATION

#### Instructions and Requirements

This application is to apply for initial (new) licensure, relocation or change of ownership of a cosmetology, esthetician, nail technology, or natural hair braiding salon.

#### PLEASE ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

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1. **FEE:**

The required fee for each salon license is \$100.00, check or money order, payable to "Commonwealth of PA". The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

A processing fee of \$20.00 will be assessed for any check returned unpaid by your bank, regardless of the reason for non-payment.

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2. **INSPECTION:**

When applying for licensure of any salon, the salon **CANNOT** be open/operating prior to inspection.

**RELOCATION:**

If relocating a salon, you must complete and file this application with the Board Office. Your *new location* cannot be open prior to inspection, however, you may continue to operate at your existing salon until inspection of the new location.

**CHANGE OF OWNERSHIP:**

If changing ownership of a salon, the *new owner cannot open or operate the salon until inspection*. The previous owner **MUST** return the salon license at the time of the change.

Inspection will be scheduled after successful review of a completed application. We will **NOT** schedule an inspection until all discrepancies are resolved.

---

3. **SALON ADDRESS:**

The salon's physical address must appear on the salon license. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same municipality of the salon location.

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4. **SALON LAVATORY REQUIREMENT:**

The Board regulation at 49 PA Code §7.79 requires that all salons have adequate lavatories on the premises. The lavatory must be located within the square footage of the salon and be exclusively for the use of salon patrons. If the lavatory is not located within the square footage of the salon, you may request a lavatory variance.

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**5. SALON SPACE REQUIREMENTS:**

If a salon does not meet the minimum space requirements, a space variance may be requested. *All salons must be separated from any other businesses by permanent walls or partitions and the entire salon area must be adjoining.*

If your salon consists of more than one large area (i.e. separate rooms or an L shaped room) please list the dimensions of each room/area with the total square footage of each room on a separate piece of paper clearly labeled and attached to this application

---

**MINIMUM WIDTH REQUIREMENT FOR ALL SALONS = 10 FEET**

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NUMBER OF LICENSEES:	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED SQUARE FEET:	180	240	300	360	420	480	540	600	660	720	780	840

*For each additional licensee, an additional 60 square feet is required.*

The Pennsylvania Cosmetology Law [Act of May 3, 1933, P.L. 242, No. 86, CL. 63, Section 9.3] now allows the practice of massage therapy within the approved area of a cosmetology salon or esthetician salon.

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**6. HOW TO REQUEST A LAVATORY OR SPACE VARIANCE:**

If your salon does not comply with the required width or total square footage, or if the lavatory is not located within the salon square footage or is not exclusively for use of the salon patrons, you may request a variance. To request a variance, you must submit:

- A. A written request for a variance – please explain why you are requesting the variance and the particular information requested below.
- B. A sketch which must be on 8½" x 11" paper.
- C. For *Lavatory variance*: a revised sketch showing the location of the lavatory in relation to your salon. This sketch must include the distance, in feet and inches, to the lavatory.
- D. Written directions from the shop to the lavatory. You must identify all rooms through which they must pass.
- E. A statement as to whether the lavatory is for the exclusive use of salon patrons.
- F. If the lavatory is not exclusively for use by the salon patrons, indicate the number of businesses sharing the lavatory, the approximate number of employees and patrons from those businesses who will be using the lavatory on a daily basis and the nature [i.e. type] of business.
- G. For *Space variance*: a revised sketch showing the dimensions of your salon for every wall. The sketch should include doors, windows, stations and lavatory and any exempt rooms.
- H. If the salon is to have room(s) exempt from licensure (such as for massage), indicate on a sketch the entire facility and the rooms to be exempt. These areas must have doors that close and are clearly labeled for the public and bureau inspectors.

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**7. DELETING PARTNERS:**

If you are ONLY deleting partners, do NOT complete this application. You will need to complete the Salon Changes Application (45-CB200).

---

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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 2601 North Third Street  
 Harrisburg, PA 17110

### SALON LICENSURE APPLICATION

**PLEASE NOTE:** this application is active for *one (1) year 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.

This box for official staff use only.  
 Appl. Number: \_\_\_\_\_  
 Staff initials: \_\_\_\_\_

#### 1. TYPE OF APPLICATION *(check the appropriate block)*

COSMETOLOGY SALON (Able to offer all services including hair) Fee \$100.00	<input type="checkbox"/>	NAIL TECHNOLOGY SALON (Limited to nail services only) Fee \$100.00	<input type="checkbox"/>
ESTHETICIAN SALON (Limited to esthetic services only) Fee \$100.00	<input type="checkbox"/>	NATURAL HAIR BRAIDING SALON (Limited to braiding, locking & weaving only) Fee \$100.00	<input type="checkbox"/>

#### 2. SALON NAME, ADDRESS & PHONE NUMBER (Required)

**SALON TRADE NAME**  
*(Trade name must match your sign):*

**SALON ADDRESS**  
*(If changing address, be sure to provide your NEW address here.)  
 If in a plaza or mall, please indicate unit #.  
 Must be a physical address, not a P O Box.*

STREET ADDRESS: \_\_\_\_\_

Suite, Unit or Store No. \_\_\_\_\_

CITY: \_\_\_\_\_ PA ZIP: \_\_\_\_\_

**SALON TELEPHONE**  
*(Must provide a phone number where patrons can schedule appointments)*

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**SALON LICENSE**  
*(if existing salon)*

**SALON EMAIL**  
*(if applicable)*

**3. OWNERSHIP TYPE**

**A. SOLE-PROPRIETOR**

*Print the name of salon owner. If licensed, provide license number. A sole-proprietor salon has one owner-operator.*

OWNER NAME	OWNER LICENSE NUMBER (IF APPLICABLE)												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												

**B. PARTNERSHIP**

*Print the names of ALL owners (licensed or unlicensed). Provide the license number of each licensed owner. There may be more than two partners. Attach additional pages if necessary.*

OWNERS NAMES	OWNERS LICENSE NUMBERS (IF APPLICABLE)												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												

**C. CORPORATE**

*If the salon is owned by a corporation, provide name of the corporation. Include a copy of the certificate of incorporation. Provide a list of all corporate officers with their names and titles.*

<b>NAME OF CORPORATION</b>													
OWNERS NAMES	OWNERS LICENSE NUMBERS (IF APPLICABLE)												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												

**4. CONTACT: (Required)**

*Provide the name, home address & phone number of an owner who can be contacted during daytime hours:*

Owner/Officer Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternative phone # \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip Code: \_\_\_\_\_

EMAIL: \_\_\_\_\_

By checking this box I indicate that I prefer to receive notification regarding the salon application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)

**5. OWNER ATTESTATION (Required)**

<b>EACH SECTION BELOW MUST BE ANSWERED:</b>			
<b>A</b>	I certify that I understand that <i>the salon owner is the person in charge of the salon</i> , and I further certify that when the salon owner is absent, an appropriate licensee must be designated as the person-in-charge, as per the requirements of the Cosmetology Regulations [49 PA Code, Chapter 7 at § 7.62].	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>B</b>	There is a lavatory within the salon's square footage that is to be used exclusively for salon patrons. (If no, a variance is required and must be requested in accordance with INSTRUCTION #6 on page 2).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>C</b>	Does your salon plan to offer massage therapy?  <i>If you answered "NO", proceed to Section 6 below.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p><i>If you answered "YES" and massage therapy will be performed in the approved area of the salon, you must abide by the Cosmetology Law, Section 9.3 and any future Regulations when approved.</i></p> <p><i>If you answered "YES" and your massage therapy services will be conducted outside the approved [i.e. licensed] area of the salon, then you must:</i></p> <ol style="list-style-type: none"> <li>1. Submit a salon sketch, showing the massage therapy room clearly marked as "EXEMPT"; and</li> <li>2. Submit a request for a lavatory variance as non-salon patrons may use of the salon lavatory.</li> </ol>			

**6. SALON AREA (Required)**

<b>YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT ANSWERS TO THESE QUESTIONS.</b>			
If your salon consists of more than one large area (i.e. separate rooms or an L shaped room) please list the dimensions of each room or area with the total square footage of each room on a separate piece of paper clearly labeled and attached to this application. See instructions.			
<b>A</b>	<b>SALON DIMENSIONS:</b>	Length:	Width:
			Total Square Footage: (Length multiplied by the width.)
<b>B</b>	Total number of licensees that will be working in the salon at any one time:		

**7. OWNER'S OATH (Required)**

*All owners must sign below. If applicant is a corporation, all officers must sign. Use additional pages if necessary.*

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 salon 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.

NAME OF SALON: \_\_\_\_\_

Owner/Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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

Telephone: 717-783-7130  
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### 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><b>§7.115 school shall ensure that each <u>cosmetology</u> student possess and maintains in sanitary condition the following:</b></p>	<p><b>§7.115 school shall ensure that each <u>esthetician</u> student possess and maintains in sanitary condition the following:</b></p>
<ul style="list-style-type: none"> <li>- 1 shampoo cape</li> <li>- 1 pair of scissors</li> <li>- 1 hair-cutting razor</li> <li>- 2 brushes</li> <li>- 6 combs</li> <li>- 100 pin curl clips minimum</li> <li>- complete tools for manicuring, including emery boards, pusher and brush</li> <li>- a carrying case of sufficient size to accommodate the equipment and supplies used by the student</li> <li>- 1 basic cosmetology textbook. A book of questions and answers is not considered a textbook</li> </ul>	<ul style="list-style-type: none"> <li>- 1 facial cape</li> <li>- 2 spatulas</li> <li>- 1 pair of tweezers</li> <li>- 1 make-up kit</li> <li>- facial supplies</li> <li>- a carrying case of sufficient size to accommodate the equipment and supplies used by the student</li> <li>- 1 basic skin care/make-up textbook</li> </ul>
<p><b>§7.115 school shall ensure that each <u>nail technician</u> student possess and maintains in sanitary condition the following:</b></p>	<p><b>§7.115 school shall ensure that each <u>natural hair braider</u> student possess and maintains in sanitary condition the following:</b></p>
<ul style="list-style-type: none"> <li>- 1 polish kit</li> <li>- complete tools for nail technology, including emery boards, pusher and brush</li> <li>- a carrying case of sufficient size to accommodate the equipment and supplies used by the student</li> <li>- 1 basic nail technology text book</li> </ul>	<ul style="list-style-type: none"> <li>- 1 shampoo cape</li> <li>- 1 comb-out cape</li> <li>- 2 brushes</li> <li>- 6 combs</li> <li>- 100 pin curl clips minimum</li> <li>- a carrying case of sufficient size to accommodate the equipment and supplies used by the student</li> <li>- 1 basic braiding text book</li> </ul>

**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

Telephone: 717-783-7130  
Fax: 717-705-5540  
E-mail: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
Website: [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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:**

—

—

**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:**

<b>Name:</b>	<b>Title:</b>

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**

<b>NAME OF SCHOOL'S DESIGNATED LICENSED SUPERVISOR</b>	<b>SIGNATURE</b>	<b>COSMETOLOGY TEACHER LICENSE NUMBER</b>

**5. DESIGNATED SCHOOL ADMINISTRATOR (if applicable)**

<b>NAME OF SCHOOL'S DESIGNATED NON-LICENSED SUPERVISOR</b>	<b>SIGNATURE</b>

**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: \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY LICENSURE BY RECIPROCITY APPLICATION

### CHECKLIST

You must review and complete this Checklist to determine whether you are eligible for a license by reciprocity.

#### REVIEW YOUR ELIGIBILITY:

1. Please review the list of states in page 2 of the application for the type of license you wish to obtain. <b>Is your state listed on page 3?</b> (Circle one) If you answered "Yes", <b>STOP</b> ; you do not qualify for a license by reciprocity.	<b>Yes</b> <b>No</b>
2. While you were licensed, <b>did you work for at least two [2] years in a licensed cosmetology salon?</b> (Circle one) If you answered "No", <b>STOP</b> ; you do not qualify for a license by reciprocity.	<b>Yes</b> <b>No</b>
3. <b>Is your cosmetology license current [NOT expired, must be "Active"]?</b> (Circle one) If you answered "No", <b>STOP</b> ; you do not qualify for a license by reciprocity.	<b>Yes</b> <b>No</b>

**If you do NOT qualify for a license by reciprocity, you MUST take the state licensing exam.** To obtain the application for examination, and to be scheduled, you must call Pearson Vue at 866-474-1148, toll-free. **Do NOT call the Board Office with regard to the testing, as staff cannot answer exam questions and does not have exam applications.**

#### REVIEW YOUR RECIPROCITY APPLICATION:

**This section must be completed ONLY if you qualify for licensure by reciprocity.**

1. <b>Did you contact the state where you hold an "Active" license to request a certification of licensure to be sent directly to the Pennsylvania Board of Cosmetology?</b> Certifications may be electronic or paper, but must be sent directly to the Board [i.e. not opened or handled by you, the applicant]. If you answered "No", you must do this to qualify for licensure by reciprocity.	<b>Yes</b> <b>No</b>
2. <b>Did you complete Section 4 of the application?</b> If you answered "No", your application will not be completed until this Section is completed. A license cannot be issued without submission of this completed section.	<b>Yes</b> <b>No</b>
3. <b>Did you answer all legal questions on the last page of the application?</b> If you answered "No", you must answer all legal questions and provide legal documents, if required. Refusal to answer the legal questions is an automatic denial of licensure request.	<b>Yes</b> <b>No</b>
4. <b>Have you requested an official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years?</b> The report(s) must be dated within 90 days of the date of your application for reciprocity. This report can be sent to you and forwarded to the Board with your application. A Pennsylvania CHRC may be requested online at <a href="http://epatch.state.pa.us">http://epatch.state.pa.us</a> .	<b>Yes</b> <b>No</b>
5. <b>Are all sections of the application completed?</b> If you answered "No", you must complete all sections of the application. Failure to do so will result in a delay to the processing of your application.	<b>Yes</b> <b>No</b>
6. <b>Did you sign and date the application?</b> If you answered "No", you must sign and date Section 5. Failure to do so will result in a delay to the processing of your application.	<b>Yes</b> <b>No</b>

**Complete and submit this review form with your reciprocity application and the required processing fee of \$60.00 made payable to the "Commonwealth of Pennsylvania". Payment may be made by personal check or money order. This fee is an application processing fee and it is non-refundable.**

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### LICENSURE BY RECIPROCITY APPLICATION

#### Instructions and Requirements

PLEASE NOTE: this application is active for one year 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.

**PLEASE READ ALL INSTRUCTIONS CAREFULLY TO DETERMINE IF YOU QUALIFY FOR LICENSURE BY RECIPROCITY AS THE APPLICATION FEE IS NON-REFUNDABLE.**

To obtain a license by reciprocity, you must submit this application and all required documents. If you are not currently licensed in a State with which Pennsylvania has an understanding of reciprocity, or if you do not have the required working experience, you must qualify for and successfully complete the appropriate licensing examination (theory and practical portions) to obtain a Pennsylvania license. If you do not qualify for licensure by reciprocity, contact the Exam Administrator, PearsonVUE for an examination application at 1-866-474-1148 or [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology).

#### 1. REQUIREMENTS FOR RECIPROCAL LICENSURE:

To qualify for licensure by reciprocity, you must meet the following requirements:

- A. You must have a current (not expired and not inactive) license in a State with which Pennsylvania has an understanding of reciprocity for your specific licensure classification. PLEASE REFER TO PAGE 2 FOR A LIST OF STATES FOR WHICH AN UNDERSTANDING OF RECIPROCITY DOES NOT EXIST.
- B. You must have at least two (2) years of licensed employment experience.

#### 2. FEE:

Attach a check or money order, payable to "Commonwealth of PA", in the amount of \$60.00. DO NOT SEND CASH.

*The required fee is a processing fee and is non-refundable. This fee is required regardless of issuance of a license. A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment*

#### 3. PROOF OF LICENSURE:

You must request the state licensing agency where you are currently licensed, to send a certification of your license direct to this office. The state seal must be affixed and the certification must be currently dated (within 60 days of the receipt of your application). The certification must include license type, date of licensure, licensure expiration date and disciplinary actions taken against your license. Certifications will not be maintained in the board office beyond the allowable 60 days. Certifications received from any source other than the state's licensing agency will not be accepted. The certification from your state's licensing authority is the only acceptable proof of licensure document -- your license, a copy of your license or any other document will not be accepted.

#### 4. **INFORMATION ON RECIPROCAL STATES**

The following is a list of the States with which Pennsylvania does NOT have an understanding of reciprocity for the applicable licensure classifications. Before you submit your application for licensure by reciprocity, be sure that the State where you are now currently licensed is not listed below. Because this list is subject to change at any time, it is advisable to contact the Pennsylvania State Board prior to submission to ensure that the information is currently accurate.

**A. FOR LICENSURE AS A COSMETOLOGIST:**  
( For licensure as a cosmetology teacher by reciprocity  
please see Application 45-CR200 available on the Boards website)

Pennsylvania does **NOT** have an understanding of reciprocity with **Connecticut, Colorado, Florida, Hawaii, New Jersey, New Mexico, Rhode Island or Utah.** You cannot obtain a cosmetologist license by reciprocity based upon a license in any of these states. You would be required to take and pass the entire state board examination (theory and practical) to obtain a Pennsylvania license. Contact PearsonVUE for the appropriate examination application at 1-866-474-1148 or [www.pearsonvue.com](http://www.pearsonvue.com)

**B. FOR LICENSURE AS A NAIL TECHNICIAN:**

Pennsylvania does **NOT** have an understanding of reciprocity with **Alabama, Connecticut, Colorado, Florida, Georgia, Hawaii, Mississippi, New Jersey, New Mexico, Rhode Island, South Carolina, Tennessee, Utah and West Virginia.** You cannot obtain a nail technician license by reciprocity based upon a license in any of these states. You would be required to take and pass the entire state board examination (theory and practical) to obtain a Pennsylvania license. Contact PearsonVue for the appropriate examination application at 1-866-474-1148 or [www.pearsonvue.com](http://www.pearsonvue.com).

**C. FOR LICENSURE AS AN ESTHETICIAN:**

Pennsylvania does **NOT** have an understanding of reciprocity with **Connecticut, Colorado, Florida, Hawaii, New Jersey, New Mexico, Rhode Island or Utah.** You cannot obtain an esthetician license by reciprocity based upon licensure in any of these states. You would be required to take and pass the entire state board examination (theory and practical) to obtain a Pennsylvania license. Contact PearsonVUE for the appropriate examination application at 1-866-474-1148 or [www.pearsonvue.com](http://www.pearsonvue.com)

**D. FOR LICENSURE AS A NATURAL HAIR BRAIDER:**

Pennsylvania does **NOT** have an understanding of reciprocity with any state OTHER THAN NEW YORK at this time. You cannot obtain a Natural Hair Braider license by reciprocity based upon licensure in any other state with the exception of New York. You are required to take and pass the entire state board examination (theory and practical) to obtain a Pennsylvania license. Contact PearsonVUE for the appropriate examination application at 1-866-474-1148 or [www.pearsonvue.com](http://www.pearsonvue.com)

If you plan to operate a salon in Pennsylvania, it must have a salon license issued by the Board of Cosmetology.

**PLEASE ALLOW AT LEAST FOUR WEEKS FOR THE PROCESSING OF THIS APPLICATION.**

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## STATE BOARD OF COSMETOLOGY

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### LICENSURE BY RECIPROCITY APPLICATION

**PLEASE NOTE:** This application is active for one year 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. APPLICANT INFORMATION

**Name of Applicant:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Home Address:** Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**Telephone Number**  
 (where you can be contacted during daytime hours) \_\_\_\_\_  
(area code)

**Social Security Number:**  
 \_\_\_\_\_

**Date of Birth:**  
 \_\_\_\_\_  
(month) (day) (year)

#### 2. TYPE OF LICENSE FOR WHICH YOU ARE APPLYING (Check one)

**COSMETOLOGIST**  
 Refer to Section 4(A) on page 2 for a list of the states for which we do not have an understanding of reciprocity. If you are licensed in any of the states listed under 4(A), you cannot apply for licensure in Pennsylvania by reciprocity on the basis of that license.

**NAIL TECHNICIAN**  
 Refer to Section 4(B) on page 2 for a list of the states for which we do not have an understanding of reciprocity. If you are licensed in any of the states listed under 4(B), you cannot apply for licensure in Pennsylvania by reciprocity on the basis of that license.

**ESTHETICIAN**  
 Refer to Section 4(C) on page 2 for a list of the states for which we do not have an understanding of reciprocity. If you are licensed in any of the states listed under 4(C), you cannot apply for licensure in Pennsylvania by reciprocity on the basis of that license.

**NATURAL HAIR BRAIDER**  
 Refer to Section 4(D) on page 2 for a list of the states for which we do not have an understanding of reciprocity. If you are licensed in any of the states listed under 4(D), you cannot apply for licensure in Pennsylvania by reciprocity on the basis of that license.

**For licensure as a TEACHER by reciprocity please see Application 45-CR200.**

If you plan to operate a salon in Pennsylvania, the salon must have a facility license issued by the Board.

### 3. LICENSURE AND ELIGIBILITY INFORMATION

Please circle YES or NO for each numbered response.

**A. HAVE YOU EVER APPLIED TO TAKE THE PENNSYLVANIA STATE BOARD EXAM?** Yes No If  
yes, when: \_\_\_\_\_

**B. HAVE YOU EVER BEEN ISSUED A PENNSYLVANIA COSMETOLOGY LICENSE?** Yes No

If yes, **STOP**. You must reactivate your PA existing license. Contact the Board office at 717-783-7130 or [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us) for instruction on reactivating your license. The reactivation form cannot be downloaded from the website. It is issued only upon request.

