



STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS

500 JAMES ROBERTSON PARKWAY, NASHVILLE, TENNESSEE 37243
(615) 741-2515 Fax: (615) 741-1310
Website: <http://www.tn.gov/commerce/section/cosmetology-and-barber-examiners>

File# _____
Xact# _____
Inspector: _____
Date Approved by Board: _____
Date Assigned: _____
For official use only
Fees:
Initial School:.....\$300.00
Change of Ownership:.....\$175.00
Change of Location:.....\$175.00
Name Change Only:.....\$10.00

Check Type of Cosmetology School Application:

- ____ NEW SCHOOL
- ____ CHANGE OF LOCATION
- ____ CHANGE OF OWNERSHIP
- ____ CHANGE NAME

Name of School _____ Business Phone (____) _____

Address _____
 Street _____ City _____ County _____ Zip _____

Email address: _____

Owner(s): _____ Personal or Corporate _____

If owner is a corporation or partnership, list names, titles and addresses of officers or partners:

Name: _____ Address: _____

Name: _____ Address: _____

Manager: _____ ID Number _____

Proposed Days and Hours of Operation: _____

Date School will be *Ready* for Inspection _____

Senior Instructors:	File ID#	Junior Instructor	File ID#
_____	_____	_____	_____
_____	_____	_____	_____

For Change of Ownership Only:

Former Owner: _____

Former *School* License ID Number: _____

For Change of Location Only:

Former School address: _____

For Change of Name Only:

Former School Name: _____

New school, change of ownership and change of location must pass initial inspection before opening for business.
This form must be signed

State of Tennessee:

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

Signature of Applicant

DIRECTIONS

It is unlawful for any person, firm or corporation to operate a school without conspicuously displaying a valid license. **All requirements stated in Tenn. Code Ann. § 62-4-120 must be met.** Please submit to the Board the following:

1. A completed, application, accompanied by the required fee.
2. A proposed floor plan that shall contain at least 2,200 square feet of instructional floor space, including an enclosed classroom for theory instruction.
3. Proposed days and hours of operation, and a copy of the course curriculum.
4. True and exact copies of applications from at least twenty (20) students, who will enroll and attend school for a minimum of twenty-five (25) hours.

ALL SCHOOLS MUST ABIDE BY THE FOLLOWING RULES AND REGULATIONS

1. Prior to the opening of a new school, the school must pass an initial inspection by a board field inspector. The school must fulfill any conditions stipulated by the Board.
2. All new schools must remain closed to the public for ninety (90) days.
3. The school must employ at least:
 - A. One (1) licensed instructor, where the enrollment is twenty students. The ratio of 20:1 must always be maintained.
 - B. Two (2) licensed instructor, or one (1) licensed instructor and one junior instructor who has not been employed as such for more than three years, where the enrollment is greater than twenty but not greater than forty students.
4. Every school of cosmetology shall:
 - A. Publish readily available and clearly expressed admission policies and requirements.
 - B. Provide to prospective students (before enrollment) published materials which explain requirements for licensure as a cosmetologist, manicurist, instructor, shampoo technician, natural hair stylist, or aesthetician in the State of Tennessee.
 - C. Give a receipt to any student from whom money is collected by authorized school personnel.
 - D. Submit to the office of the Board, on the prescribed form, a monthly progress report on each student enrolled. The monthly reports must be received no later than the tenth (10th) of each month for the previous month's hours of instruction. If reports are not submitted by this date, a penalty set by the Board will be issued for violation of this rule.
5. Every school of cosmetology shall maintain documentation of age and education in each student's file which indicates eligibility for enrollment under the terms of T.C.A. section 62-4-122(a).
 - A. Every enrollment of a student in a school of cosmetology shall be evidenced by written enrollment agreement which clearly details the rights and obligations of both parties.
 - B. The school shall furnish an executed copy of the enrollment agreement; and maintain a copy of the agreement in the student's file.
6. Every student enrollment agreement shall:
 - A. Be signed and dated by the student and an authorized representative of the school.
 - B. Specify the number of clock hours in the course instruction and an approximate number of weeks or months required for completion.
 - C. Identify all costs and charges which the student must bear.
 - D. Indicate any grounds for termination of a student by the school.
 - E. State in clear and understandable language the school's refund policy.
 - F. List any special conditions or requirements for graduation.
 - G. Contain an acknowledgement that the student has read the agreement before making any payments.

All documents and agreements required under this rule shall be available for inspection by board members or inspectors of the Board during business hours.

Each student, with schools assistance, shall be required to have a book (or other material approved by the board to cover the curriculum) and a complete kit for the course as follows:

- cosmetology after two hundred (200) hours of enrollment
- manicuring after one hundred (100) hours of enrollment
- aesthetics after one hundred fifty (150) hours of enrollment
- natural hair styling after one hundred fifty (50) hours of enrollment
- shampooing after fifty (50) hours of enrollment

Each school shall conspicuously display within the clinic area a sign which shall read as follows:

“ALL SERVICES IN THIS SCHOOL PERFORMED BY STUDENTS ONLY.”

- **All students in a school of cosmetology must wear a uniform prescribed by the school. All instructors must wear name tag with identification number and display proof of an active instructor license.**
- **Each school shall display at its entrance a sign of sufficient size to be clearly visible from the street, indicating that it is a school.**

Policy on New Construction and Alterations

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code)

New Constructions and Alterations

- ❖ Public Entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- ❖ When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- ❖ The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between **two (2)** technical standards for accessible design: *The Uniform Federal*

Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the *Americans with Disabilities Act Accessibility Guidelines*, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The Americans with Disabilities Act, contact your local building codes office.