



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Austin, Texas 78711-2157
800-803-9202 (within Texas) – (512) 463-6599 – FAX (512) 463-1512
www.license.state.tx.us education@license.state.tx.us

COSMETOLOGY SCHOOL PERMIT APPLICATION INSTRUCTIONS

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED
UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED AS REQUIRED.**

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with cashiers check or money order on top. **Please do not use staples.**

1. **School Name**- Enter the official name of the school. This must be the name used in advertisements.
2. **School Type**- Make one selection that closely fits the type of business the school is engaged in.
3. **Opening Date** - List the anticipated opening date of the school. **NOTE:** All equipment must be installed and the school ready to open before the TDLR inspection will be scheduled.
4. **Business Days/Hours**- Provide the department the days the school will be in operation along with the hours the school will be open.
5. **School Mailing Address**- Enter the mailing address for the school. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone number, fax number and email address. **NOTE:** The contact person listed and their email will be the contact for the SHEARS program. SHEARS is the electronic student activity reporting process and is only accessible by a PIN (personal identification number). Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act. The Department will not share it with the public.
6. **Physical Address**- Enter the physical address of the school. This address is the actual business location of the school where all records will be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
7. **School's Website**: Enter the schools website address, if one is available.
8. **Organization Type**- For private schools only, indicate if you are a sole proprietorship, corporation, limited partnership, limited liability company, or limited liability partnership providing curriculum for the cosmetology industry.
9. **Owner/Corporation Name**- For private schools only, enter the name of the owner or the registered name of the corporation. The Texas Cosmetology School License Ownership Attachment form must also be included. Make sure you have provided your **Federal ID number**.
10. **Instructor Name**- Enter the name and license number of the instructor that will be on staff.
11. **Curriculum**- Please select the curriculum that will be offered. As per Section 1602.453, submit the course length and curriculum content for each course to be offered by the school, such as the school catalogue or student handbook. The catalogue or handout must contain the course outline, a schedule of the tuition and other fees to be assessed, the refund policy required under Section 1602.458 of the Cosmetology Law, school grading policy and conduct, including rules relating to absences, the name, mailing address, and telephone number of the department for the purpose of directing complaints to the department, and the current rates of job placement and employment of students who complete a course of training.
12. **Signature**- Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

The following requirements must be submitted before the department can issue a license. When submitting these requirements, please advise the department when your school will be ready for approval, allowing 45 days for inspection scheduling.

Schools may not enroll students prior to final approval by passing the inspection and receiving the license.

Private Beauty Culture Schools:

- School must submit a statement that it has and maintains a building of permanent construction of not less than 3,500 square feet that includes two separate areas, one area for instruction in theory and area for clinic work, and separate restrooms for male and female.
- Equipment sufficient to instruct a minimum of 50 students.
- Proof of ownership of building or proof of lease for the first 12 months of operation.
- Current building official (**city**) electrical inspection report.
- Current **city** fire marshal inspection report.
- As per Section 1602.453, submit the course length and curriculum content for each course to be offered by the school, such as the school catalogue or student handbook. The catalogue or handout must contain the course outline, a schedule of the tuition and other fees to be assessed, the refund policy required under Section 1602.458 of the Cosmetology Law, school grading policy and conduct, including rules relating to absences, the name, mailing address, and telephone number of the department for the purpose of directing complaints to the department, and the current rates of job placement and employment of students who complete a course of training
- Instructor name and license number.
- Provide a current financial statement prepared by a certified public accountant. If the financial statement is more than 180 days old, an applicant must also provide a supplement financial statement dated to within 180 days of the application.

Public Beauty Culture School:

- School must submit a statement that it has and maintains the following, not less than 2,200 sq ft that includes office, dispensary, locker room, classroom space, and at least 1,200 sq ft of laboratory space.
- Equipment required by the Department.
- Instructor name and license number.
- If off-campus facility is used, proof of a lease for the 12 months of operation.
- Current building office (**city**) electrical inspection report.
- Current **city** fire marshal inspection report.
- As per Section 1602.453, submit the course length and curriculum content for each course to be offered by the school, such as the school catalogue or student handbook. The catalogue or handout must contain the course outline.

NOTE: Inspections will not be performed until all requirements are met.

SEND THE APPLICATION, DOCUMENTATION AND THE APPLICATION FEE OF \$700.00,
PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.
(Fees are non-refundable)

REQUIREMENTS FOR ALL SCHOOLS

Equipment Required:

Beauty culture schools must have a classroom separated from the laboratory area by walls extending to the ceiling and equipped with the following:

- desks and chairs or table space for a minimum of 10 students (plus one desk or chair or table space for additional students enrolled an in attendance per theory class);
- charts covering, bones, muscles, nerves, skin, and nails;
- medical dictionary;
- minimum visual aid requirements: television and VCR or DVD;
- a dispensary of not less than 50 contiguous square feet with a double sink with hot and cold running water and space for storage and dispensing of supplies and equipment;
- six shampoo bowls and six shampoo chairs;
- eight heat processors or hand-held hair dryers;
- one heat cap or therapeutic light;
- eight dozen cold wave rods;
- three electric irons, or marcel stoves and irons;
- sixteen styling stations covered with a non-porous material that can be cleaned and disinfected, with mirror, and 16 styling chairs (swivel or hydraulic);
- twelve mannequins with sufficient hair with table or attached to styling stations;
- one day/date formatted computer time clock;
- one pair of professional hand clippers;
- three professional hand held dryers;
- four manicure tables and four stools;
- a suitable receptacle for used towels/linen;
- four covered trash cans in lab area;
- one large wet disinfectant soaking container;
- a clean, dry, debris-free storage area;

If teaching the facial curriculum:

- facial chair;
- magnifying lamp;
- woods lamp;
- dry sanitizer;
- steamer;
- brush machine for cleaning;
- vacuum machine that includes spray device;
- high frequency for disinfection, product penetration, stimulation;
- galvanic for eliminating encrustations, product penetration;
- paraffin bath and paraffin wax; and

If providing manicure or pedicure nail services, a department-approved sterilizer.

