



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Austin, Texas 78711-2157  
800-803-9202 – (512) 463-6599 – FAX (512) 463-1512  
www.tdlr.texas.gov education@tdlr.texas.gov

### 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.**

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** - Select the appropriate type of school to be licensed.
3. **Opening Date** – Enter an approximate date you plan to open.  
For example: the date could be a month or two from the time the application is mailed.
4. **Hours** – Provide the days and hours of operation.
5. **School Mailing Address and Contact Information** - 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 and will not be shared with the public.
6. **Physical Address** - Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
7. **School's Website:** Provide the website address of the school, if applicable.
8. **Organization Type** – Indicate how your business/school is organized.
9. **Owner Name** – *(for private post-secondary schools only)* Enter the name of the owner and attach the ownership information page.
10. **Instructor Name** – Provide the name and license number of the instructor that will be on staff.
11. **Curriculum** – Indicate the curriculum to be offered. Include a copy of the school catalog, handbook, syllabus and/or a course outline, course calendar showing the breakdown of hours, the name of the textbook to be used, and the **Cosmetology School Curriculum Approval Application**.
12. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

## Review process

Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a new school application. There are many factors involved: For example – the application must include correct fee, list of equipment to teach a minimum of ten students, floor plan stating what each area is, etc. During the review process you will be notified in writing of any discrepancies/requirements not met.

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

## Inspection Passed

- If the school passes inspection the report will be entered in the data base and the license will issue.

## Inspection Not Passed

- If the school did not pass inspection the inspector will go over with you what is required to pass inspection. Once you have corrected the items stated on the inspection report you will need to provide documentation and or picture(s) requirements have been corrected. Corrections can be sent by regular mail or emailed to [Education@tdlr.texas.gov](mailto:Education@tdlr.texas.gov) or faxed to 512.463.1512 Attn: Education – Include the name of the school.

**Schools may not enroll students until the inspection has been passed and the license has been received.**

**The following must be submitted along with the application, and approved prior to inspection.**

### Private Post-Secondary:

- A floor plan showing the building is of permanent construction and includes two (2) separate areas, one area for instruction in theory and one for clinic work and contains a minimum of 2,800 square feet. (For a school located in a county with a **population of more than 100,000**)
- A floor plan showing the building is of permanent construction and includes two (2) separate areas, one for instruction in theory and one for clinic work, and contains a minimum of 1,800 square feet. (For a school located in a county with a **population of 100,000 or less**)
- Access to permanent restrooms.
- Adequate drinking fountain facilities.
- Equipment sufficient to instruct a minimum of 10 students.
- Proof of ownership of building or proof of lease for the first 12 months of operation.
- Submit a copy of the curriculum approved by the department for each course offered, including a copy of the school catalog, handbook, course outline, and the Cosmetology School Curriculum Approval Application. Provide the name of the textbook to be used.
- Instructor name and license number.
- A current financial statement prepared by a certified public accountant. If the financial statement is more than 180 days old, an applicant must also provide a supplement financial statement dated to within 180 days of the application.

### Public Secondary / Public Post-Secondary:

- A floor plan showing the building is of permanent construction and not less than 2,200 square feet that includes an office, dispensary, locker room, classroom and laboratory space.
- Equipment sufficient to instruct a minimum of 10 students.
- Instructor name and license number.
- Submit a copy of the curriculum approved by the department for each course offered, include a copy of the school catalog, handbook, course outline, and the Cosmetology School Curriculum Approval Application. Provide the name of the textbook to be used.

SEND THE APPLICATION, SUPPORTING DOCUMENTATION AND THE  
APPLICATION FEE OF \$500.00 (application fee \$300 plus \$200 inspection fee)  
PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.  
(Fees are non-refundable)

## REQUIRED EQUIPMENT CHECKLIST FOR ALL SCHOOLS

This list is provided to help the school obtain the property facility and equipment.

### 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:

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

### Equipment requirements, based on the curriculum being offered.

#### Cosmetology Operator Curriculum:

The following equipment must be available in adequate number for student use:

- shampoo bowl and shampoo chair
- heat processor or hand-held hair dryer and heat cap or therapeutic light
- cold wave rods
- thermal iron (electric or non-electric)
- styling station covered with a non-porous material that can be cleaned and disinfected, with mirror, and styling chairs (swivel or hydraulic)
- mannequin with sufficient hair, with table or attached to styling station
- professional hand clippers
- professional hand held dryer
- manicure table and stool
- facial chair or bed
- lighted magnifying glass
- dry sanitizer
- wet sanitizer

#### Esthetics Curriculum:

The following equipment must be available in adequate number for student use:

- facial chair
- lighted magnifying glass
- woods lamp
- dry sanitizer
- steamer machine
- brush machine for cleaning
- vacuum machine
- high frequency for disinfection, product penetration, stimulation
- galvanic machine for eliminating encrustations, product penetration
- paraffin bath and paraffin wax
- facial bed
- mannequin head
- wet sanitizer

### **Manicure Curriculum:**

The following equipment must be available in adequate number for student use:

- an autoclave, dry-heat sterilizer or ultra-violet sanitizer
- complete manicure table with light
- client chair
- student stool or chair
- whirlpool foot spa or foot basin
- electric nail file
- UV light curing system
- paraffin bath and paraffin wax
- air brush system

### **Esthetician/Manicure Curriculum:**

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

### **Eyelash Extension Curriculum:**

The following equipment must be available in adequate number for student use:

- facial bed or massage table that allows the consumer to lie completely flat
- stool or chair
- lamp
- mannequin head
- wet sanitizer
- dry sanitizer

### **Responsibilities of a School:**

- Maintain a copy of the current law and rules book.
- Curricula must 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.
- If using a time clock, post a sign at the time clock that states the following department requirements:
  - Each student must personally punch the time clock. No student may allow another person to clock in or out on his/her behalf.
  - 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, he/she must clock out.
  - Student leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a license instructor.
- Schools using credit hours shall, at the end of the course or module, submit to the department an electronic record of each student's credit hours in a manner prescribed by the department.

