



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

COSMETOLOGY OPERATOR COURSE APPLICATION INSTRUCTIONS

To offer a 1000-hour Cosmetology Operator course an entity must first apply and receive approval from TDLR to offer the course. Each entity looking to provide a Cosmetology course shall provide an application in compliance with Title 9, Occupations Code, Chapter 1603 and all TDLR established guidelines and criteria for a Barber and Cosmetology School.

- 1. School Name** – Enter the official name of the school.
- 2. School TDLR License Number** – Enter the license number for the school that will be offering this course.
- 3. School Mailing Address and Contact Information** – Enter the school's mailing address, phone number, email address and website address. This address is where TDLR will mail all correspondence and may be a post office box. Provide the contact person's name, telephone number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
- 4. School 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. This address will be posted public on the TDLR website.
- 5. Course Details** – Select the information appropriate to your course details.
- 6. Distance Education Hours:** Enter the total number of theory hours that will be offered for the 1000-hour course.
Learning Management System (LMS) – provide the name of the learning management system (LMS) being used to deliver the curriculum through distance learning. A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.
- 7. Certification Statement** – Application must be signed by the owner, officer, or other authorized representative of the business. Be sure to print name, sign, and date the application.

Note: Do not include your course syllabus, school catalogs, or any additional documentation with the application.

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and the application is signed and dated. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve an application. During the application review process, you will be notified in writing of any discrepancies/requirements not met.

Send the completed application to the address provided below or submit online via webform to the [Education and Examination Division](#).

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

For additional information and questions, please visit the [TDLR website](#) or contact the [Education and Examination Division](#) via webform where you can submit your request for assistance and include attachments as needed.



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1. School Name:

2. School License Number:

3. School Mailing Address and Contact Information: (Used to receive mail from TDLR, P.O. BOX is allowed):

Number, Street Name, Suite Number, City, State, Zip Code

School Website Address

School Phone Number

School Email Address

Contact Person Name

Contact Phone Number

Contact Person Email Address

4. School Physical Address: (P.O. BOX is not allowed)

Number, Street Name, Suite Number, City, State, Zip Code

County

5. Course Details:

Indicate the method in which student hours will be accrued and reported each month. (Select only one box)

Student's time will be accrued in **Clock** Hours in accordance with 83.72(h), (i), (k) and (l).

Student's time will be accrued in **Credit** Hours in accordance with 83.72(h), (k), (m) and (o).

For schools switching from clock hours to credit hours or credit hours to clock hours:

Planned date of method change: (All student hours/credits must be reported before this date.)

6. Distance Education:

Does this course offer distance education?

Yes

No

If Yes, please list the total number of theory hours for the 1000-hour course and the Learning Management System:

Hours: The course will offer distance education hours in theory in accordance with 83.202 (a) (1) and 83.202 (a) (2).

Learning Management System (LMS):

In accordance with 83.202(e)(1) Schools may not designate more than 50% of the total hours of a course as theory hours delivered via distance education.

7. **Certification Statement:** By signing this application, I certify all information submitted on this application is true and accurate. I certify that have read and will comply with all applicable provisions of the Texas Occupation Code, Chapters 51, and 1603; Texas Administrative Code, Title 16, Chapter 60 and the Barber and Cosmetology Administrative Rules, Texas Administrative Code, Title 16, Chapter 83. I understand that providing false information on this application may result in revocation of our license or the approval being requested and the possible imposition of administrative penalties.

Signature of Owner and/or Officer

Date Signed

Printed Name of Owner and/or Officer

Title