**C. DO YOU HOLD A CURRENT LICENSE IN A STATE WITH WHICH PENNSYLVANIA HAS AN UNDERSTANDING OF RECIPROCITY (As defined under Section 4 [A, B, C or D] on page 2)?** Yes No

If "No", do not complete this application; you do not qualify for licensure by reciprocity.

Identify the state where you now hold a current non-expired license:

License Number:

**D. DO YOU HAVE AT LEAST TWO (2) YEARS OF LICENSED COSMETOLOGY EXPERIENCE?** Yes No

If yes, provide the dates of experience below. If no, **STOP**. Do not complete this application. You do not qualify for licensure by reciprocity. To verify experience, you must submit a certification of licensure from the state or licensing jurisdiction identified above where you claim work experience:

Two years of work experience were gained:

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month, day and year) (month, day and year)

**E. HAVE YOU REQUESTED THAT LICENSURE CERTIFICATION BE MAILED TO PENNSYLVANIA DIRECT FROM THE STATE OR LICENSING JURISDICTION IDENTIFIED IN PART C ABOVE?** Yes No  
If "No", your application cannot be processed.

Note: We will retain your application for one year from the date of receipt. If we have not received the certification from the other state or jurisdiction within that timeframe, you will need to reapply.

### 4. CERTIFICATION OF EMPLOYMENT

If you have more than one employer you must submit a separate EMPLOYER CERTIFICATION for each one.

NAME OF APPLICANT: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

LICENSE NUMBER AND NAME OF SALON: \_\_\_\_\_

ADDRESS OF SALON: \_\_\_\_\_

TELEPHONE NUMBER OF SALON: \_\_\_\_\_

PERIOD OF EMPLOYMENT:  
(example: January 2, 2006 - October 12, 2009)

BY SIGNING BELOW, I VERIFY THAT I WAS EMPLOYED AT THE COSMETOLOGY SALON NAMED ABOVE, DURING THE PERIOD OF EMPLOYMENT LISTED ABOVE.

BY SIGNING BELOW, I VERIFY THAT THIS SECTION 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. § 49.11.

ADDITIONALLY, I CERTIFY THAT THE STATEMENTS IN THIS SECTION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### 5. APPLICANT'S OATH

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.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

### 6. SOCIAL SECURITY ACT CERTIFICATION

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security Number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 PA C.S.A. § 4304.1. In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), this licensing board must provide to DHS information prescribed by DHS about the licensee, including the Social Security Number.

In the event that this licensing board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security Number if the applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association. This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security Number for this purpose, information about you will still be transmitted to this organization should you be disciplined by this licensing board, but that information will not include your Social Security Number.

I certify that I have read the above statement, understand the full intent and give this licensing board permission to report my Social Security Number to the appropriate professional association or licensing board.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### 7. CRIMINAL HISTORY RECORD CHECK (mandatory)

**YOU MUST SEND A RECENT CRIMINAL HISTORY RECORDS CHECK (CHRC) for every state in which you have resided in the last five years.**

- **For applicants residing in Pennsylvania,** request your CHRC from the Pennsylvania State Police. Pennsylvania background checks may be obtained at <https://epatch.state.pa.us>.
- **For applicants residing outside of Pennsylvania,** obtain a CHRC from the state(s) law enforcement authority and send a copy to the Board. Your CHRC does **not** need to be received directly from the state(s) law enforcement authority. All CHRC's must be dated within 90 days of the date the application is submitted.
- **For applicants residing in California and/or Arizona:** Due to the laws of these states, the Board is not an eligible recipient of CHRC's from California and Arizona. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> in lieu of obtaining a CHRC from California and Arizona.

## 8. LEGAL QUESTIONS

*You **must** answer all questions below. Your application will not be processed without answers to these questions.*

1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

YES  NO

*If you answered "yes" to the above question, please provide the profession and state or jurisdiction.*

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?

YES  NO

3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

YES  NO

4. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state?

YES  NO

5. Have you been convicted (found guilty, pled guilty or pled nolo contendere) received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.

YES  NO

6. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?

YES  NO

*If you answered "YES" to any of these questions, provide complete details as well as *certified* copies of relevant documents.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## STATE BOARD OF COSMETOLOGY

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### APPRENTICE REGISTRATION APPLICATION

#### *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.

This application is used to determine eligibility for training as an apprentice. The purpose of the apprenticeship permit is to allow an applicant to obtain their cosmetology training within a licensed cosmetology salon, under the direction and supervision of a licensed cosmetology teacher. The apprentice program consists of 2,000 hours of instruction, following the prescribed curriculum requirements defined under §7.132 of the Rules and Regulations of the State Board of Cosmetology. Hours earned within a licensed school of cosmetology CANNOT be combined in any manner with hours earned as an apprentice.

Apprentice permits are issued for a 21-month period. When the apprentice hours have been completed, the apprentice permit is to be returned to the Board office for issuance of a certification of apprentice hours that must be included with the examination application. The apprentice may then submit their examination application and obtain a temporary license to practice until the next available examination.

It is the responsibility of the salon owner to notify the Board office of any changes affecting the approved apprenticeship program. The changes that must be reported to the Board are change of personnel, change of curriculum, change in the ownership of the salon. It is also the responsibility of the salon owner to file quarterly hour reports of the earned apprentice hours.

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

Failure to provide the application package as directed will result in delays in its processing.

The apprentice may not begin practice until the approved apprentice permit has been issued and is available in the salon.

## THE FOLLOWING DOCUMENTS AND FEES MUST BE INCLUDED

### 1. FEE

A \$70.00 fee is required, check or money order, payable to "Commonwealth of PA". This fee is for the processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

*NOTE: A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

### 2. PROOF OF EDUCATION

Submit proof that the proposed apprentice has completed a minimum of 10<sup>th</sup> grade education or its equivalent. Proof may be in the form of a copy of the high school diploma\* or GED diploma issued by Department of Education, GED certificate indicating the grade equivalency, a letter or statement from the high school with the principal's signature, indicating the highest grade completed, or an official transcript of the high school record with school seal affixed and signed by the appropriate official.

*\*If a copy of your high school diploma is being submitted, you must also include the telephone number and address of your high school so that issuance of the diploma may be verified.*

### 3. RESUME OF THE COSMETOLOGY TEACHER

A resume of the cosmetology teacher who will instruct the apprentice must be provided, verifying a minimum of five years of licensed cosmetology experience in Pennsylvania.

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### APPRENTICE REGISTRATION APPLICATION

**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.

*For processing staff use only:*  
 Application Number:  
 Staff initials:

#### APPRENTICE INFORMATION

<b>Name of apprentice applicant</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 100px;"> <span>(last)</span> <span>(first)</span> <span>(middle)</span> </div>			
<b>Social Security Number:</b> [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ]	<b>Date of Birth:</b> [ ][ ]-[ ][ ]-[ ][ ][ ][ ]		
<b>Telephone Number:</b> [ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ][ ]	<b>Email Address:</b> _____		
<b>Home address of applicant:</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 100px;"> <span>(street)</span> <span>(city)</span> <span>(state)</span> <span>(zip code)</span> </div>			

#### INSTRUCTOR INFORMATION

<b>Cosmetology Teacher Name:</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 100px;"> <span>(last)</span> <span>(first)</span> <span>(middle)</span> </div>			
<b>License Number:</b> [ ][ ]-[ ][ ][ ][ ][ ][ ][ ][ ]-[ ][ ]	<b>Date of Birth:</b> [ ][ ]-[ ][ ]-[ ][ ][ ][ ]		
<b>Is the teacher listed above the owner of the salon in which the apprentice is training?</b> <div style="display: flex; justify-content: center; gap: 50px;"> <span><b>YES</b> <input type="checkbox"/></span> <span><b>NO</b> <input type="checkbox"/></span> </div>			

## SALON INFORMATION

**Salon Trade Name (as shown on salon sign):** \_\_\_\_\_

**Salon License Number:**

--	--	--	--	--	--	--	--	--	--	--

**Salon Telephone Number:**

--	--	--	--	--	--	--	--	--	--	--

**Are there currently any approved apprentices working in your salon?**      **YES**      **NO**  
*If yes, provide their name(s) and permit number(s) below:*           

**In addition to the licensed cosmetology teacher who will instruct the apprentice, there must be two additional individuals licensed by the State Board of Cosmetology employed full time (not less than 25 hours per week) in the salon for each apprentice registered. The teacher and two licensees must be in the salon at all times while the apprentice is training. If any apprentice(s) are already training in the salon, the licensees listed cannot be the same two licensees as listed for any other apprentice. The required licensees may be cosmetologists, cosmetology managers, or cosmetology teachers. Any combination of these three license classes is acceptable. List the names and license numbers of the two additional employees and have them sign in the applicable SIGNATURE section below.**

**NAME:** \_\_\_\_\_ **LICENSE NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **LICENSE NUMBER:** \_\_\_\_\_

## SIGNATURES

I verify that this application 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 under 18 Pa. C.S. §4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

\_\_\_\_\_  
**Signature of Apprentice Applicant**      **Date**

\_\_\_\_\_  
**Signature of Cosmetology Teacher**      **Date**

\_\_\_\_\_  
**Signature of Salon Owner**      **Date**

**I certify that I am a full-time (not less than 25 hours per week) employee in the above named salon in which this apprentice will train:**

\_\_\_\_\_  
**Signature - Employee**      **Date**

\_\_\_\_\_  
**Signature - Employee**      **Date**

## SOCIAL SECURITY ACT CERTIFICATION

In order to comply with federal law, the State Board of Cosmetology is obligated to inform each applicant or licensee from who it requests a social security number that disclosing such number is mandatory in order for this Board to comply with the requirements of the federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. §4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.

\_\_\_\_\_  
Signature of Apprentice Applicant

\_\_\_\_\_  
Date

## CRIMINAL HISTORY RECORD CHECK

You **MUST** request an official Criminal History Record Check (CHRC) from the state agency for *every state in which you have resided for the past 5 years*. The report(s) must be dated within 6 months of the date of your application for reciprocity. This report can be sent to you and forwarded to the Board with your application. For a Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>.

## LEGAL QUESTIONS

You **must** answer all questions below. Your application will not be processed without answers to these questions.

1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

YES       NO

If you answered "yes" to the above question, please provide the profession and state or jurisdiction.

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?

YES       NO

3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

YES       NO

4. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state?

YES       NO

5. Have you been convicted (found guilty, pled guilty or pled nolo contendere) received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.

YES       NO

6. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?

YES       NO

If you answered "yes" to any of these questions, provide complete details as well as certified copies of relevant documents.

\_\_\_\_\_  
Signature of Apprentice Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGIST  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$67.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

**RETURN ADDRESS:  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649**

- I will not be practicing this profession in Pennsylvania after January 31, 2022 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information.

<b>Name Change</b>
Submit an 8 1/4 X 11 photocopy of a legal document verifying your new name. The only acceptable documents are a marriage certificate, divorce decree which indicates the retaking of a maiden name, court order indicating retaking of a maiden name, or a court order approving a legal name change. Copies of driver's license or Social Security cards are not acceptable. Failure to submit required documents will result in your license being issued in the name as shown on our records.
New Name: _____

<b>Address Change</b>

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Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FEE - Payable to "Commonwealth of Pennsylvania"</b>	<b>\$67.00</b>
<b>Write your license number on your payment.</b> ⇨      ⇨	
<b>LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2022. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.</b>	

**\*\*\*YOU MUST COMPLETE BOTH SECTIONS ON THE NEXT PAGE WITH SIGNATURES AND DATES\*\*\***

**ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY (mandatory for all licensees; signature required)**

I, \_\_\_\_\_, hereby acknowledge that in addition to any existing reporting requirement (print your name here) required by a specific board or commission, I am REQUIRED pursuant to Act 6 of 2018 to NOTIFY the Bureau of Professional and Occupational Affairs WITHIN 30 DAYS of the occurrence of any of the following: (1) A disciplinary action taken against me by a licensing board or agency in another jurisdiction; (2) A finding or verdict of guilt, an admission of guilt, a plea of nolo contendere, probation without verdict, a disposition in lieu of trial or an Accelerated Rehabilitative Disposition (ARD) of any felony or misdemeanor offense in a criminal proceeding. I further acknowledge that failure to comply with these mandatory reporting requirements may subject me to disciplinary action by the Board. I acknowledge my understanding that to self-report a disciplinary action or criminal matter as set forth above, I will go to Pennsylvania Licensing System (PALS) at [www.pals.pa.gov](http://www.pals.pa.gov) and select "Mandatory Reporting by Licensee" (left hand side) and follow the online directions.

\_\_\_\_\_  
Signature

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Date

**LEGAL QUESTIONS**

**YOU MUST ANSWER ALL QUESTIONS BELOW.**

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1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

Yes  No

*If you answered yes to the above question, please provide the profession and state or jurisdiction.*

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Yes  No

3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

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Yes  No

*If you answered "yes" to any of these questions, provide complete details as well as certified copies of relevant documents.*

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Signature of Applicant

\_\_\_\_\_  
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**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGIST  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$67.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

**RETURN ADDRESS:**  
**State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649**

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New Name: _____

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Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Yes  No

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Signature of Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

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DEPARTMENT OF STATE  
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License No.  
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RENEWAL APPLICATION  
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**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
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License No.  
**LICENSE # HERE**

**COSMETOLOGIST  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$67.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

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Signature of Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGY TEACHER  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$105.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

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**\*\*\*YOU MUST COMPLETE BOTH SECTIONS ON THE NEXT PAGE WITH SIGNATURES AND DATES\*\*\***

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I, \_\_\_\_\_, hereby acknowledge that in addition to any existing reporting requirement (print your name here) required by a specific board or commission, I am REQUIRED pursuant to Act 6 of 2018 to NOTIFY the Bureau of Professional and Occupational Affairs WITHIN 30 DAYS of the occurrence of any of the following: (1) A disciplinary action taken against me by a licensing board or agency in another jurisdiction; (2) A finding or verdict of guilt, an admission of guilt, a plea of nolo contendere, probation without verdict, a disposition in lieu of trial or an Accelerated Rehabilitative Disposition (ARD) of any felony or misdemeanor offense in a criminal proceeding. I further acknowledge that failure to comply with these mandatory reporting requirements may subject me to disciplinary action by the Board. I acknowledge my understanding that to self-report a disciplinary action or criminal matter as set forth above, I will go to Pennsylvania Licensing System (PALS) at [www.pals.pa.gov](http://www.pals.pa.gov) and select "Mandatory Reporting by Licensee" (left hand side) and follow the online directions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEGAL QUESTIONS**

**YOU MUST ANSWER ALL QUESTIONS BELOW.**

Your application will not be processed without answers to these questions.

1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

Yes  No

If you answered yes to the above question, please provide the profession and state or jurisdiction.

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Since your initial licensure or since your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?

Yes  No

3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

Yes  No

4. Since your initial licensure or since your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state?

Yes  No

If you answered "yes" to any of these questions, provide complete details as well as certified copies of relevant documents.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license certificate, permit or registration.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGY TEACHER  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$105.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

**RETURN ADDRESS:  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649**

- I will not be practicing this profession in Pennsylvania after January 31, 2022 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information.

<b>Name Change</b>
Submit an 8 1/2 X 11 photocopy of a legal document verifying your new name. The only acceptable documents are a marriage certificate, divorce decree which indicates the retaking of a maiden name, court order indicating retaking of a maiden name, or a court order approving a legal name change. Copies of driver's license or Social Security cards are not acceptable. Failure to submit required documents will result in your license being issued in the name as shown on our records.
New Name: _____

<b>Address Change</b>

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 and 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 my license being disciplined. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

FEE – Payable to "Commonwealth of Pennsylvania"	<b>\$105.00</b>
<b>Write your license number on your payment.</b> ⇨      ⇨	
LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2022. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.	

**\*\*\*YOU MUST COMPLETE BOTH SECTIONS ON THE NEXT PAGE WITH SIGNATURES AND DATES\*\*\***

**ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY (mandatory for all licensees; signature required)**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEGAL QUESTIONS**

**YOU MUST ANSWER ALL QUESTIONS BELOW.**

Your application will not be processed without answers to these questions.

1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

Yes  No

If you answered yes to the above question, please provide the profession and state or jurisdiction.

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Since your initial licensure or since your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?

Yes  No

3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

Yes  No

4. Since your initial licensure or since your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state?

Yes  No

If you answered "yes" to any of these questions, provide complete details as well as certified copies of relevant documents.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license certificate, permit or registration.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGY TEACHER  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$105.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

**RETURN ADDRESS:  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649**

- I will not be practicing this profession in Pennsylvania after January 31, 2022 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information.

<b>Name Change</b>
Submit an 8 1/2 X 11 photocopy of a legal document verifying your new name. The only acceptable documents are a marriage certificate, divorce decree which indicates the retaking of a maiden name, court order indicating retaking of a maiden name, or a court order approving a legal name change. Copies of driver's license or Social Security cards are not acceptable. Failure to submit required documents will result in your license being issued in the name as shown on our records.
New Name: _____

<b>Address Change</b>

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 and 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 my license being disciplined. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

FEE – Payable to "Commonwealth of Pennsylvania"	<b>\$105.00</b>
<b>Write your license number on your payment.</b> ⇨      ⇨	
LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2022. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.	

**\*\*\*YOU MUST COMPLETE BOTH SECTIONS ON THE NEXT PAGE WITH SIGNATURES AND DATES\*\*\***

**ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY (mandatory for all licensees; signature required)**

I, \_\_\_\_\_, hereby acknowledge that in addition to any existing reporting requirement  
(print your name here)

required by a specific board or commission, I am REQUIRED pursuant to Act 6 of 2018 to NOTIFY the Bureau of Professional and Occupational Affairs WITHIN 30 DAYS of the occurrence of any of the following: (1) A disciplinary action taken against me by a licensing board or agency in another jurisdiction; (2) A finding or verdict of guilt, an admission of guilt, a plea of nolo contendere, probation without verdict, a disposition in lieu of trial or an Accelerated Rehabilitative Disposition (ARD) of any felony or misdemeanor offense in a criminal proceeding. I further acknowledge that failure to comply with these mandatory reporting requirements may subject me to disciplinary action by the Board. I acknowledge my understanding that to self-report a disciplinary action or criminal matter as set forth above, I will go to Pennsylvania Licensing System (PALS) at [www.pals.pa.gov](http://www.pals.pa.gov) and select "Mandatory Reporting by Licensee" (left hand side) and follow the online directions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEGAL QUESTIONS**

**YOU MUST ANSWER ALL QUESTIONS BELOW.**

*Your application will not be processed without answers to these questions.*

1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?

Yes  No

*If you answered yes to the above question, please provide the profession and state or jurisdiction.*

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Since your initial licensure or since your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?

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Yes  No

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EXCEPTION**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

License No.  
**LICENSE # HERE**

**COSMETOLOGY TEACHER  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$105.00**

LICENSEE NAME  
LICENSEE ADDRESS LINE 1  
LICENSEE ADDRESS LINE 2  
CITY PA ZIP CODE

**RETURN ADDRESS:**  
**State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649**

- I will not be practicing this profession in Pennsylvania after January 31, 2022 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information.

<b>Name Change</b>
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New Name: _____

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Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FEE – Payable to "Commonwealth of Pennsylvania"</b>	<b>\$105.00</b>
<b>Write your license number on your payment.</b> ⇨      ⇨	
<b>LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2022. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.</b>	

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Signature

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Date

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1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state of jurisdiction?  
 Yes       No

*If you answered yes to the above question, please provide the profession and state or jurisdiction.*

Profession: \_\_\_\_\_ State: \_\_\_\_\_

2. Since your initial licensure or since your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?  
 Yes       No
3. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?  
 Yes       No
4. Since your initial licensure or since your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state?  
 Yes       No

*If you answered "yes" to any of these questions, provide complete details as well as certified copies of relevant documents.*

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license certificate, permit or registration.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY

License No.

Salon license no.  
begins with CB,  
CZ, CY or CH

**SALON**  
**RENEWAL APPLICATION**  
**EXPIRATION DATE: JANUARY 31, 2021**  
**FEE: \$114.00**

Salon Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

**RETURN ADDRESS:**  
**State Board of Cosmetology**  
**PO Box 8419**  
**Harrisburg, PA 17105-8419**

Your license will expire on January 31, 2019. To process your online renewal, click on [www.mylicense.pa.gov](http://www.mylicense.pa.gov). For security purposes you have been assigned a unique Registration Code which is found on your wallet card. If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of January 31, 2021 within seven to ten days. For assistance email [st-my-license-helpdesk@pa.gov](mailto:st-my-license-helpdesk@pa.gov). Online renewal is not available after March 2, 2019. After March 2, 2019, contact the Board Office for a reactivation application.

**Changes (if applicable):**

- My salon has a change of trade name. Please go to <http://www.dos.pa.gov/cosmet> and download the Salon Changes Application. Complete that application and return it to the Board office.
- My salon address has changed due to 911 or a Post Office change of address. Please go to <http://www.dos.pa.gov/cosmet> and download the Salon Changes Application, complete it and return it to the Board office.
- My salon is physically moving to a completely new location. **STOP!** You do not need to renew your salon license. Instead, you must apply for a NEW SALON LICENSE at the NEW LOCATION by going to your dashboard [click on this icon:  n PALS to get to your dashboard]. Scroll to the bottom of the page and click on "Apply for a New License".
- I am selling my salon to a new owner. **STOP!** You do not need to renew your salon license. Instead, the new owner must apply for a NEW SALON LICENSE by going to <http://www.pals.pa.gov> Please return your existing salon license and write "CLOSED" across the face of the license. Send the license back to the Board at the address at the top of it.
- Salon has closed or will be closing after January 31, 2019, and I request out of business status. No fee is required.

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 and 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 my license being disciplined. This school is in compliance with the Act & Regulations of the State Board of Cosmetology. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

FEE – Payable to "Commonwealth of Pennsylvania"

**Write your license number on your payment.**

LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2019.

Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.



**\$114.00**

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY

License No. CS _____
-------------------------

**COSMETOLOGY SCHOOL  
RENEWAL APPLICATION  
EXPIRATION DATE: JANUARY 31, 2022  
FEE: \$285.00**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP \_\_\_\_\_

**RETURN ADDRESS:**  
State Board of Cosmetology  
PO Box 8419  
Harrisburg, PA 17105-8419

Your license will expire on January 31, 2020. To process your online renewal, click on [www.pals.pa.gov](http://www.pals.pa.gov). For security purposes you have been assigned a Registration Code which can be found on the notice of renewal. If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of January 31, 2022 within seven to ten days upon board receipt of your proof of accreditation with a national accrediting agency. For assistance email [st-mv-license-helpdesk@state.pa.us](mailto:st-mv-license-helpdesk@state.pa.us). Online renewal is not available after March 1, 2020. After March 1, 2020, contact the Board Office for a reactivation application.

- Cosmetology school has closed or will be closing after January 31, 2020 and request out of business status. No fee is required.
- Cosmetology school has changed name, address and/or ownership. Access [www.dos.pa.gov/cosmet](http://www.dos.pa.gov/cosmet) to download an application for submission to the Board Office.
- Cosmetology school has current accreditation with \_\_\_\_\_.

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 and 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 my license being disciplined. This school is in compliance with the Act & Regulations of the State Board of Cosmetology. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FEE – Payable to “Commonwealth of Pennsylvania”</b> <i>Write your license number on your payment.</i> ⇒ <b>LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2020. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.</b>	<b>\$285.00</b>
<b>NATIONAL ACCREDITATION REQUIREMENT</b>  <b>(Documentation of Current Accreditation Required for Renewal)</b>	Your licensed will automatically be placed on hold and You will not receive your renewed license until you submit the required documentation to the Board Office. According to Section 7.113a of regulations, Within 5 years after being licensed by the Board, a school shall submit to the Board proof that it is accredited by a nationally recognized accrediting agency. For Vocational Technical Schools, Department of Education approval is acceptable. After initial accreditation, a licensed cosmetology school shall maintain accreditation as a condition of biennial renewal of the school license. If this school is not currently accredited, a detailed explanation is required to be submitted prior to your license being renewed.

## STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
Fax: 717-705-5540  
E-mail: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
Website: [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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 CHANGE APPLICATION

#### 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.

This application is to apply changes to a Cosmetology School, including a change in address/same location, change in square footage, change in name, change in some partners in ownership, change in curriculum. If you are deleting partners, you must obtain and include a signed authorization from the deleted partner(s). The Board cannot remove any partners from a license without the authority from the involved partner(s). For a complete change of ownership of an existing school, an inspection is required prior to practice with an exception shown under Instruction #2, Inspection.

**PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SCHOOL.**

**YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SCHOOL LICENSE IF APPLICABLE.**

**YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.**

1. **FEE:**

The required fee is payable with a check or money order, payable to "Commonwealth of PA". DO NOT SEND CASH. The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

2. **APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a school must be ready to operate at the time of inspection. This includes the requirement that the school must have a cosmetology teacher as supervisor who holds an active license. Student to teacher ratios must be met. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

3. **EXISTING SCHOOL CHANGE OF LOCATION OR OWNERSHIP:**

If changing location of an existing school you must return the current school license with this application. If the license is not available to return, submit a statement explaining why the school license is not available to return.

---

4. **DELETING PARTNERS:**

If any partners are being deleted, a statement from the deleted partner(s) must accompany your application. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) school license. Be sure to return the existing current school license with a statement indicating that you are unable to obtain the required deleted partner(s) signature. *If applying for initial (new) school licensure, the school cannot be open/operating prior to inspection.*

---

5. **CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

---

6. **FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using any name other than your own 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 at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the school owner's responsibility to ensure that a fictitious name is properly registered. A fictitious name is not an individual identity and cannot be used for ownership of a school.

---

7. **SCHOOL ADDRESS CHANGE ONLY, SAME PHYSICAL LOCATION:**

Licenses must be issued to the school's physical address. If the Post Office changes the school's designated address, but the physical location remains the same, the address change must be noted on the licensing database. There will be a fee to print the duplicate license with the revised address.

---

8. **SCHOOL MANAGEMENT:**

A. Every cosmetology school must designate a licensed cosmetology teacher as supervisor. The school supervisor is to ensure that the school conforms to requirements of the law. This individual shall possess a current teacher's license issued by the Board and have either acquired 2,500 hours of satisfactory experience as a cosmetology teacher or acquired 1,250 hours of satisfactory experience as a cosmetology teacher and 1,800 hours of satisfactory experience as the designated person in charge of a cosmetology salon.

B. A school may not have more than one teacher supervisor. A person may not serve as supervisor of more than one school at the same time.

C. The supervisor of the school must be readily available during regular business hours to bureau inspectors. If a designated supervisor's absence is to exceed two weeks, the supervisor shall notify the board in writing of the absence and designate a temporary supervisor as well as display such notice in the school.

D. In addition to the teacher supervisor, a school may also have an administrator (i.e. principal or a corporate owner) who does not need to have a cosmetology teacher license.

E. The school may designate a night supervisor for administrative and accountability purposes but this individual would not be regarded as the supervising teacher for the school. Schools opting to have this designation should notify the board for record keeping and inspection purposes but there is no fee to file this information. This optional night teacher would not need to meet the regulatory requirements for the supervisor teacher.

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**9. SCHOOL CURRICULUM REQUIREMENT:**

The Board's Regulation **SCHOOL CURRICULUM REQUIREMENT** at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum. These shall comprise 1250 hours for cosmetology curriculum, 695 for a licensed barber, 500 hours for teacher curriculum, 300 for cosmetician curriculum and 200 for a manicurist curriculum. All schools must offer a cosmetology curriculum. Schools may also offer specialized curriculum.

If your school changes include changes to curriculum, be sure to include the appropriate changes of these documents. If a previously submitted document is not changing, there is no need to resubmit.

**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:
  - (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 REQUIREMENTS:**

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 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 to the classroom space 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 STUDENT EQUIPMENT REQUIREMENTS (student kits):**

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

**13. SCHOOL FLOOR EQUIPMENT REQUIREMENTS (clinic room):**

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

- |   |  |
|---|--|
| 4 shampoo basins  | 8 hair dryers  |
| 4 manicuring tables and chairs  | 4 closed containers for sanitized implements               |
| 4 wet sterilizers   | 4 facial chairs  |
| 4 complete sets of cold wave equipment                                    | 1 mannequin for each student                               |
| 12 styling stations, mirrors and chairs                                   | 1 locker for each student                                  |
| 4 closed containers for soiled linen                                      | 3 closed waste containers                                  |
| 1 linen cabinet   | 3 timer clocks   |
| 2 sanitary towels per student   | 1 container for sterile solution for each manicuring 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                                       |  |

## STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
 Fax: 717-705-5540  
 E-mail: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
 Website: [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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 CHANGE APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1 DEMOGRAPHIC INFORMATION

**SCHOOL NAME**

*(Name must match license):*

**ADDRESS**

STREET:

CITY:

STATE:  ZIP CODE:

**LICENSE**

**TELEPHONE**

--	--	--	--	--	--	--	--	--	--

**EMAIL**

By checking this box I indicate that I prefer to receive notification regarding the school application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

Providing an email address to the board will facilitate communications between board administrator and school personnel. Each school may provide multiple email address for all employees of the school who desire to receive emailed communications from the board administrator.

#### 2. TYPE OF CHANGE

	<b>Change of Some Partners in Ownership (no inspection required) (\$35.00)</b>
	<b>Change of School Fictitious Name (return the license) (no inspection required)(\$35.00)</b>
	<b>Change of School Supervisor (no inspection required)(\$20.00)</b>
	<b>Adding a New Curriculum (no inspection required)(\$35.00)</b>
	<b>Change to Existing Curriculum (inspection NOT required)(\$35.00)</b>
	<b>Change in Square Footage at Same Location (inspection required) (submit sketch) (\$110.00)</b>
	<b>Change of School Address Same Location- Postal or 911 Change (RETURN THE LICENSE) (no inspection required)(\$5.00)</b>
	<b>Change of Location or Corporate Ownership (Please STOP. Do not use this application. Please submit the School License Application)</b>
	<b>Other change (no fee) – INDICATE CHANGE HERE:</b>

**3. EFFECTIVE DATE OF SCHOOL CHANGE**

Please indicate the date the indicated school change became or will become effective:

DATE:

**4. CHANGE IN OWNERSHIP TO ADD OR DELETE PARTNERS (return original license)**

Print the names of ALL owners (licensed or unlicensed). If the school is owned by a corporation, include a copy of the certificate of incorporation and provide a list all corporate officers with their names and titles. Use additional pages if necessary.

OWNERS/OFFICERS NAMES	TITLE	OWNER DISPOSITION
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>

**5. CHANGE of SCHOOL TRADE NAME (Return original license)**

A school changing its name will need to attach a written statement from the School Board Administration detailing how the decision to change the name of the school came to be made. There will be a fee to print the duplicate license.

<b>OLD NAME</b>	<b>LICENSE NUMBER</b>
<b>NEW NAME</b>	<b>LICENSE NUMBER</b>

**6. CHANGE of SQUARE FOOTAGE SAME LOCATION (Inspection required)**  
SUBMIT A SKETCH DETAILING THE CHANGES

<b>ORIGINAL TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>	<b>NEW TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>
<b>ORIGINAL SQUARE FOOTAGE FOR CLASSROOM TO BE CHANGED</b>	<b>ADDITIONAL SQUARE FOOTAGE TO BE ADDED</b>

**7. CHANGE OF ADDRESS SAME LOCATION (Postal Change) (No Inspection required)****NEW SCHOOL ADDRESS**

(If changing address, be sure to provide your new address here. The ZIP code must remain the same as previously submitted).

STREET:

CITY:

STATE:

ZIP CODE:

**8. STUDENT ENROLLMENT SCHOOL**

Please indicate total anticipated student enrollment after indicated changes:

DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

### 9. CHANGE of SCHOOL SUPERVISOR - COSMETOLOGY TEACHER

(Attach a copy of the teacher's resume of experience) see §7.111(a)(2)(ii)

OLD SUPERVISING TEACHER	LICENSE NUMBER
*NEW SUPERVISING TEACHER	LICENSE NUMBER

Signature of new designee:

\*See Section 9 in instructions for supervisor teacher requirements. Resume required.

### 10. CHANGE of SCHOOL ADMINISTRATOR (Non-licensee) see §7.111(1)(3)

Old Supervisor/Administrator	TITLE
New Supervisor/Administrator	TITLE

### 11. DESIGNATING NIGHT SUPERVISOR (No fee)

Old Night Supervisor (Teacher)	LICENSE NUMBER
New Night Supervisor (Teacher)	LICENSE NUMBER

### 12. CHANGE of SCHOOL CURRICULUM (Submit Relevant School Generated Documents) Cosmetology must be taught in all schools.

TEACHER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NAIL TECHNICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
ESTHETICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NATURAL HAIR BRAIDER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>

\*If adding curriculum, see section 10 of the instructions regarding documents to submit to board with changes. If documents previously submitted to the board have not changes, there is no need to resubmit.

**APPLICATION WILL NOT BE PROCESSED  
UNLESS OWNER'S OATH (SECTION 13)  
IS COMPLETED**

**13. OWNER'S OATH**

**All owners must sign below. If applicant 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:** \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

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### CHANGES TO SALON LICENSE APPLICATION

#### 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.

This application is used **ONLY** for making changes to an existing salon (full service or limited license service) remaining at the same physical location. For initial licensure of a salon, change of physical location or a complete change of ownership, you must apply at [PALS.PA.GOV](http://PALS.PA.GOV)

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SALON. IF A VARIANCE IS BEING REQUESTED, INCLUDE A SKETCH OF YOUR SALON AND AN EXPLANATION FOR THE VARIANCE YOU ARE REQUESTING.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, AND INCLUDE THE SALON LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **You MUST attach your current salon license to this application.**

If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return. **Exception:** If only changing square footage, do not return the license. *(Until you receive your permanent license reflecting the change(s), you should display a **COPY** of your existing salon license with a copy of this completed application in your salon)*

2. **FEE:**

Include the required fee as shown. If an inspection is required as a result of your change, the required fee due is \$85.00. For changes not requiring an inspection, the fee is \$30.00. If making multiple changes, submit only one fee in the highest amount for the changes you are making. For example, if you are changing the trade name (\$30.00 fee required) and at the same time, changing square footage, (\$85.00 fee required), submit **ONLY** the \$85.00 fee.

Make your check or money order payable to "Commonwealth of PA". **DO NOT SEND CASH!** The required fee is a processing fee only and is required regardless of the issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

**3. APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a salon must be ready to operate at the time of inspection. This includes the requirement that each salon must have at least one licensee who is either an owner or employee of the salon licensed to perform the services specific to the type of salon license to be issued. For example, a cosmetology salon requires a cosmetologist licensee (barbers may also work with cosmetologists), a nail technology salon requires a cosmetologist or nail technician licensee, and an esthetician salon requires a cosmetologist or esthetician licensee. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

**4. SALON ADDRESS:**

Licenses must be issued to the salon's physical address. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same post office area of the salon location.

**5. SALON MANAGEMENT:**

Every cosmetology, esthetician and nail technician salon owner must designate a licensed person in charge of the salon in the owner's absence. This person must be appropriately licensed by the Cosmetology Board. The name of the owner or designated licensed person in charge must be posted in a conspicuous place in the salon. The owner or designated licensed person in charge of the salon must be readily available during regular business hours to bureau inspectors.

**6. SALON LAVATORY REQUIREMENT:**

The Board regulation at 49 PA Code §7.79 requires that all salons have adequate lavatories on the premises. The Board has interpreted this regulation to require that the lavatory must be located within the square footage of the salon and exclusively for the use of salon patrons. This requirement applies to all salons, including existing salons changing ownership or existing salons changing location. If the lavatory is not located within the square footage of the salon, you may request a lavatory variance. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance."

**7. SALON SPACE REQUIREMENTS:**

If a salon does not meet the minimum space requirements, a space variance may be requested. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance." *All salons must be separated from any other businesses by permanent walls or partitions and the entire salon area must be adjoining.*

**MINIMUM WIDTH REQUIREMENT FOR ALL SALONS = 10 FEET**

NUMBER OF LICENSEES:	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED SQUARE FEET:	180	240	300	360	420	480	540	600	660	720	780	840

*For each additional licensee, an additional 60 square feet is required.*

**8. ZONING:**

You are not required to submit zoning approval with this application; however, you should check with the zoning board in your area to be sure you are permitted to operate your salon. Zoning approval is a matter between you and your zoning board.

**9. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

**10. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using a first name or any other name than your own last name (surname), it would be considered a fictitious name and should be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the salon owner's responsibility to ensure that a fictitious name is properly registered.

**11. HOW TO REQUEST A SPACE VARIANCE:**

If your salon does not comply with the required width or total square footage, or if the lavatory is not located within the salons square footage or is not exclusively for use of the salon patrons, you may request a variance. To request a variance, you must:

- A. A written request for a variance - please explain why you are requesting the variance and the particular information requested below.
- B. The sketch must be on 8½ "x 11" paper.
- C. For *Lavatory variance*: a revised sketch showing the location of the lavatory in relation to your salon. This sketch must include the distance, in feet and inches, to the lavatory.
- D. Written directions from the shop to the lavatory. You must identify all rooms through which they must pass.
- E. Indicate whether the lavatory is for the exclusive use of salon patrons.
- F. If the lavatory is not exclusively for use by the salon patrons, indicate the number of businesses sharing the lavatory, the approximate number of employees and patrons from those businesses who will be using the lavatory on a daily basis and the nature [i.e. type] of business.
- G. For *Space variance*: a revised sketch showing the dimensions of your salon for every wall. The sketch should include doors, windows, stations and lavatory.
- H. If the salon is to have room(s) exempt from licensure (such as for massage), indicate on a sketch the entire facility and the rooms to be exempt. These areas must have doors that close and are clearly labeled for the public and bureau inspectors.

**12. SALON EQUIPMENT REQUIREMENTS:**

All salons must meet the following minimum equipment requirements. For each additional licensee, supplies and equipment must be increased so that each licensee can practice in a safe and efficient manner.

COSMETOLOGY SALONS	NAIL TECHNOLOGY SALONS	ESTHETICIAN SALONS
1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 dryer or blow dryer 1 shampoo tray or basin 12 combs and 12 brushes 1 covered waste container 1 container for hair pins or clips 1 neck strip dispenser 1 closed storage area for soiled linens 1 timer clock 1 closed towel container for clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area	1 chair for use in manicure/pedicure 1 manicure table with light, chair & stool 1 pedicure basin and stand (if applicable) 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen Clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area  NO RAZOR TOOLS PERMITTED	1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen 1 timer clock 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements 1 magnifying lamp Reception area  NO RAZOR TOOLS PERMITTED

**13. DELETING PARTNERS:**

If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) salon license, using the Salon Licensure Application [45-CB100]. Be sure to return the existing current salon license with a notarized statement indicating that you are unable to obtain the required deleted partner(s) signature. At least one partner must remain the same as previously declared to the board and stated on the license.

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## STATE BOARD OF COSMETOLOGY

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 Harrisburg, PA 17110

### CHANGES TO EXISTING SALON APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1. APPLICANT INFORMATION ALL INFORMATION MUST BE COMPLETED.

**Salon owner(s)** (provide all owners names as they appear on the current license)

--	--

**Salon Name:**  
 (as shown on current license)

**Salon Address:**

Street:	Unit or Store #
City:	State: <b>PA</b> Zip Code:
Email:	

Salon email contact:  By checking this box I indicate that I prefer to receive notification regarding the salon application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

**Salon License Number:**

--	--	--	--	--	--	--	--	--

**Salon Telephone Number:**

--	--	--	--	--	--	--	--	--	--

#### 2. CHECK ALL APPLICABLE BLOCKS FOR THE CHANGE(S) BEING MADE:

Only checks written in the amount of \$5, \$30, or \$85 will be accepted regardless of the number of changes requested. The higher fee amount takes precedence.

#### POST OFFICE OR 911 CHANGE OF ADDRESS - \$5.00 FEE

Attach a letter from the post office OR 911 agency verifying that the change of address is the result of a post office or 911 address change only, and that no physical change in location has occurred.

**CHANGE OF TRADE NAME - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If you will be using a first name or any name other than your own last name, it would be considered a fictitious trade name and must be registered with the Corporation Bureau. You may contact the Corporation Bureau at 717-787-1057. Proof of registration need not be submitted to the board. You must return the license issued in the previous name. If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return*

**INDICATE YOUR NEW TRADE NAME** →

Have you registered with the Corporation Bureau?

(Refer to INSTRUCTION #9)

**CORPORATION CHANGE - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If changing to or from a corporate ownership with the majority of individual owners/officers remaining the same, you may apply for the change on this application. Attach additional pages if necessary. If the majority of owners/officers are changing, apply for an initial (new) salon license application using application #45-CB100.*

**INDICATE THE CHANGE BEING MADE & INCLUDE THE CORPORATE NAME** →

NAME OF CORPORATION	EMPLOYER IDENTIFICATION NUMBER										
OFFICERS NAMES & TITLES	OWNERS LICENSE NUMBERS (IF APPLICABLE)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>										

**ADDING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all added partners. All added partners must sign in the appropriate space below*

ADDED PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											

**DELETING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all partners to be taken off of the license. At least one partner must remain the same. All partners to be deleted MUST sign in the appropriate signature area. Without the required signature of the deleted partner(s), this application cannot be processed. (refer to INSTRUCTION #5)*

DELETING PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											

**CHANGE IN SQUARE FOOTAGE - \$85.00 FEE (INSPECTION REQUIRED)**

If changing the square footage of your existing salon, you must answer questions A and B below AND provide a detailed written explanation on a separate paper as to what changes are being made to the square footage of the salon. You must provide a before/after sketch of the salon layout indicating the area(s) being changed. Please be specific; you may use colors or solid/dotted lines. If we cannot determine the changes being made, delays in the issuance of your license will occur.

<b>A. Total number of licensees that will be working in the salon at any one time:</b>			
<b>B. Please circle one:</b>	Adding salon space	Deleting salon space	
<b>C. OLD SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>
<b>D. NEW SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>

**3. MESSAGE STATEMENT (Required)**

**You must complete this Message Statement – even if you do not plan to offer any type of massage within your salon. You MUST also sign and date the Message Statement.**

By signing below, I indicate that I will adhere to cosmetology law and regulations as to the scope of practice of licensees (Definitions as set forth in Section 1 of the act.)

- There will be no massage services provided in the salon at all.
- There will be no full-body massage services provided within the perimeter of the salon.
- There will be no massage of the legs within the perimeter of the salon.
- Massage to the hands and feet will be done by a licensed nail technician.
- Massage to the scalp, face, shoulders, arms, hands and feet will be done by a licensed cosmetologist.
- Massage to the scalp, face, and shoulders will be done by a licensed esthetician.

Space has been set aside, outside the perimeter of the cosmetology salon, for full massage services including service to the legs and torso. This space is not licensed as a part of the salon square footage and is not regulated by the State Board of Cosmetology. [A full sketch of the establishment including the dimensions of the exempt room(s) is attached with areas clearly marked "exempt".]

\_\_\_\_\_  
Signature of the owner (mandatory)

\_\_\_\_\_  
Date

**4. OWNER'S OATH**

**All owners must sign below. If applicant is a corporation, all officers must sign. Use additional pages if necessary.**

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 salon 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.

