



# New Jersey Office of the Attorney General

Division of Consumer Affairs  
New Jersey State Board of Cosmetology and Hairstyling  
124 Halsey Street, 6th Floor, P.O. Box 45003  
Newark, New Jersey 07101  
(973) 504-6400



## Initial Application for a School License

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Pursuant to the provisions of Title 45:5B of the Revised Statutes of the State of New Jersey, the undersigned hereby applies for an initial license to conduct a School of Cosmetology and Hairstyling.

*All information (one original and two copies) must be submitted in three-ring loose-leaf notebooks and tabulated into appropriate sections. Section #1 • Ownership, Section #2 • Administration, etc.*

### Section #1 • Ownership - New Jersey Administrative Code (N.J.A.C. 13:28-6.2)

a. Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

School telephone number: (        ) \_\_\_\_\_ (include area code)

b. Ownership information: (Check one)       Individual     Partnership     Corporation (Include LLC or INC document listing all owners' names along with a copy of Tax ID.)

\*Name of principal owner \_\_\_\_\_ Address  
(Please print)

\*Name of principal owner \_\_\_\_\_ Address  
(Please print)

\*Name of principal owner \_\_\_\_\_ Address  
(Please print)

*\* Include a copy of government issued photo ID for every owner.*

### Section #2 • Administration

a. List the name(s) and title(s) of the person(s) responsible for directing/operating the school. When classes are in session, please state the percentage of time the director/administrator will be in attendance.

Director/Administrator	Title	% of time in attendance
Name: _____	_____	_____
Name: _____	_____	_____
Name: _____	_____	_____

- b. Attach personal data forms or resumes for each individual.
- c. Provide the name and address of one person who can certify the administrators' business experience. Attach a letter of reference.

Name: \_\_\_\_\_ Official position: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone number: Day (      ) \_\_\_\_\_ Evening (      ) \_\_\_\_\_  
(include area code) (include area code)

- d. Name of person (director or supervising teacher) who will be responsible for administering school policy and discipline.

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**Section #3 • Supervising Teacher (N.J.A.C. 13:28-6.18)**

- a. Proposed schools must employ a supervising teacher with at least two years' experience as a licensed teacher, who will be responsible for the educational coordination of the proposed school. Please provide the name of the supervising teacher and his/her current license number (s). Please state the percentage of time the supervising teacher will be in attendance when classes are in session.

Name	License Number(s)	% of time in attendance

- b. Submit a copy of an employment contract between the school and the supervising teacher (one-year minimum).
- c. Provide a current resume of the supervising teacher.
- d. Furnish one character reference for the supervising teacher. **Attach a letter of reference.**

Name: \_\_\_\_\_ Official position: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone number: Day (      ) \_\_\_\_\_ Evening (      ) \_\_\_\_\_  
(include area code) (include area code)

**Section #4 • Questions concerning Criminal History and Record of Licensure**

1. Have any of the principal owners or the supervising teacher ever changed their name?  Yes     No  
 If "Yes," please submit with this application a copy of the marriage certificate, divorce decree or court order.
2. Have any of the principal owners or the supervising teacher ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.)  Yes     No
3. Have any of the principal owners or the supervising teacher ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.  Yes     No  
 If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

4. Have any of the principal owners or the supervising teacher previously applied for a cosmetologist/hairstylist, barbering, manicuring or skin-care specialty license in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No

If "Yes," when and where? \_\_\_\_\_

5. Do any of the principal owners or the supervising teacher currently hold, or have they ever held, a professional or occupational license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No

If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license was issued under a different name, please provide that name. *Please print.*

		Last name	First name	Middle initial
Name of principal owner	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
Name of principal owner	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
Name of principal owner	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired
Name of supervising teacher	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired

6. Have any of the principal owners or the supervising teacher ever held a temporary license or limited permit in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No

If "Yes," list the date of issuance and expiration and the jurisdiction where the temporary license or limited permit was granted.

Date of issuance \_\_\_\_\_ Expiration date \_\_\_\_\_ Jurisdiction \_\_\_\_\_

7. Have any of the principal owners or the supervising teacher ever been cited for disciplinary reasons or denied a professional or occupational license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
8. Have any of the principal owners or the supervising teacher ever had a professional or occupational license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
9. Has any action (including the assessment of fines or other penalties) ever been taken against the professional or occupational practice of any of the principal owners or the supervising teacher by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
10. Have any of the principal owners or the supervising teacher ever been named as a defendant in any litigation related to the practice of cosmetology/hairstyling, beauty culture, barbering, manicuring or skin care specialty or other professional or occupational practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
11. Are any of the principal owners or the supervising teacher aware of any investigation pending against a professional or occupational license or certificate issued to any of them by a professional or occupational board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
12. Are there any criminal charges now pending against any of the principal owners or the supervising teacher in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No
13. Have any of the principal owners or the supervising teacher ever been sanctioned by or is any action pending before any employer, association, society, or other professional or occupational group related to the practice of cosmetology/hairstyling, beauty culture, barbering, manicuring or skin-care specialty or other professional or occupational practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  Yes  No

If the answer to any of the above questions, numbers 7 through 13, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

## Section #5 • Citizenship / Immigration Status

Every principal owner and the supervising teacher must indicate whether he/she is a U.S. citizen.

