STATE BOARD OF COSMETOLOGY

Telephone: 717-783-7130
Fax: 717-705-5540
E-mail: st-cosmetology@state.pa.us
Website:www.dos.state.pa.us/cosmet

Mailing Address:
State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2649

Courier Address:
State Board of Cosmetology
2601 North Third Street
Harrisburg, PA 17110

SCHOOL CHANGE APPLICATION

Instructions and Requirements

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

This application is to apply changes to a Cosmetology School, including a change in address/same location, change in square footage, change in name, change in some partners in ownership, change in curriculum. If you are deleting partners, you must obtain and include a signed authorization from the deleted partner(s). The Board cannot remove any partners from a license without the authority from the involved partner(s). For a complete change of ownership of an existing school, an inspection is required prior to practice with an exception shown under Instruction #2, Inspection.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SCHOOL.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SCHOOL LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **FEE:**
   The required fee is payable with a check or money order, payable to "Commonwealth of PA". DO NOT SEND CASH. The required fee is for processing of the application and is non-refundable. This fee is required regardless of issuance of a license.

   A processing fee of $20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

2. **INSPECTION:**
   If changing location of an existing school, the school may operate prior to inspection **for a 90 day period if:**

   - The existing licensed school has not been closed for more than 30 days or expired for more than 90 days;
   - This application has been filed by certified mail (return receipt requested), prior to starting operations;
   - The existing original current school license is returned with this application. If the license is not available, a notarized statement providing the license number and the reason the license is unavailable must be submitted with the application.
   - You display a copy of this application in a conspicuous place in the school.

   If changing the entire ownership of an existing school, the school must apply for a new license, as a new entity will be

3. **APPROPRIATE LICENSEE REQUIRED:**
To be given the authority to practice, a school must be ready to operate at the time of inspection. This includes the requirement that the school must have a cosmetology teacher as supervisor who holds an active license. Student to teacher ratios must be met. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

4. **EXISTING SCHOOL CHANGE OF LOCATION OR OWNERSHIP:**
If changing location of an existing school you must return the current school license with this application. If the license is not available to return, submit a statement explaining why the school license is not available to return.

5. **DELETING PARTNERS:**
If any partners are being deleted, a statement from the deleted partner(s) must accompany your application. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) school license. Be sure to return the existing current school license with a statement indicating that you are unable to obtain the required deleted partner(s) signature. ***If applying for initial (new) school licensure, the school cannot be open/operating prior to inspection***.

6. **CORPORATE APPLICANTS:**
If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. Be sure that the corporation is authorized to conduct business within Pennsylvania. To register the corporation, contact the Pennsylvania Corporation Bureau at 717-787-1057. A corporation is an individual and may be used for ownership of a school.

7. **FICTITIOUS NAME (TRADE NAME) REGISTRATION:**
If you will be using any name other than your own name, it would be considered a fictitious name and must be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the school owner's responsibility to ensure that a fictitious name is properly registered. A fictitious name is not an individual identity and cannot be used for ownership of a school.

8. **SCHOOL ADDRESS CHANGE ONLY, SAME PHYSICAL LOCATION:**
Licenses must be issued to the school's physical address. If the Post Office changes the school's designated address, but the physical location remains the same, the address change must be noted on the licensing database. There will be a fee to print the duplicate license with the revised address.

9. **SCHOOL MANAGEMENT:**
A. Every cosmetology school must designate a licensed cosmetology teacher as supervisor. The school supervisor is to ensure that the school conforms to requirements of the law. This individual shall possess a current teacher's license issued by the Board and have either acquired 2,500 hours of satisfactory experience as a cosmetology teacher or acquired 1,250 hours of satisfactory experience as a cosmetology teacher and 1,800 hours of satisfactory experience as the designated person in charge of a cosmetology salon.
B. A school may not have more than one teacher supervisor. A person may not serve as supervisor of more than one school at the same time.
C. The supervisor of the school must be readily available during regular business hours to bureau inspectors. If a designated supervisor's absence is to exceed two weeks, the supervisor shall notify the board in writing of the absence and designate a temporary supervisor as well as display such notice in the school.
D. In addition to the teacher supervisor, a school may also have an administrator (i.e. principal or a corporate owner) who does not need to have a cosmetology teacher license.
E. The school may designate a night supervisor for administrative and accountability

purposes but this individual would not be regarded as the supervising teacher for the school. Schools opting to have this designation should notify the board for record keeping and inspection purposes but there is no fee to file this information. This optional night teacher would not need to meet the regulatory requirements for the supervisor teacher.

10. **SCHOOL CURRICULUM REQUIREMENT:**

The Board regulation **SCHOOL CURRICULUM REQUIREMENT:**
The Board regulation at 49 PA Code §7.129 sets forth the breakdown of hours by subject for cosmetology curriculum. These shall comprise 1250 hours for cosmetology curriculum, 695 for a licensed barber, 500 hours for teacher curriculum, 300 for cosmetician curriculum and 200 for a manicurist curriculum. All schools must offer a cosmetology curriculum. Schools may also offer specialized curriculum.