OWNER/OFFICER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

Phone: 717-783-7130  
Fax: 717-705-5540  
E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
Website: [www.dos.pa.gov/cosmet](http://www.dos.pa.gov/cosmet)

**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

### CHANGES TO SALON LICENSE APPLICATION

#### 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.

This application is used **ONLY** for making changes to an existing salon (full service or limited license service) remaining at the same physical location. For initial licensure of a salon, change of physical location or a complete change of ownership, you must apply at [PALS.PA.GOV](http://PALS.PA.GOV)

**PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SALON. IF A VARIANCE IS BEING REQUESTED, INCLUDE A SKETCH OF YOUR SALON AND AN EXPLANATION FOR THE VARIANCE YOU ARE REQUESTING.**

**YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, AND INCLUDE THE SALON LICENSE IF APPLICABLE.**

**YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.**

1. **You MUST attach your current salon license to this application.**

If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return. **Exception: If only changing square footage, do not return the license.** (Until you receive your permanent license reflecting the change(s), you should display a **COPY** of your existing salon license with a copy of this completed application in your salon)

2. **FEE:**

Include the required fee as shown. If an inspection is required as a result of your change, the required fee due is \$85.00. For changes not requiring an inspection, the fee is \$30.00. If making multiple changes, submit only one fee in the highest amount for the changes you are making. For example, if you are changing the trade name (\$30.00 fee required) and at the same time, changing square footage, (\$85.00 fee required), submit **ONLY** the \$85.00 fee.

Make your check or money order payable to "Commonwealth of PA". **DO NOT SEND CASH!** The required fee is a processing fee only and is required regardless of the issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

**3. APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a salon must be ready to operate at the time of inspection. This includes the requirement that each salon must have at least one licensee who is either an owner or employee of the salon licensed to perform the services specific to the type of salon license to be issued. For example, a cosmetology salon requires a cosmetologist licensee (barbers may also work with cosmetologists), a nail technology salon requires a cosmetologist or nail technician licensee, and an esthetician salon requires a cosmetologist or esthetician licensee. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

**4. SALON ADDRESS:**

Licenses must be issued to the salon's physical address. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same post office area of the salon location.

**5. SALON MANAGEMENT:**

Every cosmetology, esthetician and nail technician salon owner must designate a licensed person in charge of the salon in the owner's absence. This person must be appropriately licensed by the Cosmetology Board. The name of the owner or designated licensed person in charge must be posted in a conspicuous place in the salon. The owner or designated licensed person in charge of the salon must be readily available during regular business hours to bureau inspectors.

**6. SALON LAVATORY REQUIREMENT:**

The Board regulation at 49 PA Code §7.79 requires that all salons have adequate lavatories on the premises. The Board has interpreted this regulation to require that the lavatory must be located within the square footage of the salon and exclusively for the use of salon patrons. This requirement applies to all salons, including existing salons changing ownership or existing salons changing location. If the lavatory is not located within the square footage of the salon, you may request a lavatory variance. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance."

**7. SALON SPACE REQUIREMENTS:**

If a salon does not meet the minimum space requirements, a space variance may be requested. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance." *All salons must be separated from any other businesses by permanent walls or partitions and the entire salon area must be adjoining.*

**MINIMUM WIDTH REQUIREMENT FOR ALL SALONS = 10 FEET**

NUMBER OF LICENSEES:	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED SQUARE FEET:	180	240	300	360	420	480	540	600	660	720	780	840

*For each additional licensee, an additional 60 square feet is required.*

**8. ZONING:**

You are not required to submit zoning approval with this application; however, you should check with the zoning board in your area to be sure you are permitted to operate your salon. Zoning approval is a matter between you and your zoning board.

**9. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

**10. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using a first name or any other name than your own last name (surname), it would be considered a fictitious name and should be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the salon owner's responsibility to ensure that a fictitious name is properly registered.

**11. HOW TO REQUEST A SPACE VARIANCE:**

If your salon does not comply with the required width or total square footage, or if the lavatory is not located within the salons square footage or is not exclusively for use of the salon patrons, you may request a variance. To request a variance, you must:

- A. A written request for a variance – please explain why you are requesting the variance and the particular information requested below.
- B. The sketch must be on 8½ "x 11" paper.
- C. For *Lavatory variance*: a revised sketch showing the location of the lavatory in relation to your salon. This sketch must include the distance, in feet and inches, to the lavatory.
- D. Written directions from the shop to the lavatory. You must identify all rooms through which they must pass.
- E. Indicate whether the lavatory is for the exclusive use of salon patrons.
- F. If the lavatory is not exclusively for use by the salon patrons, indicate the number of businesses sharing the lavatory, the approximate number of employees and patrons from those businesses who will be using the lavatory on a daily basis and the nature [i.e. type] of business.
- G. For *Space variance*: a revised sketch showing the dimensions of your salon for every wall. The sketch should include doors, windows, stations and lavatory.
- H. If the salon is to have room(s) exempt from licensure (such as for massage), indicate on a sketch the entire facility and the rooms to be exempt. These areas must have doors that close and are clearly labeled for the public and bureau inspectors.

**12. SALON EQUIPMENT REQUIREMENTS:**

All salons must meet the following minimum equipment requirements. For each additional licensee, supplies and equipment must be increased so that each licensee can practice in a safe and efficient manner.

COSMETOLOGY SALONS	NAIL TECHNOLOGY SALONS	ESTHETICIAN SALONS
1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 dryer or blow dryer 1 shampoo tray or basin 12 combs and 12 brushes 1 covered waste container 1 container for hair pins or clips 1 neck strip dispenser 1 closed storage area for soiled linens 1 timer clock 1 closed towel container for clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area	1 chair for use in manicure/pedicure 1 manicure table with light, chair & stool 1 pedicure basin and stand (if applicable) 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen Clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area  NO RAZOR TOOLS PERMITTED	1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen 1 timer clock 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements 1 magnifying lamp Reception area  NO RAZOR TOOLS PERMITTED

**13. DELETING PARTNERS:**

If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) salon license, using the Salon Licensure Application [45-CB100]. Be sure to return the existing current salon license with a notarized statement indicating that you are unable to obtain the required deleted partner(s) signature. At least one partner must remain the same as previously declared to the board and stated on the license.

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## STATE BOARD OF COSMETOLOGY

Phone: 717-783-7130  
 Fax: 717-705-5540  
 E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
 Website: [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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

### CHANGES TO EXISTING SALON APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1. APPLICANT INFORMATION ALL INFORMATION MUST BE COMPLETED.

**Salon owner(s)** *(provide all owners names as they appear on the current license)*


**Salon Name:**  
*(as shown on current license)*

**Salon Address:**

Street:

Unit or Store #

City:

State: PA Zip Code:

Email:

Salon email contact:  By checking this box I indicate that I prefer to receive notification regarding the salon application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

**Salon License Number:**

--	--	--	--	--	--	--	--	--	--	--

**Salon Telephone Number:**

--	--	--	--	--	--	--	--	--	--	--

#### 2. CHECK ALL APPLICABLE BLOCKS FOR THE CHANGE(S) BEING MADE:

Only checks written in the amount of \$5, \$30, or \$85 will be accepted regardless of the number of changes requested. The higher fee amount takes precedence.

#### POST OFFICE OR 911 CHANGE OF ADDRESS - \$5.00 FEE

*Attach a letter from the post office OR 911 agency verifying that the change of address is the result of a post office or 911 address change only, and that no physical change in location has occurred.*

**CHANGE OF TRADE NAME - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If you will be using a first name or any name other than your own last name, it would be considered a fictitious trade name and must be registered with the Corporation Bureau. You may contact the Corporation Bureau at 717-787-1057. Proof of registration need not be submitted to the board. You must return the license issued in the previous name. If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return*

**INDICATE YOUR NEW TRADE NAME** →

Have you registered with the Corporation Bureau?

(Refer to INSTRUCTION #9)

--

**CORPORATION CHANGE - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If changing to or from a corporate ownership with the majority of individual owners/officers remaining the same, you may apply for the change on this application. Attach additional pages if necessary. If the majority of owners/officers are changing, apply for an initial (new) salon license application using application #45-CB100.*

**INDICATE THE CHANGE BEING MADE & INCLUDE THE CORPORATE NAME** →

--

<b>NAME OF CORPORATION</b>	<b>EMPLOYER IDENTIFICATION NUMBER</b>																				
<b>OFFICERS NAMES &amp; TITLES</b>	<b>OWNERS LICENSE NUMBERS (IF APPLICABLE)</b>																				
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**ADDING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all added partners. All added partners must sign in the appropriate space below*

<b>ADDED PARTNER(S)</b>	<b>LICENSE NUMBERS (if applicable)</b>	<b>SIGNATURES</b>

**DELETING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all partners to be taken off of the license. At least one partner must remain the same. All partners to be deleted MUST sign in the appropriate signature area. Without the required signature of the deleted partner(s), this application cannot be processed. (refer to INSTRUCTION #5)*

<b>DELETING PARTNER(S)</b>	<b>LICENSE NUMBERS (if applicable)</b>	<b>SIGNATURES</b>

**CHANGE IN SQUARE FOOTAGE - \$85.00 FEE (INSPECTION REQUIRED)**

*If changing the square footage of your existing salon, you must answer questions A and B below AND provide a detailed written explanation on a separate paper as to what changes are being made to the square footage of the salon. You must provide a before/after sketch of the salon layout indicating the area(s) being changed. Please be specific; you may use colors or solid/dotted lines. If we cannot determine the changes being made, delays in the issuance of your license will occur.*

<b>A. Total number of licensees that will be working in the salon at any one time:</b>			
<b>B. Please circle one:</b>	Adding salon space	Deleting salon space	
<b>C. OLD SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>
<b>D. NEW SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>

**3. MESSAGE STATEMENT (Required)**

*You must complete this Message Statement – even if you do not plan to offer any type of massage within your salon. You MUST also sign and date the Message Statement.*

By signing below, I indicate that I will adhere to cosmetology law and regulations as to the scope of practice of licensees (Definitions as set forth in Section 1 of the act.)

- There will be no massage services provided in the salon at all.
- There will be no full-body massage services provided within the perimeter of the salon.
- There will be no massage of the legs within the perimeter of the salon.
- Massage to the hands and feet will be done by a licensed nail technician.
- Massage to the scalp, face, shoulders, arms, hands and feet will be done by a licensed cosmetologist.
- Massage to the scalp, face, and shoulders will be done by a licensed esthetician.

Space has been set aside, outside the perimeter of the cosmetology salon, for full massage services including service to the legs and torso. This space is not licensed as a part of the salon square footage and is not regulated by the State Board of Cosmetology. [A full sketch of the establishment including the dimensions of the exempt room(s) is attached with areas clearly marked "exempt".]

---

Signature of the owner (mandatory) Date

**4. OWNER'S OATH**

**All owners must sign below. If applicant is a corporation, all officers must sign. Use additional pages if necessary.**

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 salon 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.

OWNER/OFFICER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

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PO Box 2649  
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**Courier Address:**  
State Board of Cosmetology  
2601 North Third Street  
Harrisburg, PA 17110

### SCHOOL CHANGE APPLICATION

#### 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.

This application is to apply changes to a Cosmetology School, including a change in address/same location, change in square footage, change in name, change in some partners in ownership, change in curriculum. If you are deleting partners, you must obtain and include a signed authorization from the deleted partner(s). The Board cannot remove any partners from a license without the authority from the involved partner(s). For a complete change of ownership of an existing school, an inspection is required prior to practice with an exception shown under Instruction #2, Inspection.

**PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SCHOOL.**

**YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SCHOOL LICENSE IF APPLICABLE.**

**YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.**

1. **FEE:**

The required fee is payable with a check or money order, payable to "Commonwealth of PA". DO NOT SEND CASH. The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

2. **APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a school must be ready to operate at the time of inspection. This includes the requirement that the school must have a cosmetology teacher as supervisor who holds an active license. Student to teacher ratios must be met. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

3. **EXISTING SCHOOL CHANGE OF LOCATION OR OWNERSHIP:**

If changing location of an existing school you must return the current school license with this application. If the license is not available to return, submit a statement explaining why the school license is not available to return.

---

**4. DELETING PARTNERS:**

If any partners are being deleted, a statement from the deleted partner(s) must accompany your application. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) school license. Be sure to return the existing current school license with a statement indicating that you are unable to obtain the required deleted partner(s) signature. *If applying for initial (new) school licensure, the school cannot be open/operating prior to inspection.*

---

**5. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

---

**6. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using any name other than your own 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 at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the school owner's responsibility to ensure that a fictitious name is properly registered. A fictitious name is not an individual identity and cannot be used for ownership of a school.

---

**7. SCHOOL ADDRESS CHANGE ONLY, SAME PHYSICAL LOCATION:**

Licenses must be issued to the school's physical address. If the Post Office changes the school's designated address, but the physical location remains the same, the address change must be noted on the licensing database. There will be a fee to print the duplicate license with the revised address.

---

**8. SCHOOL MANAGEMENT:**

A. Every cosmetology school must designate a licensed cosmetology teacher as supervisor. The school supervisor is to ensure that the school conforms to requirements of the law. This individual shall possess a current teacher's license issued by the Board and have either acquired 2,500 hours of satisfactory experience as a cosmetology teacher or acquired 1,250 hours of satisfactory experience as a cosmetology teacher and 1,800 hours of satisfactory experience as the designated person in charge of a cosmetology salon.

B. A school may not have more than one teacher supervisor. A person may not serve as supervisor of more than one school at the same time.

C. The supervisor of the school must be readily available during regular business hours to bureau inspectors. If a designated supervisor's absence is to exceed two weeks, the supervisor shall notify the board in writing of the absence and designate a temporary supervisor as well as display such notice in the school.

D. In addition to the teacher supervisor, a school may also have an administrator (i.e. principal or a corporate owner) who does not need to have a cosmetology teacher license.

E. The school may designate a night supervisor for administrative and accountability purposes but this individual would not be regarded as the supervising teacher for the school. Schools opting to have this designation should notify the board for record keeping and inspection purposes but there is no fee to file this information. This optional night teacher would not need to meet the regulatory requirements for the supervisor teacher.

---

**9. SCHOOL CURRICULUM REQUIREMENT:**

The Board's Regulation **SCHOOL CURRICULUM REQUIREMENT** at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum. These shall comprise 1250 hours for cosmetology curriculum, 695 for a licensed barber, 500 hours for teacher curriculum, 300 for cosmetician curriculum and 200 for a manicurist curriculum. All schools must offer a cosmetology curriculum. Schools may also offer specialized curriculum.

**If your school changes include changes to curriculum, be sure to include the appropriate changes of these documents. If a previously submitted document is not changing, there is no need to resubmit.**

**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:
  - (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 REQUIREMENTS:**

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 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 to the classroom space 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 STUDENT EQUIPMENT REQUIREMENTS (student kits):**

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

**13. SCHOOL FLOOR EQUIPMENT REQUIREMENTS (clinic room):**

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

- |   |  |
|---|--|
| 4 shampoo basins  | 8 hair dryers  |
| 4 manicuring tables and chairs  | 4 closed containers for sanitized implements               |
| 4 wet sterilizers   | 4 facial chairs  |
| 4 complete sets of cold wave equipment                                    | 1 mannequin for each student                               |
| 12 styling stations, mirrors and chairs                                   | 1 locker for each student                                  |
| 4 closed containers for soiled linen                                      | 3 closed waste containers                                  |
| 1 linen cabinet   | 3 timer clocks   |
| 2 sanitary towels per student   | 1 container for sterile solution for each manicuring 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                                       |  |

## STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
 Fax: 717-705-5540  
 E-mail: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
 Website: [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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 CHANGE APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1 DEMOGRAPHIC INFORMATION

**SCHOOL NAME**  
*(Name must match license):*

**ADDRESS**

STREET:

CITY:

STATE:

ZIP CODE:

STREET:

CITY:

STATE:                      ZIP CODE:

**LICENSE**

**TELEPHONE**

--	--	--	--

**EMAIL**

By checking this box I indicate that I prefer to receive notification regarding the school application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

Providing an email address to the board will facilitate communications between board administrator and school personnel. Each school may provide multiple email address for all employees of the school who desire to receive emailed communications from the board administrator.

#### 2. TYPE OF CHANGE

	<b>Change of Some Partners in Ownership (no inspection required) (\$35.00)</b>
	<b>Change of School Fictitious Name (return the license) (no inspection required)(\$35.00)</b>
	<b>Change of School Supervisor (no inspection required)(\$20.00)</b>
	<b>Adding a New Curriculum (no inspection required)(\$35.00)</b>
	<b>Change to Existing Curriculum (inspection NOT required)(\$35.00)</b>
	<b>Change in Square Footage at Same Location (inspection required) (submit sketch) (\$110.00)</b>
	<b>Change of School Address Same Location- Postal or 911 Change (RETURN THE LICENSE) (no inspection required)(\$5.00)</b>
	<b>Change of Location or Corporata Ownership (Please STOP. Do not use this application. Please submit the School License Application)</b>
	<b>Other change (no fee) – INDICATE CHANGE HERE:</b>

**3. EFFECTIVE DATE OF SCHOOL CHANGE**  
 Please indicate the date the indicated school change became or will become effective:  
 DATE:

**4. CHANGE IN OWNERSHIP TO ADD OR DELETE PARTNERS (return original license)**  
 Print the names of ALL owners (licensed or unlicensed). If the school is owned by a corporation, include a copy of the certificate of incorporation and provide a list all corporate officers with their names and titles. Use additional pages if necessary.

OWNERS/OFFICERS NAMES	TITLE	OWNER DISPOSITION
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>

**5. CHANGE of SCHOOL TRADE NAME (Return original license)**  
 A school changing its name will need to attach a written statement from the School Board Administration detailing how the decision to change the name of the school came to be made. There will be a fee to print the duplicate license.

<b>OLD NAME</b>	<b>LICENSE NUMBER</b>
<b>NEW NAME</b>	<b>LICENSE NUMBER</b>

**6. CHANGE of SQUARE FOOTAGE SAME LOCATION (Inspection required)**  
 SUBMIT A SKETCH DETAILING THE CHANGES

<b>ORIGINAL TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>	<b>NEW TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>
<b>ORIGINAL SQUARE FOOTAGE FOR CLASSROOM TO BE CHANGED</b>	<b>ADDITIONAL SQUARE FOOTAGE TO BE ADDED</b>

**7. CHANGE OF ADDRESS SAME LOCATION (Postal Change) (No Inspection required)**

<b>NEW SCHOOL ADDRESS</b> (If changing address, be sure to provide your new address here. The ZIP code must remain the same as previously submitted).	STREET:
	CITY:
	STATE:
	ZIP CODE:

**8. STUDENT ENROLLMENT SCHOOL**

Please indicate total anticipated student enrollment after indicated changes:	
DAY: _____	EVENING: _____

<b>9. CHANGE of SCHOOL SUPERVISOR - COSMETOLOGY TEACHER</b> (Attach a copy of the teacher's resume of experience) see §7.111(a)(2)(ii)	
<b>OLD SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
<b>*NEW SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
Signature of new designee:	
<i>*See Section 9 in instructions for supervisor teacher requirements. Resume required.</i>	

<b>10. CHANGE of SCHOOL ADMINISTRATOR</b> (Non-licensee) see §7.111(1)(3)	
<b>Old Supervisor/Administrator</b>	<b>TITLE</b>
<b>New Supervisor/Administrator</b>	<b>TITLE</b>

<b>11. DESIGNATING NIGHT SUPERVISOR</b> (No fee)	
<b>Old Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>
<b>New Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>

<b>12. CHANGE of SCHOOL CURRICULUM</b> (Submit Relevant School Generated Documents) Cosmetology must be taught in all schools.	
TEACHER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NAIL TECHNICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
ESTHETICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NATURAL HAIR BRAIDER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
<i>*If adding curriculum, see section 10 of the instructions regarding documents to submit to board with changes. If documents previously submitted to the board have not changes, there is no need to resubmit.</i>	

**APPLICATION WILL NOT BE PROCESSED  
UNLESS OWNER'S OATH (SECTION 13)  
IS COMPLETED**

**13. OWNER'S OATH**

**All owners must sign below. If applicant 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: \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

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

### SCHOOL CHANGE APPLICATION

#### 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.

This application is to apply changes to a Cosmetology School, including a change in address/same location, change in square footage, change in name, change in some partners in ownership, change in curriculum. If you are deleting partners, you must obtain and include a signed authorization from the deleted partner(s). The Board cannot remove any partners from a license without the authority from the involved partner(s). For a complete change of ownership of an existing school, an inspection is required prior to practice with an exception shown under Instruction #2, Inspection.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SCHOOL.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SCHOOL LICENSE IF APPLICABLE.

**YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.**

1. **FEE:**

The required fee is payable with a check or money order, payable to "Commonwealth of PA". DO NOT SEND CASH. The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

2. **APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a school must be ready to operate at the time of inspection. This includes the requirement that the school must have a cosmetology teacher as supervisor who holds an active license. Student to teacher ratios must be met. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

3. **EXISTING SCHOOL CHANGE OF LOCATION OR OWNERSHIP:**

If changing location of an existing school you must return the current school license with this application. If the license is not available to return, submit a statement explaining why the school license is not available to return.

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**4. DELETING PARTNERS:**

If any partners are being deleted, a statement from the deleted partner(s) must accompany your application. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) school license. Be sure to return the existing current school license with a statement indicating that you are unable to obtain the required deleted partner(s) signature. *If applying for initial (new) school licensure, the school cannot be open/operating prior to inspection.*

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**5. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

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**6. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using any name other than your own 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 at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the school owner's responsibility to ensure that a fictitious name is properly registered. A fictitious name is not an individual identity and cannot be used for ownership of a school.

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**7. SCHOOL ADDRESS CHANGE ONLY, SAME PHYSICAL LOCATION:**

Licenses must be issued to the school's physical address. If the Post Office changes the school's designated address, but the physical location remains the same, the address change must be noted on the licensing database. There will be a fee to print the duplicate license with the revised address.

