



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## COSMETOLOGY SCHOOL APPLICATION INSTRUCTIONS

Each entity looking to obtain a Cosmetology School license shall provide an application for approval in compliance with Occupations Code, Chapter 1602. The application must be completed and signed by the applicant(s). 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 check or money order on top. Please do not use staples. The following shall be submitted to the Texas Department of Licensing and Regulation P.O. Box 12157, Austin, TX 78711.

1. Name of School – Enter the assumed, legal or DBA name of the School.
2. School Application License Type – Select the type of application you are filing.
3. Organization Type – Select the organization type for your business.
4. School Mailing Address and Contact Information – Enter the School mailing address, phone number, fax number, and email address. 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, and email address. The contact person listed, and email address will be the contact for the Student Hour and Enrollment Automatic Reporting System (SHEARS) 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.
5. 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.
6. Is there a Barber School Operating in the same space? If yes, provide the Barber school license number and the hours of operation for each day the Barber school is open for business. A Barber school can operate in the same space as a Cosmetology school, if a Barber school license is held, but cannot operate at the same time.
7. Owner's Information – List the name, title contact information and ownership information for each owner of the school.
8. Anticipated Opening Date/Hours of Operation – Enter an approximate date the school will open and hours of operation. All requirements must be met prior to opening and requesting inspection. The initial school inspection must be requested by the school after the school application has been approved by the department. Once the initial inspection is approved and the school permit is received, the school can open.
9. Curriculum – Indicate the course to be offered/taught at the school. The two-page Cosmetology School Curriculum Approval Application MUST be submitted with the school application. The forms are located at <https://www.tdlr.texas.gov/cosmet/schools/forms.htm>
10. Statement of Applicant – Application must be signed by the owner, officer or authorized representative of the school. Be sure to print the name, sign and date the application.

### **SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:**

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

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at [www.tdlr.texas.gov](http://www.tdlr.texas.gov) or reach the Education and Examination division via webform where you can submit your request for assistance and include attachments as needed at <https://ga.tdlr.texas.gov:1443/form/education>. Customer Service can also be reached at (800)803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

### **Review Process**

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

## REQUIRED DOCUMENTS

### **Private Post Secondary:**

\$500.00 Application Fee (Fee is non-refundable)

Completed School Application (this form must be completed in its entirety where applicable)

Proof of ownership of building or proof of lease for the first 12 months of operation.

Floor plan showing the building is of permanent construction, and includes two separate areas, one area for instruction in theory and one area for clinic work. The floor plan should indicate the theory classroom, clinic work area, dispensary, drinking fountain facilities and location of permanent restrooms.

The Cosmetology School Curriculum Approval Application (2 pages) for each course to be offered. Curriculum applications may be found at <https://www.tdlr.texas.gov/cosmet/schools/forms.htm>

Signed Certification Statement

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/Post Secondary:**

\$500.00 Application Fee (Fee is non-refundable)

Completed School Application (this form must be completed in its entirety where applicable)

Floor plan showing the building is of permanent construction, and includes two separate areas, one area for instruction in theory and one area for clinic work. The floor plan should indicate the theory classroom, clinic work area, dispensary, drinking fountain facilities and location of permanent restrooms.

The Cosmetology School Curriculum Approval Application (2 pages) for each course to be offered. Curriculum applications may be found at [www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm](http://www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm).

## INSPECTION PROCESS

Once school application requirements have been met, you will receive an e-mail that "All application requirements have been met" with an attached Initial School Inspection Request Form. The Cosmetology school owner/representative must request the initial school inspection from the department. Upon receipt of the request, the inspector will contact the owner/representative to schedule the date for initial inspection.

In order, to be eligible for inspection, all equipment must be installed and the school ready to open.