If your school changes include changes to curriculum, be sure to include the appropriate changes of these documents. If a previously submitted document is not changing, there is no need to resubmit.

SCHOOL GENERATED INFORMATION AND PUBLICATIONS

A. School catalog
B. Enrollment agreement (not needed for vocational technical school applications)
C. Organizational chart
D. Attendance records
E. School rules and regulations
F. Release form
G. Inventory of school equipment
H. List of instructional materials, audio-visual materials, and any other available
instructional materials
I. Forms used to record both written and practical progress for each course offered.
J. Curriculum and course outline for each course offered *(Refer to § 7.129 of the Cosmetology Rules and Regulations as well as page 4 of this application for information on preparing your curriculum and course outline)*
K. Copy of diploma for each course offered
L. Consumer information that lists the following:
   (1) Licensure and educational requirements for each course offered
   (2) Non-discriminatory clause
   (3) Tuition, student kit and other fees
   (4) Admission requirements
   (5) Graduation requirements

11. **SCHOOL RATIO REQUIREMENTS:**

For the purposes of classroom instruction, according to Section 6(a)(7) in no case shall there be less than one teacher to each twenty-five pupils.

NUMBER OF TEACHERS IN CLASSROOM:	1	2	3	4	5	6
NUMBER OF STUDENTS IN CLASSROOM:	25	50	75	100	125	150

12. **SCHOOL PHYSICAL REQUIREMENTS:**

§7.116 for each 25 student or less, the school shall have a minimum area of 2,750 square feet, exclusive of office space and lavatory facilities, 750 square feet of which shall be devoted to classroom instruction. An additional area of 9 square feet to the classroom space is required for each additional student.

NUMBER OF STUDENTS IN CLASSROOM:	25	50	75	100
SQUAREFOOTAGE IN CLASSROOM:	2,750	2,975	3,200	3,425

13. **SCHOOL STUDENT EQUIPMENT REQUIREMENTS (student kits):**
All schools must meet the following minimum equipment requirements. For each additional set of 25 students, supplies and equipment must be increased so that each student can practice in a safe and efficient manner.

§7.115 school shall ensure that each cosmetology student possess and maintains in sanitary condition the following:	**§7.115 school shall ensure that each esthetician student possess and maintains in sanitary condition the following:**
- 1 shampoo cape - 1 pair of scissors - 1 hair-cutting razor - 2 brushes - 6 combs - 100 pin curl clips minimum - Complete tools for manicuring, including emery boards, pusher and brush - 1 pair of tweezers - Carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic cosmetology textbook. A book of questions and answers is not considered a textbook	- 1 facial cape - 2 spatulas - 1 pair of tweezers - 1 make-up kit - Facial supplies - Carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic skin care/make-up textbook
§7.115 school shall ensure that each nail technician student possess and maintains in sanitary condition the following:	**§7.115 school shall ensure that each natural hair braider student possess and maintains in sanitary condition the following:**
- 1 polish kit - Complete tools for nail care, including emery boards, pusher and brush - Carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic nail technology text book	- 1 shampoo cape - 1 comb-out cape - 2 brushes - 6 combs - 100 pin curl clips minimum - Carrying case of sufficient size to accommodate the equipment and supplies used by the student - 1 basic natural hair braiding text book

14. **SCHOOL FLOOR EQUIPMENT REQUIREMENTS (clinic room):** **§7.114 for each 25 student or less school shall have a minimum of the following:**

4 shampoo basins	8 hair dryers
4 manicure tables and chairs	4 closed containers for sanitized implements
4 wet sanitizers	4 facial chairs
4 complete sets of cold wave equipment	1 mannequin for each student
12 styling stations, mirror and chairs	1 locker for each student
4 closed containers for soiled linen	3 closed waste containers
1 linen cabinet	3 timer clocks

2 sanitary towels per student
1 container for sterile solution for each manicure table
1 bulletin board with dimensions of at least 2 feet by 2 feet
1 chalkboard with dimensions of at least 4 feet by 4 feet
1 arm chair or usable table and chair for each student in the theory room
Attendance records for each student

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For processing staff use only:
Application Number:
Staff initials:

1 DEMOGRAPHIC INFORMATION

SCHOOL NAME *(Name must match license):*

ADDRESS

STREET:

CITY:

STATE: ZIP CODE:

LICENSE

TELEPHONE

EMAIL

☐ By checking this box I indicate that I prefer to receive notification regarding the school application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from ST-Cosmetology@state.pa.us
Providing an email address to the board will facilitate communications between board administrator and school personnel. Each school may provide multiple email address for all employees of the school who desire to receive emailed communications from the board administrator.