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**8. SCHOOL MANAGEMENT:**

A. Every cosmetology school must designate a licensed cosmetology teacher as supervisor. The school supervisor is to ensure that the school conforms to requirements of the law. This individual shall possess a current teacher's license issued by the Board and have either acquired 2,500 hours of satisfactory experience as a cosmetology teacher or acquired 1,250 hours of satisfactory experience as a cosmetology teacher and 1,800 hours of satisfactory experience as the designated person in charge of a cosmetology salon.

B. A school may not have more than one teacher supervisor. A person may not serve as supervisor of more than one school at the same time.

C. The supervisor of the school must be readily available during regular business hours to bureau inspectors. If a designated supervisor's absence is to exceed two weeks, the supervisor shall notify the board in writing of the absence and designate a temporary supervisor as well as display such notice in the school.

D. In addition to the teacher supervisor, a school may also have an administrator (i.e. principal or a corporate owner) who does not need to have a cosmetology teacher license.

E. The school may designate a night supervisor for administrative and accountability purposes but this individual would not be regarded as the supervising teacher for the school. Schools opting to have this designation should notify the board for record keeping and inspection purposes but there is no fee to file this information. This optional night teacher would not need to meet the regulatory requirements for the supervisor teacher.

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**9. SCHOOL CURRICULUM REQUIREMENT:**

The Board's Regulation **SCHOOL CURRICULUM REQUIREMENT** at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum. These shall comprise 1250 hours for cosmetology curriculum, 695 for a licensed barber, 500 hours for teacher curriculum, 300 for cosmetician curriculum and 200 for a manicurist curriculum. All schools must offer a cosmetology curriculum. Schools may also offer specialized curriculum.

If your school changes include changes to curriculum, be sure to include the appropriate changes of these documents. If a previously submitted document is not changing, there is no need to resubmit.

**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:
  - (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 REQUIREMENTS:**

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 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 to the classroom space 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 STUDENT EQUIPMENT REQUIREMENTS (student kits):**

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

**13. SCHOOL FLOOR EQUIPMENT REQUIREMENTS (clinic room):**

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- |   |  |
|---|--|
| 4 shampoo basins  | 8 hair dryers  |
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| 4 wet sterilizers   | 4 facial chairs  |
| 4 complete sets of cold wave equipment                                    | 1 mannequin for each student                               |
| 12 styling stations, mirrors and chairs                                   | 1 locker for each student                                  |
| 4 closed containers for soiled linen                                      | 3 closed waste containers                                  |
| 1 linen cabinet   | 3 timer clocks   |
| 2 sanitary towels per student   | 1 container for sterile solution for each manicuring 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                                       |  |

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For processing staff use only  
 Application Number:  
 Staff initials:

#### 1 DEMOGRAPHIC INFORMATION

**SCHOOL NAME**

(Name must match license):

**ADDRESS**

STREET:

CITY:

STATE:

ZIP CODE:

**LICENSE**

**TELEPHONE**

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**EMAIL**

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#### 2. TYPE OF CHANGE

	Change of Some Partners in Ownership (no inspection required) (\$35.00)
	Change of School Fictitious Name (return the license) (no inspection required)(\$35.00)
	Change of School Supervisor (no inspection required)(\$20.00)
	Adding a New Curriculum (no inspection required)(\$35.00)
	Change to Existing Curriculum (inspection NOT required)(\$35.00)
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	Change of Location or Corporate Ownership (Please STOP. Do not use this application. Please submit the School License Application)
	Other change (no fee) – INDICATE CHANGE HERE:

**3. EFFECTIVE DATE OF SCHOOL CHANGE**

Please indicate the date the indicated school change became or will become effective:

DATE:

**4. CHANGE IN OWNERSHIP TO ADD OR DELETE PARTNERS (return original license)**

Print the names of ALL owners (licensed or unlicensed). If the school is owned by a corporation, include a copy of the certificate of incorporation and provide a list all corporate officers with their names and titles. Use additional pages if necessary.

OWNERS/OFFICERS NAMES	TITLE	OWNER DISPOSITION
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>

**5. CHANGE of SCHOOL TRADE NAME (Return original license)**

A school changing its name will need to attach a written statement from the School Board Administration detailing how the decision to change the name of the school came to be made. There will be a fee to print the duplicate license.

<b>OLD NAME</b>	<b>LICENSE NUMBER</b>
<b>NEW NAME</b>	<b>LICENSE NUMBER</b>

**6. CHANGE of SQUARE FOOTAGE SAME LOCATION (Inspection required)**  
**SUBMIT A SKETCH DETAILING THE CHANGES**

<b>ORIGINAL TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>	<b>NEW TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>
<b>ORIGINAL SQUARE FOOTAGE FOR CLASSROOM TO BE CHANGED</b>	<b>ADDITIONAL SQUARE FOOTAGE TO BE ADDED</b>

**7. CHANGE OF ADDRESS SAME LOCATION (Postal Change) (No Inspection required)**

**NEW SCHOOL ADDRESS**  
 (If changing address, be sure to provide your new address here. The ZIP code must remain the Same as previously submitted).

STREET:	
CITY:	
STATE:	ZIP CODE:

**8. STUDENT ENROLLMENT SCHOOL**

Please indicate total anticipated student enrollment after indicated changes: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

<b>9. CHANGE of SCHOOL SUPERVISOR - COSMETOLOGY TEACHER</b> (Attach a copy of the teacher's resume of experience) see §7.111(a)(2)(ii)	
<b>OLD SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
<b>*NEW SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
Signature of new designee:	
<i>*See Section 9 in instructions for supervisor teacher requirements. Resume required.</i>	

<b>10. CHANGE of SCHOOL ADMINISTRATOR</b> (Non-licensee) see §7.111(1)(3)	
<b>Old Supervisor/Administrator</b>	<b>TITLE</b>
<b>New Supervisor/Administrator</b>	<b>TITLE</b>

<b>11. DESIGNATING NIGHT SUPERVISOR</b> (No fee)	
<b>Old Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>
<b>New Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>

<b>12. CHANGE of SCHOOL CURRICULUM</b> (Submit Relevant School Generated Documents) Cosmetology must be taught in all schools.	
TEACHER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NAIL TECHNICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
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**All owners must sign below. If applicant 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:** \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

Phone: 717-783-7130  
Fax: 717-705-5540  
E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
Website: [www.dos.pa.gov/cosmet](http://www.dos.pa.gov/cosmet)

**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

### CHANGES TO SALON LICENSE APPLICATION

#### 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.

This application is used **ONLY** for making changes to an existing salon (full service or limited license service) remaining at the same physical location. For initial licensure of a salon, change of physical location or a complete change of ownership, you must apply at [PALS.PA.GOV](http://PALS.PA.GOV)

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SALON. IF A VARIANCE IS BEING REQUESTED, INCLUDE A SKETCH OF YOUR SALON AND AN EXPLANATION FOR THE VARIANCE YOU ARE REQUESTING.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, AND INCLUDE THE SALON LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **You MUST attach your current salon license to this application.**

If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return. **Exception:** *If only changing square footage, do not return the license. (Until you receive your permanent license reflecting the change(s), you should display a **COPY** of your existing salon license with a copy of this completed application in your salon)*

2. **FEE:**

Include the required fee as shown. If an inspection is required as a result of your change, the required fee due is \$85.00. For changes not requiring an inspection, the fee is \$30.00. If making multiple changes, submit only one fee in the highest amount for the changes you are making. For example, if you are changing the trade name (\$30.00 fee required) and at the same time, changing square footage, (\$85.00 fee required), submit **ONLY** the \$85.00 fee.

Make your check or money order payable to "Commonwealth of PA". **DO NOT SEND CASH!** The required fee is a processing fee only and is required regardless of the issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

**3. APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a salon must be ready to operate at the time of inspection. This includes the requirement that each salon must have at least one licensee who is either an owner or employee of the salon licensed to perform the services specific to the type of salon license to be issued. For example, a cosmetology salon requires a cosmetologist licensee (barbers may also work with cosmetologists), a nail technology salon requires a cosmetologist or nail technician licensee, and an esthetician salon requires a cosmetologist or esthetician licensee. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

**4. SALON ADDRESS:**

Licenses must be issued to the salon's physical address. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same post office area of the salon location.

**5. SALON MANAGEMENT:**

Every cosmetology, esthetician and nail technician salon owner must designate a licensed person in charge of the salon in the owner's absence. This person must be appropriately licensed by the Cosmetology Board. The name of the owner or designated licensed person in charge must be posted in a conspicuous place in the salon. The owner or designated licensed person in charge of the salon must be readily available during regular business hours to bureau inspectors.

**6. SALON LAVATORY REQUIREMENT:**

The Board regulation at 49 PA Code §7.79 requires that all salons have adequate lavatories on the premises. The Board has interpreted this regulation to require that the lavatory must be located within the square footage of the salon and exclusively for the use of salon patrons. This requirement applies to all salons, including existing salons changing ownership or existing salons changing location. If the lavatory is not located within the square footage of the salon, you may request a lavatory variance. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance."

**7. SALON SPACE REQUIREMENTS:**

If a salon does not meet the minimum space requirements, a space variance may be requested. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance." *All salons must be separated from any other businesses by permanent walls or partitions and the entire salon area must be adjoining.*

**MINIMUM WIDTH REQUIREMENT FOR ALL SALONS = 10 FEET**

NUMBER OF LICENSEES:	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED SQUARE FEET:	180	240	300	360	420	480	540	600	660	720	780	840

*For each additional licensee, an additional 60 square feet is required.*

**8. ZONING:**

You are not required to submit zoning approval with this application; however, you should check with the zoning board in your area to be sure you are permitted to operate your salon. Zoning approval is a matter between you and your zoning board.

**9. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

**10. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using a first name or any other name than your own last name (surname), it would be considered a fictitious name and should be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the salon owner's responsibility to ensure that a fictitious name is properly registered.

**11. HOW TO REQUEST A SPACE VARIANCE:**

If your salon does not comply with the required width or total square footage, or if the lavatory is not located within the salons square footage or is not exclusively for use of the salon patrons, you may request a variance. To request a variance, you must:

- A. A written request for a variance - please explain why you are requesting the variance and the particular information requested below.
- B. The sketch must be on 8½ "x 11" paper.
- C. For *Lavatory variance*: a revised sketch showing the location of the lavatory in relation to your salon. This sketch must include the distance, in feet and inches, to the lavatory.
- D. Written directions from the shop to the lavatory. You must identify all rooms through which they must pass.
- E. Indicate whether the lavatory is for the exclusive use of salon patrons.
- F. If the lavatory is not exclusively for use by the salon patrons, indicate the number of businesses sharing the lavatory, the approximate number of employees and patrons from those businesses who will be using the lavatory on a daily basis and the nature [i.e. type] of business.
- G. For *Space variance*: a revised sketch showing the dimensions of your salon for every wall. The sketch should include doors, windows, stations and lavatory.
- H. If the salon is to have room(s) exempt from licensure (such as for massage), indicate on a sketch the entire facility and the rooms to be exempt. These areas must have doors that close and are clearly labeled for the public and bureau inspectors.

**12. SALON EQUIPMENT REQUIREMENTS:**

All salons must meet the following minimum equipment requirements. For each additional licensee, supplies and equipment must be increased so that each licensee can practice in a safe and efficient manner.

COSMETOLOGY SALONS	NAIL TECHNOLOGY SALONS	ESTHETICIAN SALONS
1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 dryer or blow dryer 1 shampoo tray or basin 12 combs and 12 brushes 1 covered waste container 1 container for hair pins or clips 1 neck stnp dispenser 1 closed storage area for soiled linens 1 timer clock 1 closed towel container for clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area	1 chair for use in manicure/pedicure 1 manicure table with light, chair & stool 1 pedicure basin and stand (if applicable) 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen Clean linen 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements Reception area  NO RAZOR TOOLS PERMITTED	1 adjustable chair 1 dresserette with mirror 1 first aid kit 1 covered waste container 1 closed storage area for soiled linen 1 closed towel cabinet for clean linen 1 timer clock 1 wet sterilizer 1 disinfected, dry and covered container for disinfected implements 1 magnifying lamp Reception area  NO RAZOR TOOLS PERMITTED

**13. DELETING PARTNERS:**

If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) salon license, using the Salon Licensure Application [45-CB100]. Be sure to return the existing current salon license with a notarized statement indicating that you are unable to obtain the required deleted partner(s) signature. At least one partner must remain the same as previously declared to the board and stated on the license.

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## STATE BOARD OF COSMETOLOGY

Phone: 717-783-7130  
 Fax: 717-705-5540  
 E-mail: [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov)  
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 Harrisburg, PA 17105-2649

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

### CHANGES TO EXISTING SALON APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1. APPLICANT INFORMATION ALL INFORMATION MUST BE COMPLETED.

**Salon owner(s)** *(provide all owners names as they appear on the current license)*


**Salon Name:**  
*(as shown on current license)*

**Salon Address:**

Street:	Unit or Store #
City:	State: PA Zip Code:
Email:	

Salon email contact:  By checking this box I indicate that I prefer to receive notification regarding the salon application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

**Salon License Number:**

--	--	--	--	--	--	--	--	--	--	--

**Salon Telephone Number:**

--	--	--	--	--	--	--	--	--	--	--

#### 2. CHECK ALL APPLICABLE BLOCKS FOR THE CHANGE(S) BEING MADE:

Only checks written in the amount of \$5, \$30, or \$85 will be accepted regardless of the number of changes requested. The higher fee amount takes precedence.

#### POST OFFICE OR 911 CHANGE OF ADDRESS - \$5.00 FEE

*Attach a letter from the post office OR 911 agency verifying that the change of address is the result of a post office or 911 address change only, and that no physical change in location has occurred.*

**CHANGE OF TRADE NAME - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If you will be using a first name or any name other than your own last name, it would be considered a fictitious trade name and must be registered with the Corporation Bureau. You may contact the Corporation Bureau at 717-787-1057. Proof of registration need not be submitted to the board. You must return the license issued in the previous name. If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return*

**INDICATE YOUR NEW TRADE NAME** →

Have you registered with the Corporation Bureau?

(Refer to INSTRUCTION #9)

**CORPORATION CHANGE - \$30.00 FEE (NO INSPECTION REQUIRED)**

*If changing to or from a corporate ownership with the majority of individual owners/officers remaining the same, you may apply for the change on this application. Attach additional pages if necessary. If the majority of owners/officers are changing, apply for an initial (new) salon license application using application #45-CB100.*

**INDICATE THE CHANGE BEING MADE & INCLUDE THE CORPORATE NAME** →

NAME OF CORPORATION	EMPLOYER IDENTIFICATION NUMBER										
OFFICERS NAMES & TITLES	OWNERS LICENSE NUMBERS (IF APPLICABLE)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>										

**ADDING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all added partners. All added partners must sign in the appropriate space below*

ADDED PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											

**DELETING PARTNER(S) - \$30.00 FEE (NO INSPECTION REQUIRED)**

*Provide the name and license number of all partners to be taken off of the license. At least one partner must remain the same. All partners to be deleted MUST sign in the appropriate signature area. Without the required signature of the deleted partner(s), this application cannot be processed. (refer to INSTRUCTION #5)*

DELETING PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> </tr> </table>											

**CHANGE IN SQUARE FOOTAGE - \$85.00 FEE (INSPECTION REQUIRED)**

If changing the square footage of your existing salon, you must answer questions A and B below AND provide a detailed written explanation on a separate paper as to what changes are being made to the square footage of the salon. You must provide a before/after sketch of the salon layout indicating the area(s) being changed. Please be specific; you may use colors or solid/dotted lines. If we cannot determine the changes being made, delays in the issuance of your license will occur.

<b>A. Total number of licensees that will be working in the salon at any one time:</b>			
<b>B. Please circle one:</b>	Adding salon space		Deleting salon space
<b>C. OLD SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>
<b>D. NEW SALON DIMENSIONS:</b> <i>L x W = Total</i>	<b>Length:</b> (X)	<b>Width:</b> (=)	<b>Total Square Footage:</b>

**3. MESSAGE STATEMENT (Required)**

**You must complete this Message Statement – even if you do not plan to offer any type of massage within your salon. You MUST also sign and date the Message Statement.**

By signing below, I indicate that I will adhere to cosmetology law and regulations as to the scope of practice of licensees (Definitions as set forth in Section 1 of the act.)

- There will be no massage services provided in the salon at all.
- There will be no full-body massage services provided within the perimeter of the salon.
- There will be no massage of the legs within the perimeter of the salon.
- Massage to the hands and feet will be done by a licensed nail technician.
- Massage to the scalp, face, shoulders, arms, hands and feet will be done by a licensed cosmetologist.
- Massage to the scalp, face, and shoulders will be done by a licensed esthetician.

Space has been set aside, outside the perimeter of the cosmetology salon, for full massage services including service to the legs and torso. This space is not licensed as a part of the salon square footage and is not regulated by the State Board of Cosmetology. [A full sketch of the establishment including the dimensions of the exempt room(s) is attached with areas clearly marked "exempt".]

\_\_\_\_\_  
 Signature of the owner (mandatory) Date

**4. OWNER'S OATH**

**All owners must sign below. If applicant is a corporation, all officers must sign. Use additional pages if necessary.**

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 salon 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.

OWNER/OFFICER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
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Harrisburg, PA 17110

### SCHOOL CHANGE APPLICATION

#### 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.

This application is to apply changes to a Cosmetology School, including a change in address/same location, change in square footage, change in name, change in some partners in ownership, change in curriculum. If you are deleting partners, you must obtain and include a signed authorization from the deleted partner(s). The Board cannot remove any partners from a license without the authority from the involved partner(s). For a complete change of ownership of an existing school, an inspection is required prior to practice with an exception shown under Instruction #2, Inspection.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SCHOOL.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SCHOOL LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **FEE:**

The required fee is payable with a check or money order, payable to "Commonwealth of PA". DO NOT SEND CASH. The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

*A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.*

2. **APPROPRIATE LICENSEE REQUIRED:**

To be given the authority to practice, a school must be ready to operate at the time of inspection. This includes the requirement that the school must have a cosmetology teacher as supervisor who holds an active license. Student to teacher ratios must be met. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

3. **EXISTING SCHOOL CHANGE OF LOCATION OR OWNERSHIP:**

If changing location of an existing school you must return the current school license with this application. If the license is not available to return, submit a statement explaining why the school license is not available to return.

---

**4. DELETING PARTNERS:**

If any partners are being deleted, a statement from the deleted partner(s) must accompany your application. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) school license. Be sure to return the existing current school license with a statement indicating that you are unable to obtain the required deleted partner(s) signature. *If applying for initial (new) school licensure, the school cannot be open/operating prior to inspection.*

---

**5. CORPORATE APPLICANTS:**

If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. 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.

---

**6. FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using any name other than your own 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 at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the school owner's responsibility to ensure that a fictitious name is properly registered. A fictitious name is not an individual identity and cannot be used for ownership of a school.

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**7. SCHOOL ADDRESS CHANGE ONLY, SAME PHYSICAL LOCATION:**

Licenses must be issued to the school's physical address. If the Post Office changes the school's designated address, but the physical location remains the same, the address change must be noted on the licensing database. There will be a fee to print the duplicate license with the revised address.

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**8. SCHOOL MANAGEMENT:**

A. Every cosmetology school must designate a licensed cosmetology teacher as supervisor. The school supervisor is to ensure that the school conforms to requirements of the law. This individual shall possess a current teacher's license issued by the Board and have either acquired 2,500 hours of satisfactory experience as a cosmetology teacher or acquired 1,250 hours of satisfactory experience as a cosmetology teacher and 1,800 hours of satisfactory experience as the designated person in charge of a cosmetology salon.

B. A school may not have more than one teacher supervisor. A person may not serve as supervisor of more than one school at the same time.

C. The supervisor of the school must be readily available during regular business hours to bureau inspectors. If a designated supervisor's absence is to exceed two weeks, the supervisor shall notify the board in writing of the absence and designate a temporary supervisor as well as display such notice in the school.

D. In addition to the teacher supervisor, a school may also have an administrator (i.e. principal or a corporate owner) who does not need to have a cosmetology teacher license.

E. The school may designate a night supervisor for administrative and accountability purposes but this individual would not be regarded as the supervising teacher for the school. Schools opting to have this designation should notify the board for record keeping and inspection purposes but there is no fee to file this information. This optional night teacher would not need to meet the regulatory requirements for the supervisor teacher.

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**9. SCHOOL CURRICULUM REQUIREMENT:**

The Board's Regulation **SCHOOL CURRICULUM REQUIREMENT** at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum. These shall comprise 1250 hours for cosmetology curriculum, 695 for a licensed barber, 500 hours for teacher curriculum, 300 for cosmetician curriculum and 200 for a manicurist curriculum. All schools must offer a cosmetology curriculum. Schools may also offer specialized curriculum.

If your school changes include changes to curriculum, be sure to include the appropriate changes of these documents. If a previously submitted document is not changing, there is no need to resubmit.