Principal owner's name (please print) \_\_\_\_\_

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

Principal owner's name (please print) \_\_\_\_\_

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

Supervising teacher's name (please print) \_\_\_\_\_

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

## Section #6 • Social Security number

**Every principal owner and the supervising teacher must provide his/her Social Security number to the Board. Failure to do so will result in denial/nonrenewal of licensure or certification.**

\*Pursuant to N.J.S.A. 54:50-24 et seq. of the New Jersey taxation law, N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 C.F.R. 60.7,60.8 and 60.9, the Board or Committee is required to obtain your Social Security number. Pursuant to these authorities, the Board or Committee is also obligated to provide your Social Security number to:

- a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and
- b. the Probation Division or any other agency responsible for child support enforcement, upon request.

Principal owner's name (please print) \_\_\_\_\_

Principal owner's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ .

Principal owner's name (please print) \_\_\_\_\_

Principal owner's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ .

Principal owner's name (please print) \_\_\_\_\_

Principal owner's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ .

Supervising teacher's name (please print) \_\_\_\_\_

Supervising teacher's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ .

**Section #7 • Employment of Licensed Teachers (N.J.A.C. 13:28-6.24)**

Please provide the name(s) and current license(s) of all teachers.

Name	License No.
_____	_____
_____	_____
_____	_____
_____	_____

**Section #8 • Building Information**

- a. Please check one:       Owned       Leased  
If "Leased," provide the expiration date of the lease.      Date: \_\_\_\_\_
- b. The size of the floor space for the entire school is \_\_\_\_\_ square feet.  
(Refer to Regulations Booklet, N.J.A.C. 13:28-6.7).
- c. Does the school have a separate entrance?       Yes       No
- d. Is there a school sign displayed at the entrance?       Yes       No
- e. Is there a "Service by Students Only" sign posted at the entrance to the clinic?       Yes       No  
(Refer to Regulations Booklet, N.J.A.C. 13:28-6.27).
- f. Provide a copy of the lease agreement.

**Section #9 • Floor Plan (N.J.A.C. 13:28-6.7)**

Enclose a sketch, drawn to scale, showing classroom space, lavatories, locker rooms, office space and any other areas to be included in the school. Dimensions and total square footage of **each** room/area/space **must** be visible on the floor plan as well as the **total square footage of the entire school**. In addition, each room **must** be identified regarding its use (for example, classroom, clinic, lunch room, etc.).

**Sanitary facilities:** Please indicate the **number** and **locations** of toilets, wash basins and drinking fountains.

Toilets: \_\_\_\_\_ Locations: \_\_\_\_\_

Wash basins: \_\_\_\_\_ Locations:

Drinking fountains: \_\_\_\_\_ Locations:

**Section #10 • Minimum Equipment (N.J.A.C. 13:28-6.20)**

Equipment	Quantity	Equipment	Quantity
Six shampoo bowls with at least one bowl per classroom		A high-frequency instrument and attachments	
Three metal pressing combs and three flat irons		Robes for patrons	
Six manicure tables		A barber chair	
Three Marcel ovens and Marcel irons		A latherizer	
Six hair dryers		One hone	
A facial steamer		One strop	
One ultraviolet sterilizer		Electric clippers (for barbering)	
A clean, closed receptacle for storage of sanitized implements and tools at each work station.		One locker for each pupil with provisions for security	
Foot soaking equipment.		One lavatory for men	
Six canvas or styrofoam blocks		One lavatory for women	
One practice manikin per student		One teachers' lavatory for schools having three or more teachers	
One reclining facial chair		Student tool kits - Cosmetology/Hairstyling <i>(N.J.A.C. 13:28-6.20(c)) Provide a list of all of the tools (combs, clips, etc.) the student will receive.</i>	
A utility table with disposable sanitary covering		Student tool kits - Manicuring <i>(N.J.A.C. 13:28-6.20(f)) Provide a list of all of the tools the student will receive.</i>	
A make-up stool		Student tool kits - Skin care specialty <i>(N.J.A.C. 13:28-6.20(g)) Provide a list of all of the tools the student will receive.</i>	
Professional clinical uniform or lab-type jacket per student		Student tool kits - Barbering <i>(N.J.A.C. 13:28-6.20(e)) Provide list of all of the tools the students will receive.</i>	
A designated location for cleaning and disinfecting implements and tools		Student tool kits - Beauty Culture <i>(N.J.A.C. 13:28-6.20(d)) Provide list of all of the tools the students will receive.</i>	
One container for enzymatic cleaning solution for each manicuring table that allows implements and tools to be totally immersed.		Working stations, chairs, mirrors, shelves, facilities, blackboards and charts. <i>(N.J.A.C. 13:28-6.20(j)) Provide a list of workplace equipment.</i>	
An electric heating mask		Student tool kits - Hair Braiding <i>(N.J.A.C. 13:28-6.20(h)) Provide a list of workplace equipment.</i>	
A suction machine and attachments		Separate closed cabinets for supplies	
A galvanic machine and attachments		One closed container for soiled linens per classroom.	
A magnifying lamp		One closed container for all waste materials per classroom.	
An electric brushing machine and attachments		Sufficient supply of properly labeled lotion containers with tops or covers.	
A waxing machine		Separate classrooms. <i>(N.J.A.C. 13:28-6.20(l)) Provide a list of all separate classrooms.</i>	
A spray machine and attachments		Furnishings and supplies to properly teach students. <i>(N.J.A.C. 13:28-6.20(m))</i>	
A Wood's lamp		A bulletin board	

**Section #11 • Enrollment Agreement / Student Contract (N.J.A.C. 13:28-6.2(b))**

- a. An enrollment agreement must be used to clearly state the length of the course, the cost of the course, the method of payment and the refund policy.
- b. The refund policy must conform to acceptable standards.
- c. A sample of the enrollment agreement *must* be submitted with this application.

**Section #12 • Courses (N.J.A.C. 13:28-6.2 and 6.28 to 6.36)**

- a. