

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF STATE
 BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
 STATE BOARD OF COSMETOLOGY

License No. CS _____

**COSMETOLOGY SCHOOL
 RENEWAL APPLICATION
 EXPIRATION DATE: JANUARY 31, 2012
 FEE: \$150.00**

Name: _____

Address: _____

City: _____

State: _____ ZIP _____

RETURN ADDRESS:
State Board of Cosmetology
PO Box 8419
Harrisburg, PA 17105-8419

Your license will expire on January 31, 2012. To process your online renewal, click on www.mylicense.state.pa.us. For security purposes you have been assigned a Registration Code [Contact the Board Office for this registration code.] If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of January 31, 2014 within seven to ten days upon board receipt of your proof of accreditation with a national accrediting agency. For assistance email st-my-license-helpdesk@state.pa.us. Online renewal is not available after March 1, 2012. After March 1, 2012, contact the Board Office for a reactivation application.

- Cosmetology school **has closed or will be closing** after **January 31, 2012** and request out of business status. **No fee is required.**
- Cosmetology school has changed name, address and/or ownership. Access www.dos.state.pa.us to download an application for submission to the Board Office.
- Cosmetology school has current accreditation with _____.

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 PA C.S. 4911 and that any false statement made is subject to the penalties of 18 PA C.S. 4904 relating to unsworn falsification to authorities and may result in my license being disciplined. This school is in compliance with the Act & Regulations of the State Board of Cosmetology. I understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): _____ Date: _____

<p>FEE – Payable to “Commonwealth of Pennsylvania” <i>Write your license number on your payment.</i> ⇨ LATE FEE - \$5.00 per month assessed when postmarked after January 31, 2012. Fee is non-refundable. Processing fee of \$20.00 charged for returned payment.</p>	<p>\$150.00</p>
<p>NATIONAL ACCREDITATION REQUIREMENT (Documentation of Current Accreditation Required for Renewal)</p>	<p>Your licensed will automatically be placed on hold and You will not receive your renewed license until you submit the required documentation to the Board Office. According to Section 7.113a of regulations, Within 5 years after being licensed by the Board, a school shall submit to the Board proof that it is accredited by a nationally recognized accrediting agency. For Vocational Technical Schools, Department of Education approval is acceptable. After initial accreditation, a licensed cosmetology school shall maintain accreditation as a condition of biennial renewal of the school license. If this school is not currently accredited, a detailed explanation is required to be submitted prior to your license being renewed.</p>