

2110.0310 SCHOOL LICENSURE.

Subpart 1. **Application contents.** The person, association, firm, or corporation proposing to establish a cosmetology school shall make written application to the board, on forms supplied by the board, giving the following information:

- A. the name of the school, its address, and the names and addresses of all owners of sole proprietorships or partnerships and controlling officers of corporations;
- B. notarized signatures of the owners of sole proprietorships or partnerships, controlling officers of corporations, and manager;
- C. the days of the week and the hours which the school will be open;
- D. evidence of the school's compliance with local zoning requirements and the rules of the Minnesota Department of Health, local building codes, fire codes, and ordinances;
- E. the name of the licensed manager who will be employed by the school, including that individual's license number and expiration date;
- F. a roster of all instructors, including license number, designation of employment status (full-time or part-time) and days of the week and hours scheduled for instruction;
- G. a diagram of the school drawn to scale on 8-1/2 inches x 11 inches or 8-1/2 inches x 14 inches paper, providing the dimensions of the school as a whole and designating the size and location of all entrances and exits, and the location and dimensions of all required areas and facilities;
- H. a complete inventory of facilities and equipment supportive of instructional and clinical operations, as required by these rules;
- I. a designation of the licenses for which instruction will be offered;
- J. a detailed outline of the courses of training to be offered, designating the preclinical and clinical curriculum, text materials, and the clinical plan designed for each license category;
- K. the maximum possible number of enrollees the school will be able to accommodate;
- L. copies of all financial aid and refund policies;
- M. copies of all student rules and disciplinary policies;
- N. a copy of the standard enrollment contract;
- O. copies of all written material used to solicit prospective students, including but not limited to tuition, refund, and fee schedules, catalogs, brochures, and all recruitment advertisements; and

P. a current balance sheet, income statement, or evidence of sufficient financial worth to conduct a school and to meet its financial obligations.

Subp. 2. **Payment of fee.** The applicant shall pay the fees identified in Minnesota Statutes, section 155A.25.

Statutory Authority: *MS s 14.388; 45.023; 154.45; 155A.05; 155A.26*

History: *11 SR 389; 13 SR 1056; L 1993 c 204 s 28; L 2005 c 27 s 9; L 2009 c 78 art 6 s 26; 38 SR 778*

Published Electronically: *December 9, 2013*