- A school must maintain and have available for a department and/or student inspection the following:
  - Daily record of attendance
  - If using a time clock:
    - Time clock record(s)
    - Time clock failure and repair record(s); and
    - Field trip records in accordance with §83.120(d)(5);
    - All other relevant documents that account for a student's accrued clock hours.
- Schools using time clocks, shall at least one time per month, submit to the department an electronic record of each student(s) in a manner and format prescribed by the department.
  - 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.
- Schools must maintain on duty one licensed instructor for each 25 students in attendance, including evening classes. A school may not enroll more than three student-instructors for each licensed instructor teaching in the school. The student-instructor shall at all times work under the direct supervision of the licensed instructor and may not service clients.
- A licensed instructor must be physically present during all curriculum activities.
- Field trip hours – Students must be under the supervision of a licensed instructor from the school where the student is enrolled at all times during the field trip.
- No credit for instructional hours can be granted to a cosmetology student unless such hours are accrued under the supervision of a licensed instructor.
- Public schools shall electronically submit a student's accrual of 500 hours in math, lab science, and English.

**Cosmetology establishments must 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.**



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

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, \$500

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 Post-Secondary [ ] Public Secondary (High School) [ ] Public Post-Secondary (Jr College/Community)

3. Opening Date

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

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

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

City State Zip Code

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

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

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

Number, Street and Suite No.

City State Zip Code

7. School's Website

8. Organization Type (check one) [ ] Sole Proprietorship [ ] Corporation [ ] Limited Partnership [ ] Limited Liability Company [ ] Limited Liability Partnership [ ] Public

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

THIS FORM CONSISTS OF 3 PAGES

**10. Instructor Name** \_\_\_\_\_ **License #:** \_\_\_\_\_

**11. Curriculum**

**Select the curriculum that will be offered.**

Operator (1,500 hours)		Eyelash Extension (320 hours)
Operator (1,000 secondary)		Hair Weaving (300 hours)
Class A Barber to Cosmetology (300 hours)		Wig (300 hours)
Esthetician (750 hours)		Instructor (750 hours)
Manicure (600 hours)		Instructor (500 hours) (Requires 1 year experience as a licensed Cosmetology operator)
Manicurist/Esthetician (1,200 hours)		

**NOTE:** Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states:  
 (a) A private beauty culture school must design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment.  
 (b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content only after approval by the commission.  
 (c) Before issuing or renewing a license under this chapter, the department shall require a school to account for each course length and curriculum content.

**Please submit the Texas Cosmetology School Curriculum Approval Application and material for each curriculum selected in #11 above.**

**12. Signature of Owner and/or Officer**

**STATEMENT OF APPLICANT(S)**

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

_____	_____	_____
Printed Name of Owner, Officer, or Authorized Representative	Signature of Owner, Officer, or Authorized Representative	Date Signed
_____	_____	_____
Printed Name of Owner, Officer, or Authorized Representative	Signature of Owner, Officer, or Authorized Representative	Date Signed



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157  
(800) 803-9202 - (512) 463-6599 - FAX (512) 463-1512  
www.tdlr.texas.gov education@tdlr.texas.gov

**PRIVATE COSMETOLOGY SCHOOL PERMIT  
OWNERSHIP INFORMATION PAGE**

**YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.**

**Name** \_\_\_\_\_ **Percentage of Ownership** \_\_\_\_\_ %

**Federal ID No. or Owner Social Security No.\*** \_\_\_\_\_

**Mailing Address and Contact Information**

---

Number, Street and Apt. No. \_\_\_\_\_ - \_\_\_\_\_ P.O. Box number \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

---

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number \_\_\_\_\_ Email Address (johndoe@aol.com for example) \_\_\_\_\_

**Name** \_\_\_\_\_ **Percentage of Ownership** \_\_\_\_\_ %

**Federal ID No. or Owner Social Security No.\*** \_\_\_\_\_

**Mailing Address and Contact Information**

---

Number, Street and Apt. No. \_\_\_\_\_ - \_\_\_\_\_ P.O. Box number \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

---

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number \_\_\_\_\_ Email Address (johndoe@aol.com for example) \_\_\_\_\_

**Name** \_\_\_\_\_ **Percentage of Ownership** \_\_\_\_\_ %

**Federal ID No. or Owner Social Security No.\*** \_\_\_\_\_

**Mailing Address and Contact Information**

---

Number, Street and Apt. No. \_\_\_\_\_ - \_\_\_\_\_ P.O. Box number \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

---

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number \_\_\_\_\_ Email Address (johndoe@aol.com for example) \_\_\_\_\_

\* 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.