**SCHOOLS MAY NOT OPERATE OR ENROLL STUDENTS UNTIL THE INSPECTION HAS BEEN PASSED AND THE SCHOOL PERMIT HAS BEEN ISSUED.**

**ALL REQUIREMENTS MUST BE MET WITHIN 12 MONTHS OF THE FILING DATE OR THE APPLICATION WILL BE TERMINATED.**



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## COSMETOLOGY SCHOOL APPLICATION

1. Name of School: \_\_\_\_\_

Application Fee:

\$500 (Non-refundable fee)

2. School Application License Type: (check one)

Private Post Secondary Public

Public Post Secondary (Community College)

Secondary (High School)

3. Organization Type: (check one)

Sole Proprietor

Partnership

Corporation

Limited Liability

4. 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 Email Address

\_\_\_\_\_  
School Website Address

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
School Fax Number

\_\_\_\_\_  
Contact Person's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

5. School Physical Address: (Where permanent records are kept, P.O. BOX is not allowed)

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

\_\_\_\_\_  
County

6. Is there a Barber School operating in the same space?  Yes  No

If yes, provide the Days/Hours of operation and Barber School license number: \_\_\_\_\_

Sunday: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

7. Owner information. List the full name and contact information of the owners that have ownership in the business.

\_\_\_\_\_  
Business Name/Owner Name

\_\_\_\_\_  
Ownership %

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

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

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

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

\_\_\_\_\_  
Business Name/Owner Name

\_\_\_\_\_  
Ownership %

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

**Mailing Address:** \_\_\_\_\_  
Number, Street Name, Suite Number City State Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

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

\_\_\_\_\_  
Business Name/Owner Name

\_\_\_\_\_  
Ownership %

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

**Mailing Address:** \_\_\_\_\_  
Number, Street Name, Suite Number City State Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**7. Anticipated Opening Date/Hours of Operation:**

Opening Date: \_\_\_\_\_

Business Days/Hours of Operation:

Sunday: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

**8. Curriculum:** (Select the Course Types that will be offered)

Operator (1000 Hours)

Eyelash Extension (320 Hours)

Operator (1000 Hour High School)

Hair Weaving (300 Hours)

Class A Barber to Operator (300 Hours)

Esthetician/Manicure (1,200 Hours)

Esthetician (750 Hours)

Manicure (600 Hours)

**Note:** Attach Curriculum Approval Applications for each Course requested. Curriculum Applications can be found at: [www.tdlr.texas.gov/cosmet/schools/forms.htm](http://www.tdlr.texas.gov/cosmet/schools/forms.htm)

## CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

School Name: \_\_\_\_\_

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51 Texas Administrative Code, Title 16, Chapter 51, 1602 and 1603; Texas Administrative Code, Title 16, Chapter 60 and the Cosmetology Administrative Rules, Texas Administrative Code, Title 16, Chapter 83. I understand that providing false information on this application may result in revocation of the license or approval I am requesting and the imposition of administrative penalties inspection violations can be imposed if I am not compliance with the following:

**Place an (X) in each box confirming compliance with these requirements:**

- A building of permanent construction that must include two separate areas, one for instruction in theory and one area for clinic work, that must also include access to permanent restrooms and adequate drinking fountain facilities. (Section 1602.303 and Section 83.23)
- Adequate space, equipment, and instructional materials to provide classroom training to the number of students enrolled. (Section 1602.303 and Section 83.23)
- A dispensary containing a sink with hot and cold running water and space for storage and dispensing of supplies and equipment. (Section 83.72)
- Curriculum applications for each course offered. This is the curriculum certificate issued that must be posted in a conspicuous place in the school. (Section 1602.453 and Section 83.23)
- Maintain a copy of the current law and rules book. (Section 83.72)
- Schools must have at least one instructor on duty for each 25 students in attendance, including evening classes. (Section 1602.451 and Section 83.72)
- A instructor must be physically present during all curriculum activities. (Section 83.72)  
Schools must maintain one album to display each student permit, including affixed picture, of each enrolled student. (Section 83.72)
- A school must properly account for the credit hours granted to each student. (Section 83.72)
- Schools shall display in the school, in a conspicuous place clearly visible to the public a copy of the schools most recent inspection report issued by the department. (Section 83.72)
- Schools using time clocks, shall at least one time per month submit to the department an electronic record of each student's accrued clock hours. Time clock formatted to track student hours, day/date. A sign must be posted at the time clock that states the following requirements: (Section 83.72)
  - Each student must personally clock in/out for himself/herself.
  - 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.
  - Students 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 or if the student drops or withdraws, submit to the department an electronic record of each student's accrued credit hours. (Section 83.72)
- 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. (Section 83.72)
- Public schools shall electronically submit a student's accrual of 500 hours in math, lab science, and English. (Section 83.72) (This requirement is for High School students enrolled in the Operator 1000-hour course).
- A private cosmetology school or post-secondary school may provide cosmetology instruction to public high school student by contracting with the school district and complying with Texas Education Agency law and rules. (Section 83.72) This requirement is for private schools offering the Operator 1000-hour course.
- The school will not change the school location unless it seeks approval from the department before the change takes place. (Section 83.29)
- Schools must comply with all health and safety standards. (Section 1602.303 and Section 83.23)
- The school will maintain a cancellation and settlement policy that provides a full refund of money paid by a student. (Section 1602.457)
- The school will maintain a refund policy to provide for a refund of the unused part of tuition, fees and other charges pay by a student who, at the expiration of the cancellation period under Section 1602.457. (Section 1602.458)
- A licensed facility shall display a sign approved by or acceptable to the commission or the department concerning services and assistance available to victims of human trafficking. The sign required by this section must be in English, Spanish, and Vietnamese and include a toll-free telephone number of a nationally recognized information and referral hotline for victims of human trafficking. (Section 1602.408)
- A sign can be downloaded from: [www.tdlr.texas.gov/cosmet/forms/human-trafficking-sign-multi-lang.pdf](http://www.tdlr.texas.gov/cosmet/forms/human-trafficking-sign-multi-lang.pdf)
- For field trip hours, students must be under the supervision of a licensed instructor from the school where the student is enrolled, at all times, during the field trip.
- Distance Education is a formal instructional process in which the student and teacher are separated by physical distance and a variety of communication technologies are used to deliver instruction in theory to the student. Approval is required prior to offering distance education.

### SIGNATURE

\_\_\_\_\_  
Printed Name/Signature of Owner, Officer, or Authorized Representative

\_\_\_\_\_  
Date Signed



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## REQUIRED EQUIPMENT CHECKLIST

PLEASE USE THIS CHECKLIST AS A SELF-ASSESSMENT PRIOR TO REQUESTING THE INSPECTION

### Equipment Required for all schools:

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

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

Equipment requirements, based on the curriculum being offered.

If offering the **OPERATOR CURRICULUM**, the following equipment must be available in adequate number for student use:

- ✓ Shampoo bowl and shampoo chair
- ✓ Heat processor, hand-held hair dryer, heat cap, or therapeutic light
- ✓ Cold wave rods
- ✓ Thermal iron (electric or non-electric)
- ✓ Styling station covered with a non-porous material that can be cleaned and disinfected, with mirror, and styling chairs (swivel or hydraulic)
- ✓ Mannequin with sufficient hair, with table or attached to styling station
- ✓ Professional hand clippers
- ✓ Professional hand-held dryer
- ✓ Manicure table and stool
- ✓ Facial chair or bed
- ✓ Lighted magnifying glass
- ✓ Dry sanitizer
- ✓ Wet disinfectant soaking containers, large enough to fully immerse tools and implements.

If offering the **ESTHETICS CURRICULUM**, the following equipment must be available in adequate number for student use:

- ✓ Facial chair
- ✓ Lighted magnifying glass
- ✓ Woods lamp
- ✓ Dry sanitizer
- ✓ Steamer machine
- ✓ Brush machine for cleaning
- ✓ Vacuum machine
- ✓ High frequency for disinfection, product penetration, stimulation
- ✓ Galvanic machine for eliminating encrustations, product penetration
- ✓ Paraffin bath and paraffin wax
- ✓ Facial bed
- ✓ Mannequin head
- ✓ Wet disinfectant soaking containers, large enough to fully immerse tools and implement

If offering the **MANICURE CURRICULUM**, the following equipment must be available in adequate number for student use:

- ✓ An autoclave, dry-heat sterilizer or ultra-violet sanitizer
- ✓ Complete manicure table with light
- ✓ Client chair
- ✓ Student stool or chair
- ✓ Whirlpool foot spa or foot basin
- ✓ Electric nail file
- ✓ UV light curing system
- ✓ Paraffin bath and paraffin wax
- ✓ Air brush system
- ✓ Wet disinfectant soaking containers, large enough to fully immerse tools and implement