**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:
  - (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 REQUIREMENTS:**

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 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 to the classroom space 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 STUDENT EQUIPMENT REQUIREMENTS (student kits):**

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

**13. SCHOOL FLOOR EQUIPMENT REQUIREMENTS (clinic room):**

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

- |   |  |
|---|--|
| 4 shampoo basins  | 8 hair dryers  |
| 4 manicuring tables and chairs  | 4 closed containers for sanitized implements               |
| 4 wet sterilizers   | 4 facial chairs  |
| 4 complete sets of cold wave equipment                                    | 1 mannequin for each student                               |
| 12 styling stations, mirrors and chairs                                   | 1 locker for each student                                  |
| 4 closed containers for soiled linen                                      | 3 closed waste containers                                  |
| 1 linen cabinet   | 3 timer clocks   |
| 2 sanitary towels per student   | 1 container for sterile solution for each manicuring 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                                       |  |

## STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
 Fax: 717-705-5540  
 E-mail: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
 Website [www.dos.state.pa.us/cosmet](http://www.dos.state.pa.us/cosmet)

**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 CHANGE APPLICATION

**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.

For processing staff use only:  
 Application Number:  
 Staff initials:

#### 1 DEMOGRAPHIC INFORMATION

**SCHOOL NAME**

(Name must match license):

**ADDRESS**

STREET:

CITY:

STATE:

ZIP CODE:

**LICENSE**

**TELEPHONE**

--	--	--	--	--	--	--	--

**EMAIL**

By checking this box I indicate that I prefer to receive notification regarding the school application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from [ST-Cosmetology@state.pa.us](mailto:ST-Cosmetology@state.pa.us)

Providing an email address to the board will facilitate communications between board administrator and school personnel. Each school may provide multiple email address for all employees of the school who desire to receive emailed communications from the board administrator.

#### 2. TYPE OF CHANGE

	Change of Some Partners in Ownership (no inspection required) (\$35.00)
	Change of School Fictitious Name (return the license) (no inspection required)(\$35.00)
	Change of School Supervisor (no inspection required)(\$20.00)
	Adding a New Curriculum (no inspection required)(\$35.00)
	Change to Existing Curriculum (inspection NOT required)(\$35.00)
	Change in Square Footage at Same Location (inspection required) (submit sketch) (\$110.00)
	Change of School Address Same Location- Postal or 911 Change (RETURN THE LICENSE) (no inspection required)(\$5.00)
	Change of Location or Corporate Ownership (Please STOP. Do not use this application. Please submit the School License Application)
	Other change (no fee) – INDICATE CHANGE HERE:

**3. EFFECTIVE DATE OF SCHOOL CHANGE**

Please indicate the date the indicated school change became or will become effective:

DATE:

**4. CHANGE IN OWNERSHIP TO ADD OR DELETE PARTNERS (return original license)**

Print the names of ALL owners (licensed or unlicensed). If the school is owned by a corporation, include a copy of the certificate of incorporation and provide a list all corporate officers with their names and titles. Use additional pages if necessary.

OWNERS/OFFICERS NAMES	TITLE	OWNER DISPOSITION
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>
		Delete <input type="checkbox"/> Add <input type="checkbox"/>

**5. CHANGE of SCHOOL TRADE NAME (Return original license)**

A school changing its name will need to attach a written statement from the School Board Administration detailing how the decision to change the name of the school came to be made. There will be a fee to print the duplicate license.

<b>OLD NAME</b>	<b>LICENSE NUMBER</b>
<b>NEW NAME</b>	<b>LICENSE NUMBER</b>

**6. CHANGE of SQUARE FOOTAGE SAME LOCATION (Inspection required)**  
 SUBMIT A SKETCH DETAILING THE CHANGES

<b>ORIGINAL TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>	<b>NEW TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL</b>
<b>ORIGINAL SQUARE FOOTAGE FOR CLASSROOM TO BE CHANGED</b>	<b>ADDITIONAL SQUARE FOOTAGE TO BE ADDED</b>

**7. CHANGE OF ADDRESS SAME LOCATION (Postal Change) (No Inspection required)**

**NEW SCHOOL ADDRESS**  
 (If changing address, be sure to provide your new address here. The ZIP code must remain the Same as previously submitted).

STREET:	
CITY:	
STATE:	ZIP CODE:

**8. STUDENT ENROLLMENT SCHOOL**

Please indicate total anticipated student enrollment after indicated changes:

DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

**9. CHANGE of SCHOOL SUPERVISOR - COSMETOLOGY TEACHER**  
(Attach a copy of the teacher's resume of experience) see §7.111(a)(2)(ii)

<b>OLD SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
<b>*NEW SUPERVISING TEACHER</b>	<b>LICENSE NUMBER</b>
Signature of new designee:	
<i>*See Section 9 in instructions for supervisor teacher requirements. Resume required.</i>	

**10. CHANGE of SCHOOL ADMINISTRATOR (Non-licensee) see §7.111(1)(3)**

<b>Old Supervisor/Administrator</b>	<b>TITLE</b>
<b>New Supervisor/Administrator</b>	<b>TITLE</b>

**11. DESIGNATING NIGHT SUPERVISOR (No fee)**

<b>Old Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>
<b>New Night Supervisor (Teacher)</b>	<b>LICENSE NUMBER</b>

**12. CHANGE of SCHOOL CURRICULUM (Submit Relevant School Generated Documents) Cosmetology must be taught in all schools.**

TEACHER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NAIL TECHNICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
ESTHETICIAN CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
NATURAL HAIR BRAIDER CURRICULUM	Remove <input type="checkbox"/> * Add <input type="checkbox"/> Increase hours <input type="checkbox"/>
<i>*If adding curriculum, see section 10 of the instructions regarding documents to submit to board with changes. If documents previously submitted to the board have not changes, there is no need to resubmit.</i>	

**APPLICATION WILL NOT BE PROCESSED  
UNLESS OWNER'S OATH (SECTION 13)  
IS COMPLETED**

**13. OWNER'S OATH**

**All owners must sign below. If applicant 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:** \_\_\_\_\_

# STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130  
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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

## REQUEST FOR CERTIFICATION OF HOURS

A fee of \$30.00, check or money order, payable to "Commonwealth of PA", must accompany your request for certification of hours. The Board office will research records in an effort to certify your earned hours ONLY if you are not licensed and your school is closed. It is important to note that the board office offers certification of hours as a courtesy. There is no requirement by law or regulation that the board office maintain or provide this information. Please note that if a search of board records is made, the \$30.00 fee is the processing fee and is not refundable even in the event hours cannot be found on board records. The board may not be able to certify hours, particularly hours earned prior to 2000.

**If your hours were earned in Pennsylvania and your school is CLOSED:** Complete this form and forward it to the above listed address. While this office will make every effort to locate your hours, this service is contingent upon the availability of records. We do not guarantee the availability of records from any specific time period. Be advised that records prior to 2000 are less likely to be available. You will be notified if we are unable to locate your hours.

**If your school is OPEN and an out-of-state school or another licensing jurisdiction requires certification of hours through the PA Board:** *Do not complete this form.* You will need to request that the school you attended send a letter to the requesting entity. The letter must be an original letter, on school letterhead, must bear the embossed school seal, and be signed by the school owner or supervisor. The letter must provide your name, address, social security number, number of hours earned, curriculum and dates of attendance. If needed, the State Board can issue a Certification of Licensure for the School with submission of the proper fee and form.

**If you are licensed by the State Board of Cosmetology.** *Do not complete this form.* If you are licensed, your hours are certified through a "certification of licensure" process. To obtain a certification of your license, submit a written request, clearly printed, providing your name, address, license number, social security number and the address to where the certification is to be mailed. Include a check or money order, payable to "Commonwealth of PA" in the amount of \$15.00.

**COMPLETE THE INFORMATION ON THE  
REVERSE SIDE OF THIS FORM**

# STATE BOARD OF COSMETOLOGY

**Telephone:** 717-783-7130  
**Fax:** 717-705-5540  
**E-mail:** [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
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 Harrisburg, PA 17105-2649

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

## REQUEST FOR CERTIFICATION OF HOURS

Fee \$30.00

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  

City
State
Zip

Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Phone: \_\_\_\_\_

License Number (if applicable): \_\_\_\_\_ Email: \_\_\_\_\_

Reason for request  
 (choose only ONE): \_\_\_\_ To continue schooling *in PA*\* \_\_\_\_ To continue schooling *outside PA*  
 \_\_\_\_ To apply for licensure examination *in PA* \_\_\_\_ To apply for licensure exam *in a state other than PA*

\* The PA Cosmetology Law requires cosmetologists to complete all 1,250 hours within four [4] consecutive years.

**Name of School Attended:**  
 (If school is open, do not use this form. See instruction) \_\_\_\_\_

School license number (if known) \_\_\_\_\_

School address: \_\_\_\_\_  
 \_\_\_\_\_  

City
State
Zip

Last Date Attended  
 (if prior to 2000, we may not be able to certify school hours) \_\_\_\_\_  

Month
Day
Year

**Curriculum Enrolled:**  
 (please circle ONE)\*

Cosmetologist	Teacher	Esthetics
Manager	Nail Technology	Natural Hair Braiding

Name used at time of Attendance: \_\_\_\_\_

\* If requesting certification for multiple curricula, please submit a separate request for each one.

<p><b>MAILING ADDRESS:</b>                  PO BOX 2649                  Harrisburg, PA 17105-2649</p>	<p>DEPARTMENT OF STATE                  STATE BOARD OF COSMETOLOGY</p>	<p><b>COURIER ADDRESS:</b>                  2601 North Third Street                  Harrisburg, PA 17110</p>
--	--	---

## REQUEST FOR CERTIFICATION OF LICENSURE

To obtain a certification of your license, you must complete this form and return it to the mailing address above with a \$15.00 fee, check or money order, payable to the "Commonwealth of PA." There is a \$20.00 charge for all checks returned "NOT PAID" regardless of the reason for non-payment. Please note that an official certification will not be mailed to a residence.

If the state where you are applying for a license will accept a verification of your Pennsylvania license via Pennsylvania 's website, you may request that the licensure board download the verification at [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us)

## APPLICANT'S INFORMATION

<b>APPLICANT'S NAME:</b>	Last:	First:	Middle Initial:	Maiden:
<b>LICENSE #:</b>			<b>EMAIL</b>	
<b>SOCIAL SECURITY #:</b>				
<b>APPLICANT'S ADDRESS:</b>				
	City:		State:	Zip Code:
IF YOU OBTAINED A PENNSYLVANIA LICENSE BASED ON YOUR LICENSE IN ANOTHER STATE (BY RECIPROACITY), ENTER THE NAME OF THE STATE HERE: <div style="border: 1px solid black; width: 30%; margin: 0 auto; height: 20px;"></div>				

## MAILING INFORMATION

PLEASE PROVIDE THE NAME AND ADDRESS WHERE THE COMPLETED CERTIFICATION SHOULD BE MAILED.  
**The Board will only mail certifications to another state agency or testing company.**

---

**NAME:**

---

**STREET:**

---

**CITY:** **STATE:** **ZIP CODE:**

Email: [st-cosmetology@state.pa.us](mailto:st-cosmetology@state.pa.us)  
 Web site: [www.dos.state.pa.us](http://www.dos.state.pa.us)  
 Telephone: 717-783-7130  
 FAX: 717-705-5540

# Attachment B

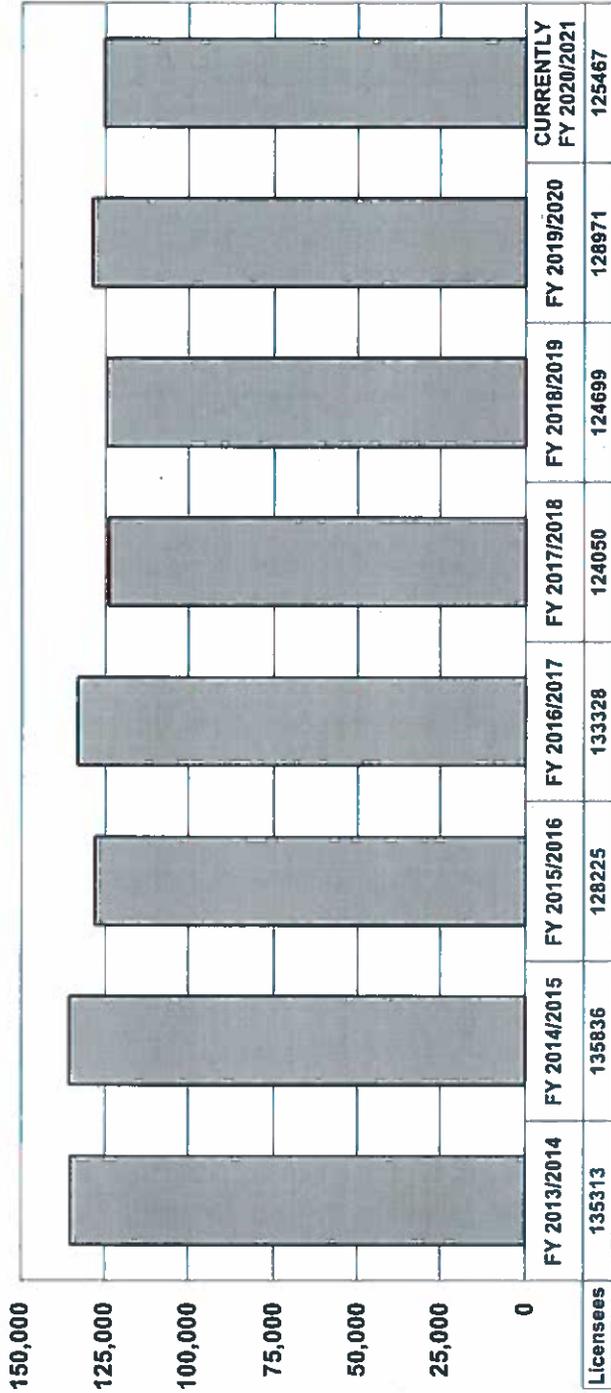
Licensee Type	Current - Renewal Period 1 - No Change			2nd Renewal Period - cost			3rd Renewal Period - 5% inc.		
	Annual	Biennial	Total	Annual	Biennial	Total	Annual	Biennial	Total
Cosmetologist App	4000	8000	\$ 80,000.00	4000	8000	\$ 200,000.00	4000	8000	\$ 208,000.00
Cosmetologist Reciprocity App	338	676	\$ 40,560.00	338	676	\$ 57,460.00	338	676	\$ 60,164.00
Cosmetology Apprentice App	20	40	\$ 70.00	20	40	\$ 75.00	20	40	\$ 79.00
Cosmetology Salon App	1325	2650	\$ 100.00	1325	2650	\$ 135.00	1325	2650	\$ 142.00
Cosmetology School App	10	20	\$ 180.00	10	20	\$ 220.00	10	20	\$ 231.00
Cosmetology Teacher App	155	310	\$ 10.00	155	310	\$ 25.00	155	310	\$ 26.00
Cosmetology Teacher Reciprocity App	10	20	\$ 60.00	10	20	\$ 85.00	10	20	\$ 89.00
Esthetician App	1350	2700	\$ 10.00	1350	2700	\$ 25.00	1350	2700	\$ 26.00
Esthetician Reciprocity App	55	110	\$ 60.00	55	110	\$ 85.00	55	110	\$ 89.00
Esthetician Teacher App	8	16	\$ 10.00	8	16	\$ 25.00	8	16	\$ 26.00
Esthetician Teacher Reciprocity App	10	20	\$ 60.00	10	20	\$ 85.00	10	20	\$ 89.00
Esthetician Salon App	160	320	\$ 100.00	160	320	\$ 135.00	160	320	\$ 142.00
Nail Technician Application	925	1850	\$ 10.00	925	1850	\$ 25.00	925	1850	\$ 26.00
Nail Technician Reciprocity App	140	280	\$ 60.00	140	280	\$ 85.00	140	280	\$ 89.00
Nail Technician Teacher App	2	4	\$ 10.00	2	4	\$ 25.00	2	4	\$ 26.00
Nail Tech Teacher Reciprocity App	10	20	\$ 60.00	10	20	\$ 85.00	10	20	\$ 89.00
Nail Technician Salon App	140	280	\$ 100.00	140	280	\$ 135.00	140	280	\$ 142.00
Natural Hair Braider App	15	30	\$ 10.00	15	30	\$ 25.00	15	30	\$ 26.00
Natural Hair Braider Reciprocity App	10	20	\$ 60.00	10	20	\$ 85.00	10	20	\$ 89.00
Natural Hair Braider Teacher App	1	2	\$ 10.00	1	2	\$ 25.00	1	2	\$ 26.00
Nat. Hair Braid Teacher Reciprocity App	5	10	\$ 60.00	5	10	\$ 85.00	5	10	\$ 89.00
Natural Hair Braider Salon App	5	10	\$ 100.00	5	10	\$ 135.00	5	10	\$ 142.00
Certification of Licensure	2140	4280	\$ 15.00	2140	4280	\$ 20.00	2140	4280	\$ 21.00
Certification of School Hours	24	48	\$ 30.00	24	48	\$ 56.00	24	48	\$ 58.00
Change in Salon or Limited Practice Salon - insp req	50	100	\$ 85.00	50	100	\$ 100.00	50	100	\$ 105.00
Change in Salon or Limited Practice Salon - no insp	75	150	\$ 30.00	75	150	\$ 43.00	75	150	\$ 45.00
App for Change in School- insp req	10	20	\$ 110.00	10	20	\$ 125.00	10	20	\$ 131.00
App for Change in School - no insp req	6	12	\$ 35.00	6	12	\$ 69.00	6	12	\$ 72.00
App for Approval of School Supervisor	20	40	\$ 20.00	20	40	\$ 31.00	20	40	\$ 32.00
Reinspection of Salon or Limited Practice Salon or School	10	20	\$ 85.00	10	20	\$ 87.00	10	20	\$ 91.00
	11029		\$ 614,640.00	11029		\$ 979,606.00	11029		\$ 1,025,794.00

## State Board of Cosmetology

<b>Projected Biennial Revenue</b>	<b>\$10,199,238</b>
<b>Projected Biennial Budget/Expenses</b>	<b>\$10,769,577</b>
<b>Projected Biennial Balance</b>	<b>(\$570,339)</b>

Projected biennial revenue and expenses from FY19-20 and FY20-21 were used to show anticipated biennial balance.

**STATE BOARD OF COSMETOLOGY  
RENEWABLE LICENSEE COUNTS**



LICENSEES BY CLASS	FY 17-18	FY 18-19	FY 19-20	7/12/2021
Cosmetology Teacher	7,158	7,678	7,770	7,324
Cosmetologist	78,490	78,701	80,983	77,854
Esthetician	6,810	7,053	7,559	8,602
Nail Technician	13,329	14,706	15,090	14,809
Cosmetology Salon	13,313	11,910	12,545	11,930
Esthetician Salon	2,268	2,140	2,340	2,359
Nail Technology Salon	2,453	2,261	2,423	2,306
Cosmetology School	149	160	160	158
Natural Hair Braider	25	36	38	54
Natural Hair Braiding Salon	12	10	11	12
Nail Technician Teacher	16	16	16	15
Esthetician Teacher	25	27	34	41
Natural Hair Braider Teacher	2	1	2	3
<b>TOTAL</b>	<b>124,050</b>	<b>124,699</b>	<b>128,971</b>	<b>125,467</b>

State Board of Auctioneers  
Expense and Revenue History Comparison

Cost Center	Actual Expenses FY 11-12	Actual Expenses FY 12-13	Actual Expenses FY13-14	Actual Expenses FY 14-15	Actual Expenses FY 15-16	Actual Expenses FY16-17	Actual Expenses FY 17-18	Actual Expenses FY 18-19	Actual Expenses FYTD 18-20	Actual Expenses FYTD 20-21
BPOA Administration	1,080,383.69	1,149,193.24	1,125,748.37	1,264,183.05	1,493,870.07	1,698,944.10	1,693,682.60	1,838,810.30	1,828,774.57	1,410,099.68
Commissioner's Office	73,305.16	112,687.42	100,928.23	84,970.17	116,584.34	118,121.02	129,639.89	122,314.57	119,255.82	67,956.77
Revenue Office	44,127.77	49,032.10	53,216.53	63,976.13	68,449.01	64,431.93	57,493.47	50,017.51	54,242.00	37,584.39
Departmental Services	473,415.67	581,767.88	606,550.16	633,420.15	718,714.16	577,311.33	758,071.45	699,756.20	595,537.20	592,703.50
Board Member Expenses	15,115.89	7,368.90	6,194.00	9,785.35	13,304.85	14,115.84	9,421.07	9,055.13	4,731.43	4,109.78
Legal Administration	320,929.64	276,612.20	345,042.61	396,515.11	188,016.30	158,867.67	67,237.61	96,448.00	271,058.34	204,802.32
Legal Prosecution	180,247.70	151,673.28	149,318.10	69,600.39	211,035.72	245,728.50	409,325.34	369,530.97	354,323.97	391,678.47
Legal Counsel	0.00	0.00	0.00	0.00	122,285.57	131,873.95	156,530.24	159,135.38	179,352.56	186,221.05
Hearing Examiners	107,564.72	102,256.83	83,409.65	115,770.62	178,389.33	174,896.32	165,402.56	131,529.51	169,519.89	120,728.90
Enforcement & Investigation	1,180,361.08	1,486,954.03	1,405,623.62	1,649,936.85	1,602,045.37	1,540,034.53	1,790,290.47	1,695,282.17	1,889,156.02	1,604,083.87
TOTAL	3,475,451.32	3,919,545.88	3,876,031.27	4,288,159.82	4,712,694.72	4,724,325.19	5,237,094.70	5,171,879.74	5,465,951.80	4,619,968.73

