COSMETOLOGY SCHOOL LICENSE APPLICATION INSTRUCTIONS

PLEASE READ CAREFULLY THE APPLICATION INSTRUCTIONS TO AVOID MISTAKES WHICH COULD POTENTIALLY DELAY THE APPROVAL PROCESS.

NOTE: APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED. ONCE THE APPLICATION HAS BEEN REVIEWED, IF ADDITIONAL INFORMATION IS REQUIRED, A NOTIFICATION WILL BE ISSUED BY EMAIL AND/OR MAIL EXPLAINING WHAT IS NEEDED TO MEET REQUIREMENTS.

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 check or money order on top. Please do not use staples.

1. SCHOOL NAME – Write the name of the school as it should appear on the school license. This must be the name used in advertisements.

2. SCHOOL TYPE - Check the box for the school type.

3. SCHOOL PHYSICAL ADDRESS AND CONTACT PERSON INFORMATION - Enter the physical address of the school. This address is the actual business location of the school and is where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

   NOTE: 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 conduct business with TDLR. The email address is confidential pursuant to the Texas Public Information Act.

4. ANTICIPATED OPENING DATE – Enter an approximate date the school will open for 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 and curriculum have been approved by the department. Once the initial inspection is approved and the school license is received, the school may open.

5. NORMAL BUSINESS DAYS/HOURS OF OPERATION – Provide the hours of operation for each day the school is open for business. For example: TUESDAY 8-5 PM

6. IS THERE A BARBER SCHOOL OPERATING IN THE SAME SPACE? If yes, provide the barber school permit 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 permit is held, but cannot operate at the same time.

7. SCHOOL’S WEBSITE: Provide the website address of the school, if applicable.

8. ORGANIZATION TYPE - Indicate how the school business structure is organized. A description of the various types of business structures can be found at www.sos.tx.us/corp/businessstructure.

9. 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.

10. OWNER(S) NAME – (for private post-secondary schools only) Enter the name of the owner. Complete the ownership information page.

11. INSTRUCTOR’S NAME & LICENSE # – Provide the name and license number of the instructor.

12. 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 www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm

13. SIGNATURE OF APPLICANT(S) AND/OR OFFICER(S) - Application must be signed by the owner, officer or authorized representative of the school. Be sure to print name, sign, and date the application.

COSMETOLOGY SCHOOL LICENSE APPLICATION 2019-01
SUBMIT THE FOLLOWING WITH THE APPLICATION:

Private Post-Secondary:
- Application Fee of $500.00 made payable to TDLR. Fee is non-refundable
- 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.
- Proof of ownership of building or proof of lease for the first 12 months of operation. Submit all pages of the lease, signed and dated.
- 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/cosmetschoolform
- Signed Certification Statement
- Ownership Page
- 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:
- Application Fee of $500.00 made payable to TDLR. Fee is non-refundable
- Floor plan showing adequate space, including 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, office, 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

INITIAL INSPECTIONS WILL BE PERFORMED WHEN ALL APPLICATION REQUIREMENTS ARE MET.

Once the 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 an 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 INITIAL SCHOOL INSPECTION IS PASSED, AND THE LICENSE HAS BEEN RECEIVED.

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

FEE PAYABLE TO “TDLR”
MAIL TO:
PO BOX 12157
AUSTIN TX 78711-2157
# Texas Cosmetology School License Application 2019-01

**Application Fee:** $500.00  
(Payable to TDLR and Fee is non-refundable)

All requirements must be met within 12 months of the filing date, or the application will be terminated.

