Paul Mitchell The School Grand Rapids

STATE LICENSING REQUIREMENT AND DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Michigan Board of Cosmetology to deny licensure. The Michigan Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Paul Mitchell The School Grand Rapids is not responsible for students denied licensure.

COSMETOLOGY STATE LICENSURE REQUIREMENTS

The cosmetology license type allows a licensee to perform or offer to perform (1) one or more cosmetology services.

- **Application Fee + 2 year license fee:** (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Cosmetologist by Exam or Reciprocity $63.00
- **Good Moral Character Question:** I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- **Social Security Number (SSN)** – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- **Required Minimum Age:** Must not be less than 17 years of age.
- **Education:** Has had an education equivalent to the completion of the ninth grade.
- **Schooling:** Has completed either not less than a 1,500-hour course of study in a licensed school of cosmetology or has served as an apprentice for not less than 2 years in a licensed cosmetology establishment in which hair care services, skin care services, and manicuring services are offered.
- **Practical and Theory Exam:** Take and pass the practical and theory exam; For exam related questions or to schedule your exam visit **www.psiexams.com** or contact PSI at 855-579-4635.

REQUIREMENTS FOR LICENSURE BY RECIPROCITY

- **Verification of Licensure** – Verification of licensure must be sent directly to our office by the licensing agency of each state of the United States in which you hold or have ever held a cosmetologist license. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to **bpldata@michigan.gov** or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- **Provide proof of any name change**, if the name on the application does not match the name shown on the submitted documents.
- **Official Final Transcripts:** If not actively licensed or registered in another state, official transcripts must be sent directly to our office from the educational institution in which the training was completed. Transcripts can be emailed to **bpldata@michigan.gov** or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing,

MI 48909.

- **Experience:** Years or months of experience may be substituted for hours of training in a ratio of 100 hours of training credited for each 6 months of experience. If applicable, complete the verification of work experience form.
- **Expired License from another State:** If not actively licensed in another state or the licensure or registration requirements of the state in which you are authorized to perform cosmetology services are not substantially equal to the requirements for licensure in Michigan, taking and passing the practical and/or theory exam will be required. For exam related questions or to schedule your exam, **visit www.psiexams.com** or contact PSI at 855-579-4635.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES

- **Evidence of Training:** Provide evidence that the education or training was substantially equivalent to the requirements in Michigan. Years or months of experience may be substituted for hours of training in a ratio of 100 hours of training credited for each 6 months of experience. If applicable, complete the verification of work experience form.
- Documentation that is provided in a language other than English shall include a copy in English that is translated and notarized by an embassy or professional translation service.
- **Practical and Theory Exams:** Take and pass the practical and theory exam; For exam related questions or to schedule your exam visit **www.psiexams.com** or contact PSI at 855-579-4635.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

Online application can be completed by visiting **www.michigan.gov/miplus**, select MiPLUS Login, select "Modification" next to your license number and this will start the relicensure process

- **Cosmetologist Relicensure:** $83.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card).
- **Lapsed Relicensure:** Applicants for relicensure whose license has lapsed for MORE than 3 years after the expiration date of the last license must satisfy either of the following:

a) Pass the examinations required for licensure within a 1-year period immediately preceding the date of the relicensure.

b) Establish that you have held an active cosmetology license in good standing in another state within the 3 years preceding application.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Cosmetologist Renewal – Must be completed by visiting **www.michigan.gov/miplus**

- **Renewal Fee:** Renewal Application Fee: $48.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card).
- **Renewal Cycle:** The renewal cycle is 2 years
- **Accept Renewal Attestation:** By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and complete.

HELPFUL RESOURCES AND FORMS

By visiting **www.michigan.gov/occupationallicense** and clicking on the cosmetology link you can access the following helpful resources and forms

Resources:

- Occupational Code
- Administrative Rules for Cosmetology
- Verification of Work Experience Form

INSTRUCTOR STATE LICENSURE REQUIREMENTS

The instructor license type allows a licensee to perform instructor for cosmetology students.

- **Application Fee + 2 year license fee:** (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Cosmetologist by Exam or Reciprocity $63.00
- **Good Moral Character Question:** I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- **Social Security Number (SSN)** – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- **Required Education:** Have a high school or its equivalent.
- **Schooling:** Has completed either not less than 500 hours of instructor training or, for an individual who begins instructor training on or after July 1, 2024. not less than 600 hours of instructor training.
- **School Experiance:** Has a valid and current cosmetologist in Michigan.
- **Practical and Theory Exam:** Take and pass the practical and theory exam; For exam related questions or to schedule your exam visit **www.psiexams.com** or contact PSI at 855-579-4635.
- **Additional Requirement for full Cosmetology Instructor License:** Have a least 3 years practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least 1 year of which shall be in a cosmetology establishment

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

Online application can be completed by visiting **www.michigan.gov/miplus**, select MiPLUS Login, select "Modification" next to your license number and this will start the relicensure process

- **Cosmetology Instructor Relicensure:** The cost of a cosmetology instructor relicensure of $83.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card).
- **Lapsed Relicensure:** Applicants for relicensure whose license has lapsed for MORE than 3 years after the expiration date of the last license must satisfy either of the following:

a) Applicant must pass the examination required for licensure within a 1-year period immediately preceding the date of the relicensure.

b) Establish that you have held an active cosmetology instructor license in good standing in another state within the 3 years preceding application.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Cosmetology Instructor Renewal – Must be completed by visiting **www.michigan.gov/miplus**

- **Renewal Fee:** Renewal Application Fee: $48.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card).
- **Renewal Cycle:** The renewal cycle is 2 years
- **Accept Renewal Attestation:** By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and complete.

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Resources:

- Occupational Code
- Administrative Rules for Cosmetology