Revenue By Source	Actual Revenue FY 11-12	Actual Revenue FY 12-13	Actual Revenue FY13-14	Actual Revenue FY 14-15	Actual Revenue FY 15-16	Actual Revenue FY16-17	Actual Revenue FY 17-18	Actual Revenue FY 18-19	Actual Revenue FY 19-20	Actual Revenue FY 20-21
Renewals	2,636,803.00	2,559,325.00	2,583,304.00	4,706,752.00	4,727,526.56	4,592,467.00	4,588,052.00	4,716,296.00	4,430,551.00	4,738,980.50
Applications	93,155.00	91,855.00	113,923.00	190,979.00	209,145.00	245,971.00	271,918.00	265,070.00	265,820.00	336,369.00
Letters of Good Standing	17,765.00	16,265.00	19,981.00	15,456.00	18,255.00	18,445.00	16,620.00	18,535.00	18,515.00	17,595.00
Civil Penalties	138,042.11	57,620.33	56,572.03	166,360.00	54,975.00	35,760.00	31,650.00	122,636.78	71,210.58	25,833.59
Act 48 Citations	132,925.00	167,396.00	116,720.00	115,130.00	132,620.00	111,469.60	118,846.00	54,443.00	67,250.00	51,425.00
Investigations	3,384.90	1,791.24	5,235.35	5,832.78	952.84	2,805.81	533.15	3,383.63	2,104.90	851.19
Licensee Lists	99,896.84	134,228.50	98,813.91	83,655.02	161,592.54	202,011.37	210,952.99	77,548.55	87,384.01	85,348.50
TOTAL REVENUE	3,121,971.85	3,027,481.07	2,994,549.29	5,284,164.80	5,305,066.94	5,208,929.78	5,238,572.14	5,257,912.96	4,942,835.49	5,256,402.78

State Board of Cosmetology  
No Change

Renewal February of odd years  
Last fee increase effective February 2015, Board approved 7/2012

LICENSE CLASSES	LICENSE COUNT	CURRENT RENEWAL FEE	TOTAL RENEWAL FEES
Cosmetology Teacher	7324	\$ 105.00	\$ 769,020.00
Cosmetologist	77854	\$ 67.00	\$ 5,216,218.00
Esthetician	8602	\$ 67.00	\$ 576,334.00
Nail Technician	14809	\$ 67.00	\$ 992,203.00
Cosmetology Salon	11930	\$ 114.00	\$ 1,360,020.00
Esthetician Salon	2359	\$ 114.00	\$ 268,926.00
Nail Technology Salon	2306	\$ 114.00	\$ 262,884.00
Cosmetology School	158	\$ 285.00	\$ 45,030.00
Natural Hair Braider	54	\$ 67.00	\$ 3,618.00
Natural Hair Braiding Salon	12	\$ 114.00	\$ 1,368.00
Nail Technician Teacher	15	\$ 105.00	\$ 1,575.00
Esthetician Teacher	41	\$ 105.00	\$ 4,305.00
Natural Hair Braider Teacher	3	\$ 105.00	\$ 315.00
	125,467		
<b>TOTAL RENEWAL REVENUE:</b>			<b>\$ 9,501,816.00</b>
<b>TOTAL NON-RENEWAL OTHER REVENUE:</b>			<b>\$ 1,114,640.00</b>
<b>TOTAL BOARD REVENUE:</b>			<b>\$ 10,616,456.00</b>

January Odd Year \$ 5,470,000.00  
January Even Year \$ 5,146,000.00

FINANCIAL STATUS	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Projected FY 20-21	Projected FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26
Beginning Balance:	(1,761,637.20)	(1,760,159.76)	(1,674,126.54)	(2,141,127.37)	(2,244,724.59)	(2,670,724.59)	(2,721,724.59)	(3,314,724.59)	(6,966,724.59)
Revenue:	5,238,572.14	5,257,912.96	4,942,576.49	5,256,402.78	5,146,000.00	5,470,000.00	5,146,000.00	5,470,000.00	5,146,000.00
Total Available:	3,476,934.94	3,497,753.20	3,268,449.95	3,115,275.41	2,901,275.41	2,799,275.41	2,424,275.41	2,155,275.41	(1,820,724.59)
Expenses/Budget:	5,237,094.70	5,171,879.74	5,409,577.32	5,360,000.00	5,572,000.00	5,521,000.00	5,739,000.00	5,687,000.00	5,911,000.00
Remaining Balance:	(1,760,159.76)	(1,674,126.54)	(2,141,127.37)	(2,244,724.59)	(2,670,724.59)	(2,721,724.59)	(3,314,724.59)	(3,531,724.59)	(7,731,724.59)



## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Cosmetologist:	\$25.00
Estimated yearly revenue:	\$75,000 (3000 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Cosmetologist.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Cosmetologist and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review	(.25hr)	\$18.95
Transaction Fee		\$ .59
Administrative Overhead:		\$ 5.00
	<b>Total Estimated Cost:</b>	<b>\$24.54</b>
	<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Cosmetologist.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Nail Technician:	\$25.00	
Estimated yearly revenue:	\$21,250	(850 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Nail Technician.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Nail Technician and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review	(.25hr)	\$18.95
Transaction Fee		\$ .59
Administrative Overhead:		\$ 5.00
	<b>Total Estimated Cost:</b>	<b>\$24.54</b>
	<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Nail Technician.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Esthetician:	\$25.00	
Estimated yearly revenue:	\$25,000	(1000 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as an Esthetician.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as an Esthetician and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review	(.25hr)	\$18.95
Transaction Fee		\$ .59
Administrative Overhead:		\$ 5.00
	<b>Total Estimated Cost:</b>	<b>\$24.54</b>
	<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as an Esthetician.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### Fee Title, Rate and Estimated Collections:

Application for Licensure-Natural Hair Braider:	\$25.00
Estimated yearly revenue:	\$375 (15 applications x \$25.00)

### Fee Description:

The fee will be charged to every applicant who applies for licensure as a Natural Hair Braider.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Natural Hair Braider and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

Board Counsel review (.25hr)	\$18.95
Transaction Fee	\$ .59
Administrative Overhead:	\$ 5.00
<b>Total Estimated Cost:</b>	<b>\$24.54</b>
<b>Proposed Fee:</b>	<b>\$25.00</b>

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Natural Hair Braider.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity -Cosmetology Teacher:	\$85.00
Estimated yearly revenue:	\$850 (10 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Cosmetology teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for an application for licensure by reciprocity of a Cosmetology Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$ 84.55
	Proposed Fee:	\$ 85.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Cosmetology Teacher.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Cosmetology Teacher:	\$25.00	
Estimated yearly revenue:	\$3,875	(155 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Cosmetology Teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Cosmetology Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review	(.25hr)	\$18.95
Transaction Fee		\$ .59
Administrative Overhead:		\$ 5.00
	<b>Total Estimated Cost:</b>	<b>\$24.54</b>
	<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Cosmetology Teacher.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### Fee Title, Rate and Estimated Collections:

Application for Licensure by Reciprocity -Nail Technician Teacher: \$85.00

Estimated yearly revenue: \$850 (10 applications x \$85.00)

### Fee Description:

The fee will be charged to every applicant who applies for licensure by reciprocity as a Nail Technician Teacher.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity of a Nail Technician Teacher and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$84.55
	Proposed Fee:	\$85.00

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Nail Technician Teacher.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

# FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

## Fee Title, Rate and Estimated Collections:

Application for Licensure-Nail Technician Teacher:	\$25.00
Estimated yearly revenue:	\$50 (2 applications x \$25.00)

## Fee Description:

The fee will be charged to every applicant who applies for licensure as a Nail Technician Teacher.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Nail Technician Teacher and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board Counsel review (.25hr)	\$18.95
Transaction Fee	\$ .59
Administrative Overhead:	\$ 5.00
<b>Total Estimated Cost:</b>	<b>\$24.54</b>
<b>Proposed Fee:</b>	<b>\$25.00</b>

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Nail Technician Teacher.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity - Esthetician Teacher: \$85.00

Estimated yearly revenue: \$850 (10 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure by reciprocity as an Esthetician Teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity of an Esthetician Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	<b>Total Estimated Cost:</b>	<b>\$84.55</b>
	<b>Proposed Fee:</b>	<b>\$85.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as an Esthetician Teacher.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into

the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Esthetician Teacher:	\$25.00
Estimated yearly revenue:                      \$200	(8 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as an Esthetician Teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as an Esthetician Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review                      (.25hr)	\$18.95
Transaction Fee	\$ .59
Administrative Overhead:	\$ 5.00
<b>Total Estimated Cost:</b>	<b>\$24.54</b>
<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as an Esthetician Teacher.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity - Natural Hair Braider Teacher: \$85.00

Estimated yearly revenue: \$425 (5 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure by reciprocity as a Natural Hair Braider Teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity of a Natural Hair Braider Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	<b>Total Estimated Cost:</b>	<b>\$84.55</b>
	<b>Proposed Fee:</b>	<b>\$85.00</b>

## **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Natural Hair Braider Teacher.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure-Natural Hair Braider Teacher:	\$25.00
Estimated yearly revenue:	\$25 (1 applications x \$25.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Natural Hair Braider Teacher.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Natural Hair Braider Teacher and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Board Counsel review (.25hr)	\$18.95
Transaction Fee	\$ .59
Administrative Overhead:	\$ 5.00
<b>Total Estimated Cost:</b>	<b>\$24.54</b>
<b>Proposed Fee:</b>	<b>\$25.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$25.00 be established for processing an application for licensure as a Natural Hair Braider Teacher.

**Board Counsel:** Reviews applications where the applicant has a criminal conviction, contacts Dasher (application subcontractor) to obtain any missing information and/or documents, drafts probation offer letters and proposed orders, drafts final orders for probationary and restricted licenses, drafts letters and press releases.

# FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

## Fee Title, Rate and Estimated Collections:

Application for Licensure: Cosmetology Salon	\$135.00
Estimated yearly revenue:	\$138,375 (1025 applications x \$135.00)

## Fee Description:

The fee will be charged to every applicant who applies for licensure for a Cosmetology Salon.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for a Cosmetology Salon and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.25hr)	\$13.64
Board Administrator review	(.5hr)	\$30.39
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 3.28
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$134.52
	Proposed Fee:	\$135.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$135.00 be established for processing an application for a Cosmetology Salon.

**Board Staff – Applications are received online. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research online. Additionally, if a space variance is requested, staff must determine if the application and supporting documentation is sufficient to present the variance request to the board for consideration. If the variance is approved, staff will complete the application so that it is forwarded to the inspection offices for further action. If the variance is provisionally denied, Board Counsel must write a letter with the results and staff append that letter to the license application. When a license is ready to be issued, staff completes processing of the licensure application and the license automatically is issued via the licensing system.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure: Esthetician Salon	\$135.00
Estimated yearly revenue: \$21,600	(160 applications x \$135.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure for an Esthetician Salon.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for an Esthetician Salon and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.25hr)	\$13.64
Board Administrator review	(.5hr)	\$30.39
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 3.28
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$134.52
	Proposed Fee:	\$135.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$135.00 be established for processing an application for an Esthetician Salon.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure: Nail Technology Salon	\$135.00
Estimated yearly revenue:	\$18,900 (140 applications x \$135.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure for a Nail Technology Salon.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for a Nail Technology Salon and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.25hr)	\$13.64
Board Administrator review	(.5hr)	\$30.39
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 3.28
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$134.52
	Proposed Fee:	\$135.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$135.00 be established for processing an application for a Nail Technology Salon.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### Fee Title, Rate and Estimated Collections:

Application for Licensure: Natural Hair Braiding Salon	\$135.00
Estimated yearly revenue: \$675	(5 applications x \$135.00)

### Fee Description:

The fee will be charged to every applicant who applies for licensure for a Natural Hair Braiding Salon.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for a Natural Hair Braiding Salon and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.25hr)	\$13.64
Board Administrator review	(.5hr)	\$30.39
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 3.28
Administrative Overhead:		\$ 6.00
	<b>Total Estimated Cost:</b>	<b>\$134.52</b>
	<b>Proposed Fee:</b>	<b>\$135.00</b>

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$135.00 be established for processing an application for a Natural Hair Braiding Salon.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure: Cosmetology Salon	\$135.00
Estimated yearly revenue:	\$138,375 (1025 applications x \$135.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure for a Cosmetology Salon.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for a Cosmetology Salon and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.25hr)	\$13.64
Board Administrator review	(.5hr)	\$30.39
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 3.28
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$134.52
	Proposed Fee:	\$135.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$135.00 be established for processing an application for a Cosmetology Salon.

Board Staff – Applications are received online. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research online. Additionally, if a space variance is requested, staff must determine if the application and supporting documentation is sufficient to present the variance request to the board for consideration. If the variance is approved, staff will complete the application so that it is forwarded to the inspection offices for further action. If the variance is provisionally denied, Board Counsel must write a letter with the results and staff append that letter to the license application. When a license is ready to be issued, staff completes processing of the licensure application and the license automatically is issued via the licensing system.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure: Cosmetology School	\$220.00
Estimated yearly revenue: \$2200	(10 applications x \$220.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure for a Cosmetology School.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure for a Cosmetology School and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(3hrs)	\$147.63
Clerical Supervisor review	(.5hr)	\$27.28
Board Member sub-committee	(.25hr)	\$6.00
Board Member review	(.25hr)	\$26.00
Transaction Fee		\$ 5.32
Administrative Overhead:		\$ 6.00
	<b>Total Estimated Cost:</b>	<b>\$218.23</b>
	<b>Proposed Fee:</b>	<b>\$220.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$220.00 be established for processing an application for a Cosmetology School.

**Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.**

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### Fee Title, Rate and Estimated Collections:

Application for Licensure by Reciprocity: Cosmetologist	\$85.00
Estimated yearly revenue:	\$27,625 (325 applications x \$85.00)

### Fee Description:

The fee will be charged to every applicant who applies for licensure by reciprocity as a Cosmetologist.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity as a Cosmetologist and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$84.55
	Proposed Fee:	\$85.00

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Cosmetologist.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application

may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity: Nail Technician	\$85.00
Estimated yearly revenue:	\$11,900 (140 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure by reciprocity as a Nail Technician.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity as a Nail Technician and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$84.55
	Proposed Fee:	\$85.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Nail Technician.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application

may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity: Esthetician	\$85.00
Estimated yearly revenue:	\$4675 (55 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure by reciprocity as an Esthetician.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity as an Esthetician and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	<b>Total Estimated Cost:</b>	<b>\$84.55</b>
	<b>Proposed Fee:</b>	<b>\$85.00</b>

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as an Esthetician.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application

may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure by Reciprocity: Natural Hair Braider	\$85.00
Estimated yearly revenue:	\$850 (10 applications x \$85.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure by reciprocity as a Natural Hair Braider.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure by reciprocity as a Natural Hair Braider and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application	(1hr)	\$49.21
Clerical Supervisor review	(.5hr)	\$27.28
Transaction Fee		\$ 2.06
Administrative Overhead:		\$ 6.00
	Total Estimated Cost:	\$84.55
	Proposed Fee:	\$85.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$85.00 be established for processing an application for licensure by reciprocity as a Natural Hair Braider.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application and makes a determination based upon known reciprocal states and guidelines issued by the Board, as to whether the application

may be processed as a reciprocity application or under Act 41. Staff also reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** August 21, 2019

**Contact:** K. Kalonji Johnson, Acting Commissioner  
Bureau of Professional & Occupational Affairs

**Phone No.** 783-7194

### **Fee Title, Rate and Estimated Collections:**

Application for Licensure: Cosmetology Apprentice	\$75.00
Estimated yearly revenue: \$1500	(20 applications x \$75.00)

### **Fee Description:**

The fee will be charged to every applicant who applies for licensure as a Cosmetology Apprentice.

### **Fee Objective:**

The fee should (1) offset the identifiable costs incurred by the State Board of Cosmetology to review and process a request for licensure as a Cosmetology apprentice and (2) defray a portion of the Board's administrative overhead.

### **Fee-Related Activities and Costs:**

Staff time- process application (1hr)	\$49.21
Clerical Supervisor review (.25hr)	\$13.64
Transaction Fee	\$ 1.72
Administrative Overhead:	\$ 6.00
Total Estimated Cost:	\$70.57
Proposed Fee:	\$75.00

### **Analysis, Comment, and Recommendation:**

It is recommended that a fee of \$75.00 be established for processing an application for licensure as a Cosmetology Apprentice.

Board Staff – Applications are received online. Letters of good standing and criminal record checks which may be received prior to the application are pulled and scanned into the licensing system. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file

through the licensing system. If any documents are not received and/or are incorrect, staff makes notations in the licensing system and an email is generated. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. When a license is ready to be issued, staff completes processing of the application and the licensing system automatically issues the license.



CDL-1

**FACE SHEET  
FOR FILING DOCUMENTS  
WITH THE LEGISLATIVE REFERENCE BUREAU  
(Pursuant to Commonwealth Documents Law)**

**RECEIVED**

**AUG 10 2022**

**Independent Regulatory  
Review Commission**

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<p>Copy below is hereby approved as to form and legality. Attorney General</p> <p>BY: _____ (DEPUTY ATTORNEY GENERAL)</p> <p>_____ DATE OF APPROVAL</p> <p><input type="checkbox"/> Check if applicable Copy not approved. Objections attached.</p>	<p>Copy below is here by certified to be a true and correct copy of a document issued, prescribed or promulgated by:</p> <p><b><u>Bureau of Professional and Occupational Affairs and the State Board of Cosmetology</u></b> (AGENCY)</p> <p>DOCUMENT/FISCAL NOTE NO. <u>16A-4520</u></p> <p>DATE OF ADOPTION: _____</p> <p>BY: <u>Tammy O'Neill</u> Tammy O'Neill TITLE Chair, State Board of Cosmetology</p> <p>BY: <u>Arion R. Claggelt</u> Arion R. Claggelt Acting Commissioner, Bureau of Professional and Occupational Affairs</p>	<p>Copy below is hereby approved as to form and legality. Executive or Independent Agencies.</p> <p>BY: <u>[Signature]</u> (Deputy General Counsel) (Chief Counsel, Independent Agency) (Strike inapplicable title)</p> <p><u>August 2, 2022</u> DATE OF APPROVAL</p> <p><input type="checkbox"/> Check if applicable. No Attorney General approval or objection within 30 days after submission.</p>
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**NOTICE OF FINAL RULEMAKING**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY**

TITLE 49 PA CODE  
CHAPTER 7  
§ 7.2

FEEES



The State Board of Cosmetology (Board) and the Acting Commissioner of the Bureau of Professional and Occupational Affairs (Commissioner) hereby amend Chapter 7 (relating to the State Board of Cosmetology) by amending § 7.2 (relating to fees) to read as set forth in Annex A.

*Effective Date*

This final rulemaking will be effective upon notice or publication in the *Pennsylvania Bulletin*. The initial graduated increase for application fees will be implemented on the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin* and then on July 1, 2024. The increased biennial renewal fees will be effective on the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin*, which the Board anticipates will increase the biennial renewal fees beginning with the February 1, 2023—January 31, 2025, renewal period. This fee increase will impact licenses that expire on January 31, 2023, and licenses that expire on January 31, 2024. The increased biennial renewal fees will increase again on July 1, 2024, which will increase the biennial renewal fees beginning with the February 1, 2025—January 31, 2027, renewal period. This fee increase will impact licenses that expire on January 31, 2025, and also licenses that expire on January 31, 2026, and thereafter.

*Statutory Authority*

Under section 16(a) of the Cosmetology Law (act) (63 P.S. § 522(a)), the Board shall, by regulation, fix fees for: cosmetology salon owners, teachers, cosmetologists, nail technicians, nail technology salons, estheticians, esthetician salons, natural hair braiders, natural hair braiding salons, students and cosmetology schools, and registration fee for apprentices. Section 16(a) also provides authority to fix fees for the biennial renewal of cosmetology salon owners, school instructors, cosmetologists, nail technicians, estheticians, natural hair braiders, cosmetology schools, nail technology salons, esthetician salons and natural hair braiding salons.

Additionally, under section 16(c) of the act, all fees required under this act shall be fixed by the Board by regulation and shall be subject to the Regulatory Review Act (71 P.S. §§ 745.1—745.14). "If the revenues raised by fees, fines and civil penalties imposed pursuant to this act are not sufficient to meet expenditures over a two-year period, the board shall increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures." Section 16(d) of the act provides, "If the Bureau of Professional and Occupational Affairs determines that the fees established by the board pursuant to subsection (c) of this section are inadequate to meet the minimum enforcement efforts required by this act, then the bureau, after consultation with the Board and subject to the "Regulatory Review Act," shall increase the fees by regulation in an amount that adequate revenues are raised to meet the required enforcement effort."

The Commissioner is appointed by the Governor and has a number of powers and duties. Specifically, under section 810(a)(7) of The Administrative Code of 1929 (71 P.S. § 279.1(a)(7)),

the Commissioner has the power and duty, “[u]nless otherwise provided by law, to fix the fees to be charged by the several professional and occupational examining boards within the department.”

*Background and Purpose of Amendment*

This final rulemaking increases application fees to reflect updated costs of processing applications and increases the Board’s biennial renewal fees to ensure its revenue meets or exceeds the Board’s current and projected expenses. This final rulemaking would increase the following application fees on a graduated basis: cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, limited practice teacher (nail technician teacher, esthetician teacher and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) cosmetology school, licensure by reciprocity and registration of cosmetology apprentice. Approximately 11,029 applicants will be impacted annually by the increased application fees.

The Board is also implementing graduated biennial renewal fee increases for the following licenses, certificates and registrations: cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, limited practice teacher (nail technician teacher, esthetician teacher, and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) and cosmetology school. There are approximately 125,467 individuals who possess current licenses, certificates and registrations issued by the Board who will be required to pay more to renew their licenses, certifications or registrations. Licensees under the Board have different renewal periods; some renew in the 2023—2025 biennial renewal period and others renew in the 2025—2027 renewal period.

In addition, this final rulemaking increases other miscellaneous fees including, approval of cosmetology school supervisor application, change in cosmetology salon or limited practice salon (inspection required), change in cosmetology salon or limited practice salon (no inspection required), change in cosmetology school (inspection required), change in cosmetology school (no inspection required), reinspection of cosmetology salon or limited practice salon or cosmetology school, certification of student or apprentice training hours and verification of license, registration, permit or approval.