Responsibilities of a School:

- Maintain a copy of the current law and rules book.
- Curricula shall be posted in a conspicuous place in the school along with current syllabus and lesson plan for each course to be available for inspection.

- Maintain one album to display each student permit, including affixed picture, of each enrolled student. Permit to be displayed in alphabetical order by last name, then alphabetical order by first name, and, if more than one student has the same name, by student permit number.
- Use a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock.
- Post a sign at the time clock that states the following department requirements:
 - Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student.
 - No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
 - If a student is in or out of the facility for lunch, he/she must clock out.
 - Students leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.
- A school must maintain and have available for a department and/or student inspection:
 - daily record of attendance;
 - student clock hours as demonstrated by the following documents:
 - time clock record(s);
 - time clock failure and repair record(s); and
 - field trip records in accordance with §83.120(d)(5); and
 - practical applications of the curriculum;
 - and all other relevant documents that account for a student's accrued clock hours and practical applications under this chapter.
- Schools must have not less than one full-time licensed instructor on staff and on duty during business hours for each 25 students in attendance, including evening classes. A school may not enroll more than three student-instructors for each licensed instructor teaching in the school on a full-time basis. The student-instructor shall at all times work under the direct supervision of the full-time licensed instructor and may not service clients.
- A licensed instructor must be physically present during all curriculum activities.
- No credit for instructional hours can be granted to a cosmetology student unless such hours are accrued under the supervision of a licensed instructor.
- At least one time per month, schools shall submit to the department an electronic record of each student's accrued clock hours in a manner and format prescribed by the department.
 - Except for a documented leave of absence, schools shall electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or termination. Except for a documented leave of absence, a school shall terminate a student who does not attend a cosmetology curriculum for 30 days
- Public schools shall electronically submit a student's accrual of 500 hours in math, lab science, and English.

Cosmetology establishments shall display in the establishment, in a conspicuous place clearly visible to the public, a copy of the establishment's most recent inspection report issued by the department.



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APPLICATION FOR:

Texas Cosmetology School License

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1602

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

Table with 6 columns: FEE, RECEIPT NUMBER, EVENT CODE, FEE AMOUNT, PMT. AMOUNT, MONEY TYPE. Row 1: Application, \$700

License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.

1. School Name:

2. School Type: (Check one) Private High School Jr. College/Community College

3. Anticipated Opening Date:

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

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

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

City State Zip Code

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

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

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

Number, Street and Suite No.

City State Zip Code

7. School's Website:

8. Organization Type: (check one) Sole Proprietorship Corporation Limited Partnership Limited Liability Company Limited Liability Partnership

9. Owner/Corporation Name:

10. Instructor Name: _____ License #: _____

11. Curriculum: Select the curriculum that will be offered.

Operator (1,500 hours)	Operator (1,000 hours, high school)
Facial (750 hours)	Manicure (600 hours)
Hair Weaving (300 hours)	Wig (300 hours)
Shampoo and Conditioning (150 hours)	Braiding (35 hours)
Instructor (250 hours w/two years experience)	Instructor (750 hours)

NOTE: Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states:

- (a) A private beauty culture school shall design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment.
- (b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content for year after approval by the commission.
- (c) Before issuing or renewing a license under this chapter, the department shall require a school to account for all course length and curriculum content.

12. Signature of Owner and/or Officer

STATEMENT OF APPLICANT(S)

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

Date Signed

Signature of Owner or Corporate Officer

Date Signed

Signature of Owner or Corporate Officer

Texas Cosmetology School License Ownership Information Page:

PLEASE LIST ALL OWNERS THAT HAVE 25% OR MORE OWNERSHIP OF THE BUSINESS.
YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.

Business Name (*Owner Name, if Sole Proprietorship):

Name: _____ Percentage of Ownership: _____ %

Federal ID No. or Owner Social Security No.*: _____

Mailing Address and Contact Information:

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

City State Zip Code () Area Code Phone Number

() Area Code Fax Number email Address: (johndoe@aol.com for example)

Additional Owner Information, Mailing Address and Contact Information: (if necessary)

Name: _____ Percentage of Ownership: _____ %

Federal ID No. or Owner Social Security No.*: _____

Mailing Address and Contact Information:

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

City State Zip Code () Area Code Phone Number

() Area Code Fax Number email Address: (johndoe@aol.com for example)

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City State Zip Code () Area Code Phone Number

() Area Code Fax Number email Address: (johndoe@aol.com for example)

*Note: If you have a Social Security Number, Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders.



COMPLAINTS

To Report Complaints Regarding Licenses, Sterilization, or Sanitation,

Contact:

**Texas Department of Licensing
& Regulation**

P.O. Box 12157

Austin, Texas 78711

800-803-9202 or (512)-463-2906

www.license.state.tx.us/complaints/