**NOTE:** All information must be typed or printed in black ink.

## 1. School Name:

## 2. School Type (Check One)

- ☐ Private Post-Secondary  
- ☐ Public Secondary (High School)  
- ☐ Public Post-Secondary (Community College)

## 3. School Physical Address and Contact Person Information: (Where permanent records are kept)

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<tr>
<th>Contact Person (Responsible Party for School)</th>
<th>E-mail Address</th>
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<td>(_______) Contact Person’s Phone Number</td>
<td>(_______) Contact Person Fax Number</td>
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<th>Contact Person’s Phone Number</th>
<th>Area Code</th>
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## 4. Anticipated Opening Date:

## 5. Normal Business Days/Hours of Operation:

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## 6. Is There a Barber School Operating in the Same Space?  
☐ Yes  ☐ No

If yes, provide the days/hours for the barber program and license #:

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## 7. School’s Website:

## 8. Organization Type (Check One)

- ☐ Sole Proprietorship  
- ☐ Corporation  
- ☐ Limited Partnership  
- ☐ Partnership  
- ☐ Limited Liability Company  
- ☐ Limited Liability Partnership  
- ☐ Public

## 9. Owners(s) Name (Private Post-Secondary Schools Only)

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This application consists of 5 pages (Pages 3-7)
10. **SCHOOL’S MAILING ADDRESS** (Used for all correspondence)

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11. **INSTRUCTOR NAME:**

   **LICENSE #:**

**NOTE:**

*Attach Curriculum Approval Applications for each course requested. Curriculum Applications can be found at: [WWW.TDLR.TEXAS.GOV/COSMET/COSMETSCHOOLFORMS](http://WWW.TDLR.TEXAS.GOV/COSMET/COSMETSCHOOLFORMS)*

12. **CURRICULUM:** Select the courses types that will be offered

<table>
<thead>
<tr>
<th>OPERATOR (1,500 HOURS)</th>
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<td>OPERATOR (1,000 HOURS SECONDARY)</td>
<td>HAIR WEAVING (300 HOURS)</td>
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<td>CLASS A BARBER TO OPERATOR (300 HOURS)</td>
<td>WIG (300 HOURS)</td>
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<td>ESTHETICIAN (750 HOURS)</td>
<td>INSTRUCTOR (750-HOURS)</td>
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<td>MANICURE (600 HOURS)</td>
<td>INSTRUCTOR (500-HOURS) W/ONE (1) YEAR EXPERIENCE</td>
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<td>ESTHETICIAN/MANICURE (1,200 HOURS)</td>
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Please submit the following with this application:

- Application Fee of $500.00 and application pages 3-7
- Texas Cosmetology School Curriculum Approval Application for each curriculum selected in #12 above
- School Floor Plan
- Proof of Financial Responsibility
- Certificate Statement (2 pages)
- Ownership information page (if applicable)

13. **SIGNATURE OF OWNER(S) AND/OR OFFICER(S)**

   **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**

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COSMETOLOGY SCHOOL LICENSE APPLICATION 2019-01

Page 4 of 9
CERTIFICATION STATEMENT FOR TEXAS COSMETOLOGY SCHOOL RESPONSIBILITIES

SCHOOL NAME:

By checking the following boxes and by my signature, I certify that the required documentation will be maintained and made available to the Department and the required information will be provided to all prospective students. 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 inspection violations can be imposed if I am not in compliance with the following.

Place ☑ in each box:

☐ 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 licensed instructor on duty for each 25 students in attendance, including evening classes. (Section 1602.451 and Section 83.72)
☐ A licensed 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)
   o Each student must personally clock in/out for himself/herself.
   o 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.
   o 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).

(continued on page 6)
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.license.state.tx.us/cosmet/forms/htsign.pdf](http://www.license.state.tx.us/cosmet/forms/htsign.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.

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**SIGNATURE(S)**

Signature of Applicant(s) and/or Officer

Printed Name  
Date

Signature of Applicant(s) and/or Officer

Printed Name  
Date

Signature of Applicant(s) and/or Officer

Printed Name  
Date
Business ownership of the school must be provided. Provide sole proprietor, partnerships (including all partners) and corporation or LLC (include all officers, directors and registered agents)

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

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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
If offering the **Esthetician/Manicure 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, in adequate number for student use.

If offering the **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 sanitize

The following documents must be posted in the licensed school:

- A copy of the school’s initial school inspection report
- The Blue Curriculum “Certificate of Approval”
- Cosmetology School License
- Sanitation Rules
- Consumer Complaint Sign
- Human Trafficking Information Sign