Under section 16 of the act, the Board is required to support its operations from the revenue it generates from fees, fines and civil penalties. The act further provides that the Board shall increase fees when expenditures outpace revenue. The majority of general operating expenses of the Board are borne by the licensee population through revenue generated by the biennial renewal of licenses. A small percentage of its revenue comes from application fees, fines and civil penalties. Board expenses are the result of direct charges, timesheet-based charges and licensee-based charges. On an annual basis, the Board reviews its fiscal status and receives an annual report from the Department of State’s Bureau of Finance and Operations (BFO) regarding the Board’s income and expenses.

The Board receives an annual report from the Department of State's BFO regarding the Board's income and expenses. The Board's revenue and expenses for Fiscal Years (FY) 2018-2019 and 2019-2020 and the projected revenue and expenses through FY 2021-2022 and FY 2022-2023 are as follows: during FY 2018-2019, the Board received revenue of \$5,257,912.96 and incurred expenses of \$5,171,879.74, and ended with a deficit of \$1,674,126.54, during FY 2019-2020, the Board received revenue of \$4,942,576.49 and incurred expenses of \$5,409,577.32, and ended with a deficit of \$2,140,868.37, during FY 2020-2021, the Board received revenue of \$5,256,402.78 and incurred expenses of \$5,360,000, and ended with a deficit of \$2,244,724.59, and for combined FYs 2021-2022 and 2022-2023, the Board is expected to generate revenue of \$10,616,000, incur expenses of \$11,093,000, and end with a deficit of \$2,721,724.59.

Based on the information presented by the BFO, the revenues generated by fees, fines and civil penalties imposed in accordance with the provisions of the act are not sufficient to meet expenditures over a 2-year period.

#### *Description of Proposed Amendments*

The Board will amend § 7.2 to set forth graduated fee schedules for application fees, biennial renewal fees and other fees. The Board also will delete the existing fee schedule and add a new graduated fee schedule. Subsection (a) lists the graduated schedule of fees for applications for licensure, certification and registration with corresponding fees and effective dates. The Board will add subsection (b), which lists the graduated schedule of fees and corresponding effective dates for biennial license renewal. The Board also adds subsection (c), which lists other fees not associated with a profession or type of facility.

Under § 7.2(a), application fees would increase on a graduated level for the licenses and registrations of cosmetologists, nail technicians, estheticians, natural hair braiders, cosmetology teachers, limited practice teacher (nail technician teacher, esthetician teacher and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) cosmetology school, licensure by reciprocity and registration of cosmetology apprentices. The application fees are increased on a graduated basis so that the application fees collected during each biennium reflect the anticipated costs of processing applications for that biennium. These fees are designed to cover the cost to process applications and are borne by individual applicants.

Under § 7.2(b), biennial renewal fees will also increase on a graduated basis for cosmetologist, nail technician, esthetician, natural hair braider, cosmetology teacher, limited practice teacher (nail technician teacher, esthetician teacher and natural hair braider teacher) cosmetology salon, limited practice salon (nail technician salon, esthetician salon and natural hair braider salon) and cosmetology school.

Other miscellaneous application fees are listed under § 7.2(c), including approval of cosmetology school supervisor application, change in cosmetology salon or limited practice salon (inspection required), change in cosmetology salon or limited practice salon (no inspection required), change in cosmetology school (inspection required), change in cosmetology school (no inspection required), reinspection of cosmetology salon or limited practice salon or cosmetology school, certification of student or apprentice training hours and verification of license, registration, permit or approval. These fees will increase on a graduated schedule on the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin*, and July 1, 2024.

The new fee structure is projected to produce biennial revenues of \$12,863,000 in FYs 2022-2023 through 2023-2024, which will allow the Board to meet or exceed its projected expenditures of \$11,260,000 and reduce its deficit. The biennial revenues of \$14,792,000 in FYs 2024-2025 through 2025-2026 will allow the Board to meet or exceed its projected expenditures of \$11,598,000 which will eliminate the Board's deficit.

#### *Comments to the Proposed Rulemaking*

The Board published a notice of proposed rulemaking at 52 Pa.B. 2588 (April 30, 2022), for thirty days of public comment. The Board did not receive any public comments relating to the proposed rulemaking. The Independent Regulatory Review Commission (IRRC) reviewed the proposed regulation and informed the Board that it had no objections, comments, or recommendation to offer on the proposed regulation. The Board did not receive any comments from the House Professional Licensure Committee (HPLC) or the Senate Consumer Protection and Professional Licensure Committee (SCP/PLC) as part of their review of proposed rulemaking under the Regulatory Review Act (71 P.S. §§ 745.1—745.12).

#### *Fiscal Impact and Paperwork Requirements*

The amendments will increase application and biennial renewal fees on a graduated basis. The applicants, licensees and registrants will be required to comply with the regulation. The fees may be paid by applicants, licensees or registrants or may be paid by their employers, should their employers choose to pay these fees. This final rulemaking should have no other fiscal impact on the private sector, the general public or political subdivisions of the Commonwealth.

Approximately 11,029 applicants will be impacted by the increased application fees. Specifically, the number of applicants effected are as follows: 4,000 cosmetologists, 925 nail technicians, 1,350 estheticians, 15 natural hair braiders, 155 cosmetology teachers, 1,325 cosmetology salons, 10 cosmetology schools, 2 nail technician teachers, 8 esthetician teachers, 1 natural hair braider teacher, 140 nail technician salons, 160 esthetician salons, 5 natural hair braider salons, 578 licensures by reciprocity and 20 cosmetology apprentices.

Based on the graduated application fee increases, the total economic impact per fiscal year

is as follows:

FY 2022-2023:	\$182,483
FY 2023-2024:	\$182,483
FY 2024-2025:	\$ 23,094
<u>FY 2025-2026:</u>	<u>\$ 23,094</u>
Total:	\$411,154

Approximately 125,467 licensees will be impacted by the increased biennial renewal fees. Specifically, the number of licensees effected are as follows: 14,809 nail technicians, 8,602 estheticians, 77,854 cosmetologists, 54 natural hair braiders, 7,324 cosmetology teachers, 11,930 cosmetology salons, 158 cosmetology schools, 15 nail technician teachers, 41 esthetician teachers, 3 natural hair braider teachers, 2,306 nail technician salons, 2,359 esthetician salons and 12 natural hair braider salons who possess current licenses and registrations issued by the Board who will be required to pay more to renew their licenses and registrations. Current licensed individuals will be affected as follows:

Based on the previous biennial renewal fee increases, the economic impact is as follows:

FY 2022-2023:	\$963,735
FY 2023-2024:	\$918,270
FY 2024-2025:	\$963,735
<u>FY 2025-2026:</u>	<u>\$918,270</u>
Total:	\$3,764,010

Thus, the total economic impact to applicants, licensees, registrants or employers, if employers choose to pay application or licensing fees, is \$4,175,164. This amount reflects the economic impact that will occur as a result of the fee increases.

This final rulemaking will require the Board to revise its printed and online application forms. The amendments will not create additional paperwork for the regulated community or for the private sector.

#### *Sunset Date*

The Board continuously monitors the effectiveness of its regulations. Therefore, no sunset date has been assigned. Additionally, the BFO provides the Board with an annual report detailing the Board's financial condition. In this way, the Board continuously monitors the adequacy of its fee schedule.

### *Regulatory Review*

Under section 5(a) of the Regulatory Review Act (71 P. S. § 745.5(a)), on April 14, 2022, the Board submitted a copy of this proposed rulemaking and a copy of a Regulatory Analysis Form to IRRC and to the Chairpersons of HPLC and SCP/PLC. A copy of this material is available to the public upon request.

Under section 5(c) of the Regulatory Review Act, IRRC, the HPLC and the SCP/PLC must be provided with copies of the comments received during the public comment period, as well as other documents when requested. No public comments were received. The Board also received not comments from the HPLC, SCP/PLC, or IRRC.

Under section 5.1(a) of the Regulatory Review Act (71 P.S. § 745.5a(a)), on August 10, 2022, the Board delivered this final-form rulemaking to IRRC, the HPLC and the SCP/PLC. Under section 5.1(j.2) of the Regulation Review Act, the final-form rulemaking was deemed approved by the HPLC and the SCP/PLC on \_\_\_\_\_, 2022. Under section 5.1(e) of the Regulatory Review Act, IRRC met on \_\_\_\_\_, 2022, and approved the final-form rulemaking.

### *Additional Information*

Additional information may be obtained by writing to Valerie Eaton, Board Administrator, Bureau of Professional and Occupational Affairs, State Board of Cosmetology, P.O. Box 2649, Harrisburg, PA 17105-2649, [St-COSMETOLOGY@pa.gov](mailto:St-COSMETOLOGY@pa.gov).

### Findings

The State Board of Cosmetology and the Commissioner find that:

- (1) Public notice of intention to adopt a regulation at 49 Pa. Code, Chapter 7, was given under sections 201 and 202 of the Act of July 31, 1968 (P.L. 769, No. 240) (45 P.S. §§ 1201-1202) and the regulations promulgated under those sections at 1 Pa. Code §§ 7.1-7.2.
- (2) A public comment period was provided as required by law.
- (3) This final-form rulemaking does not include any amendments that would enlarge the scope of proposed rulemaking published at 52 Pa.B. 2588 (April 30, 2022).
- (4) This final-form rulemaking is necessary and appropriate for the regulation of the practice of cosmetology in the Commonwealth.

*Order*

The Board therefore ORDERS that:

- (A) The regulations of the State Board of Cosmetologists, 49 Pa. Code, Chapter 7, are amended to read as set forth in Annex A.
- (B) The Board shall submit a copy of the final-form regulation to the Office of the Attorney General and the Office of General Counsel for approval as required by law.
- (C) The Board shall submit the final-form regulation to IRRC, the HPLC and the SCP/PLC as required by law.
- (D) The Board shall certify the final-form regulation and shall deposit it with the Legislative Reference Bureau as required by law.
- (E) The regulation shall take effect immediately upon notice or publication in the *Pennsylvania Bulletin*.

TAMMY O'NEILL,  
*Chairperson, State Board of Cosmetology*

ARION R. CLAGGETT,  
*Acting Commissioner, Bureau of Professional  
and Occupational Affairs*



**Annex A**

**TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS**

**PART I. DEPARTMENT OF STATE**

**Subpart A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

**CHAPTER 7. STATE BOARD OF COSMETOLOGY**

**GENERAL PROVISIONS**

§ 7.2. Fees.

[Fees charged by the Board are as follows:

Licensure of cosmetologist, nail technician, esthetician or natural hair braider.....	\$10
Licensure of cosmetology teacher or limited practice teacher.....	\$10
Licensure of cosmetology salon or limited practice salon.....	\$100
Licensure of cosmetology school.....	\$180
Licensure by reciprocity.....	\$60
Registration of cosmetology apprentice.....	\$70
Biennial renewal of nail technician license.....	\$67
Biennial renewal of esthetician license.....	\$67
Biennial renewal of cosmetologist license.....	\$67
Biennial renewal of natural hair braider license.....	\$67
Biennial renewal of cosmetology teacher or limited practice teacher license.....	\$105
Biennial renewal of cosmetology salon or limited practice salon license.....	\$114
Biennial renewal of cosmetology school license.....	\$285

Approval of cosmetology school supervisor.....	\$20
Change in cosmetology salon or limited practice salon (inspection required).....	\$85
Change in cosmetology salon or limited practice salon (no inspection required).....	\$30
Change in cosmetology school (inspection required).....	\$110
Change in cosmetology school (no inspection required).....	\$35
Reinspection of cosmetology salon or limited practice salon or cosmetology school.....	\$85
Certification of student or apprentice training hours.....	\$30
Verification of license, registration, permit or approval.....	\$15]

(a) An applicant for initial application and registration shall pay the following fees: (Editor's Note: The blank in the second column of effective dates refers to the date of publication of the final-form rulemaking in the Pennsylvania Bulletin).

		<u>Effective July 1, 2024</u>
<u>Cosmetologist</u>	<u>\$25</u>	<u>\$26</u>
<u>Nail technician</u>	<u>\$25</u>	<u>\$26</u>
<u>Esthetician</u>	<u>\$25</u>	<u>\$26</u>
<u>Natural hair braider</u>	<u>\$25</u>	<u>\$26</u>
<u>Cosmetology teacher or limited practice teacher</u>	<u>\$25</u>	<u>\$26</u>
<u>Cosmetology salon or limited practice salon</u>	<u>\$135</u>	<u>\$142</u>
<u>Cosmetology</u>	<u>\$220</u>	<u>\$231</u>

school license

Licensure by  
reciprocity

\$85

\$89

Registration of  
cosmetology  
apprentice

\$75

\$79

(b) An applicant for biennial renewal shall pay the following fees: (Editor's Note: The blank in the second column of effective dates refers to the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin*).

		<u>Effective July 1, 2024</u>
<u>Nail technician</u>	<u>\$82</u>	<u>\$97</u>
<u>Esthetician</u>	<u>\$82</u>	<u>\$97</u>
<u>Cosmetologist</u>	<u>\$82</u>	<u>\$97</u>
<u>Natural hair braider</u>	<u>\$82</u>	<u>\$97</u>
<u>Cosmetology teacher or limited practice teacher</u>	<u>\$120</u>	<u>\$135</u>
<u>Cosmetology salon or limited practice salon</u>	<u>\$129</u>	<u>\$144</u>
<u>Cosmetology school license</u>	<u>\$300</u>	<u>\$315</u>

(c) An applicant for other miscellaneous applications shall pay the following fees: (Editor's Note: The blank in the second column of effective dates refers to the date of publication of the final-form rulemaking in the

Pennsylvania Bulletin).

Effective July 1, 2024

<u>Approval of cosmetology school supervisor application</u>	<u>\$31</u>	<u>\$32</u>
<u>Change in cosmetology salon or limited practice salon (inspection required)</u>	<u>\$100</u>	<u>\$105</u>
<u>Change in cosmetology salon or limited practice salon (no inspection required)</u>	<u>\$43</u>	<u>\$45</u>
<u>Change in cosmetology school (inspection required)</u>	<u>\$125</u>	<u>\$131</u>
<u>Change in cosmetology school (no inspection required)</u>	<u>\$69</u>	<u>\$72</u>
<u>Reinspection of cosmetology salon or limited practice salon or cosmetology school</u>	<u>\$87</u>	<u>\$91</u>
<u>Certification of student or apprentice training hours</u>	<u>\$56</u>	<u>\$58</u>

Verification of  
license, registration,  
permit or approval

\$20

\$21





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF COSMETOLOGY

Post Office Box 2649  
Harrisburg, Pennsylvania 17105-2649  
(717) 783-7130

August 10, 2022

The Honorable George D. Bedwick, Chairman  
INDEPENDENT REGULATORY REVIEW COMMISSION  
14<sup>th</sup> Floor, Harrisstown 2, 333 Market Street  
Harrisburg, Pennsylvania 17101

Re: Final Regulation  
State Board of Cosmetology  
16A-4520: Fees

Dear Chairman Bedwick:

Enclosed is a copy of a final rulemaking package of the State Board of Cosmetology pertaining to Fees.

The Board will be pleased to provide whatever information the Commission may require during the course of its review of the rulemaking.

Sincerely,

A handwritten signature in black ink that reads "Tammy Y. O'Neill".

Tammy Y. O'Neill, Chairperson  
State Board of Cosmetology

TYO/gal  
Enclosure

cc: Arion R. Claggett, Acting Commissioner of Professional and Occupational Affairs  
K. Kalonji Johnson, Deputy Secretary of Regulatory Programs  
Marc Farrell, Deputy Director of Policy, Department of State  
Cynthia Montgomery, Deputy Chief Counsel, Department of State  
Jacqueline A. Wolfgang, Senior Regulatory Counsel, Department of State  
Gerard A. Leone, Board Counsel, State Board of Cosmetology  
State Board of Cosmetology



**Christman, William**

---

**From:** Blauch, Tammy <tblauch@pasen.gov>  
**Sent:** Wednesday, August 10, 2022 9:18 AM  
**To:** Christman, William; Smeltz, Jennifer  
**Subject:** RE: DELIVERY: Regulation 16A-4520 (Tomlinson)

**RECEIVED**

**AUG 10 2022**

**Independent Regulatory  
Review Commission**

Good morning,  
Confirming receipt of your regulation email.  
Have a great day.

Tammy Blauch  
Executive Secretary  
Office of Senator Robert Tomlinson  
Room 286 Main Capitol  
Harrisburg, PA 17120  
(717)-787-5072  
Fax: (717)772-2991  
[tblauch@pasen.gov](mailto:tblauch@pasen.gov)

**From:** Christman, William <wchristman@pa.gov>  
**Sent:** Wednesday, August 10, 2022 8:49 AM  
**To:** Blauch, Tammy <tblauch@pasen.gov>; Smeltz, Jennifer <jmsmeltz@pasen.gov>  
**Subject:** DELIVERY: Regulation 16A-4520 (Tomlinson)  
**Importance:** High

Ⓞ CAUTION : External Email Ⓞ

**Please provide written (email) confirmation of receipt of the delivery of the attached rulemaking.**

Please be advised that the State Board of Cosmetology is delivering the following final rulemaking:

- 16A-4520 Fees

**William Christman | Legal Assistant**  
Office of Chief Counsel | Department of State  
Governor's Office of General Counsel  
P.O. Box 69523 | Harrisburg PA 17106 - 9523  
Phone: 717.783.7200 | Fax: 717.787.0251  
[wchristman@pa.gov](mailto:wchristman@pa.gov) | [www.dos.pa.gov](http://www.dos.pa.gov)

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**Christman, William**

---

**From:** Jennifer Weaver <Jweaver@pahousegop.com>  
**Sent:** Wednesday, August 10, 2022 9:06 AM  
**To:** Christman, William; Emily Hackman; Nicole Sidle  
**Subject:** RE: DELIVERY: Regulation 16A-4520 (Hickernell)

Received, thank you.

**Jennifer Weaver**

Administrative Assistant II

David S. Hickernell, Majority Chairman  
Professional Licensure Committee  
98th Legislative District  
Room 43, East Wing  
Harrisburg, PA 17120-2098  
717-783-2076

Representative Mindy Fee  
37th Legislative District  
Room 47, East Wing  
Harrisburg, PA 17120-2037  
717-772-5290

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**AUG 10 2022**

**Independent Regulatory  
Review Commission**

**From:** Christman, William <wchristman@pa.gov>  
**Sent:** Wednesday, August 10, 2022 8:48 AM  
**To:** Emily Hackman <Eepler@pahousegop.com>; Nicole Sidle <nsidle@pahousegop.com>; Jennifer Weaver <Jweaver@pahousegop.com>  
**Subject:** DELIVERY: Regulation 16A-4520 (Hickernell)  
**Importance:** High

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- 16A-4520 Fees

**William Christman | Legal Assistant**  
Office of Chief Counsel | Department of State  
Governor's Office of General Counsel  
P.O. Box 69523 | Harrisburg PA 17106 - 9523  
Phone: 717.783.7200 | Fax: 717.787.0251  
[wchristman@pa.gov](mailto:wchristman@pa.gov) | [www.dos.pa.gov](http://www.dos.pa.gov)

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01/27/2011  
AUG 14 2011  
Michigan Commission  
on Judicial  
Nominations

**Christman, William**

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**From:** Orchard, Kari L. <KOrchard@pahouse.net>  
**Sent:** Wednesday, August 10, 2022 9:16 AM  
**To:** Christman, William; Barton, Jamie  
**Subject:** RE: DELIVERY: Regulation 16A-4520 (Burns)

**RECEIVED**

AUG 10 2022

**Independent Regulatory  
Review Commission**

Received. Thanks!

**Kari Orchard**  
Executive Director (D) | House Professional Licensure Committee  
Chairman Frank Burns, 72<sup>nd</sup> Legislative District

**From:** Christman, William <wchristman@pa.gov>  
**Sent:** Wednesday, August 10, 2022 8:49 AM  
**To:** Orchard, Kari L. <KOrchard@pahouse.net>; Barton, Jamie <JBarton@pahouse.net>  
**Subject:** DELIVERY: Regulation 16A-4520 (Burns)  
**Importance:** High

**Please provide written (email) confirmation of receipt of the delivery of the attached rulemaking.**

Please be advised that the State Board of Cosmetology is delivering the following final rulemaking:

- 16A-4520 Fees

**William Christman** | Legal Assistant  
Office of Chief Counsel | Department of State  
Governor's Office of General Counsel  
P.O. Box 69523 | Harrisburg PA 17106 - 9523  
Phone: 717.783.7200 | Fax: 717.787.0251  
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**Christman, William**

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**From:** Rolko, Seth <Seth.Rolko@pasenate.com>  
**Sent:** Wednesday, August 10, 2022 9:55 AM  
**To:** Christman, William; Vazquez, Enid  
**Subject:** RE: DELIVERY: Regulation 16A-4520 (Boscola)

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**AUG 10 2022**

**Independent Regulatory  
Review Commission**

Received, thank you!

**From:** Christman, William <wchristman@pa.gov>  
**Sent:** Wednesday, August 10, 2022 8:48 AM  
**To:** Rolko, Seth <seth.rolko@pasenate.com>; Vazquez, Enid <Enid.Vazquez@pasenate.com>  
**Subject:** DELIVERY: Regulation 16A-4520 (Boscola)  
**Importance:** High

■ EXTERNAL EMAIL ■

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**Please provide written (email) confirmation of receipt of the delivery of the attached rulemaking.**

Please be advised that the State Board of Cosmetology is delivering the following final rulemaking:

- 16A-4520 Fecs

**William Christman | Legal Assistant**  
Office of Chief Counsel | Department of State  
Governor's Office of General Counsel  
P.O. Box 69523 | Harrisburg PA 17106 - 9523  
Phone: 717.783.7200 | Fax: 717.787.0251  
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