2. TYPE OF CHANGE

	Change of Some Partners in Ownership ***(no inspection required) ($5.00)***
	Change of School Fictitious Name ***(return the license) (no inspection required)($5.00)***
	Change of School Supervisor ***(no inspection required)($20.00)***
	Change of School Curriculum ***(inspection required)($160.00)***
	Change in Square Footage at Same Location ***(inspection required) (submit sketch) ($160)***
	Change of School Address Same Location- Postal or 911 Change ***(RETURN THE LICENSE) (no inspection required)($5.00)***
	Change of Location or Corporate Ownership (Please STOP. Do not use this application. Please submit the School License Application)
	Other change

3. EFFECTIVE DATE OF SCHOOL CHANGE

Please indicate the date the indicated school change became or will become effective:

DATE:

4. CHANGE IN OWNERSHIP TO ADD OR DELETE PARTNERS *(return original license)*

Print the names of ALL owners (licensed or unlicensed). If the school is owned by a corporation, include a copy of the certificate of incorporation and provide a list all corporate officers with their names and titles. Use additional pages if necessary.

OWNERS/OFFICERS NAMES	TITLE	OWNER DISPOSITION
		Delete ☐ Add ☐
		Delete ☐ Add ☐
		Delete ☐ Add ☐
		Delete ☐ Add ☐

5. CHANGE of SCHOOL TRADE NAME *(Return original license)*

A school changing its name will need to attach a written statement from the School Board Administration detailing how the decision to change the name of the school came to be made. There will be a fee to print the duplicate license.

OLD NAME	LICENSE NUMBER
NEW NAME	LICENSE NUMBER

6. CHANGE of SQUARE FOOTAGE SAME LOCATION *(Inspection required)*

SUBMIT A SKETCH DETAILING THE CHANGES

ORIGINAL TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL	NEW TOTAL SQUARE FOOTAGE FOR ENTIRE SCHOOL
ORIGINAL SQUARE FOOTAGE FOR CLASSROOM TO BE CHANGED	ADDITIONAL SQUARE FOOTAGE TO BE ADDED

7. CHANGE OF ADDRESS SAME LOCATION *(Postal Change) (No Inspection required)*

NEW SCHOOL ADDRESS
(If changing address, be sure to provide your new address here. The ZIP code must remain the Same as previously submitted).

STREET:

CITY:

STATE: ZIP CODE:

8. STUDENT ENROLLMENT SCHOOL

Please indicate total anticipated student enrollment after indicated changes: DAY: _____ EVENING: _____

9. CHANGE of SCHOOL SUPERVISOR - COSMETOLOGY TEACHER (Attach a copy of the teacher's resume of experience) *see §7.111(a)(2)(ii)*	
OLD SUPERVISING TEACHER	LICENSE NUMBER
*NEW SUPERVISING TEACHER	LICENSE NUMBER
Signature of new designee:	
**See Section 9 in instructions for supervisor teacher requirements. Resume required.*	

10. CHANGE of SCHOOL ADMINISTRATOR *(Non-licensee) see §7.111(1)(3)*	
Old Supervisor/Administrator	TITLE
New Supervisor/Administrator	TITLE

11. DESIGNATING NIGHT SUPERVISOR *(No fee)*	
Old Night Supervisor (Teacher)	LICENSE NUMBER
New Night Supervisor (Teacher)	LICENSE NUMBER

12. CHANGE of SCHOOL CURRICULUM *(Submit Relevant School Generated Documents)* **Cosmetology must be taught in all schools.**	
TEACHER CURRICULUM	Remove ☐ * Add ☐ Increase hours ☐
NAIL TECHNICIAN CURRICULUM	Remove ☐ * Add ☐ Increase hours ☐
ESTHETICIAN CURRICULUM	Remove ☐ * Add ☐ Increase hours ☐
NATURAL HAIR BRAIDER CURRICULUM	Remove ☐ * Add ☐ Increase hours ☐
**If adding curriculum, see section 10 of the instructions regarding documents to submit to board with changes. If documents previously submitted to the board have not changes, there is no need to resubmit.*	

APPLICATION WILL NOT BE PROCESSED

UNLESS OWNER'S OATH (SECTION 13)

IS COMPLETED

13. OWNER'S OATH

All owners must sign below. If applicant is a corporation, all officers must sign.

By signing below, 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.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand 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 the suspension or revocation of my license or certificate.

I further understand that if a bureau inspector determines that I have not correctly answered any questions provided within this application or if my school does not meet all requirements for licensure, authority to operate will not be given at the time of inspection and I will be responsible for all applicable re-inspection fees.

TRADE NAME OF SCHOOL: _____

Owner/Officer Signature: _____ **Date:**_____

Owner/Officer Signature: _____ **Date:**_____

Owner/Officer Signature: _____ **Date:**_____

Owner/Officer Signature: _____ **Date:**_____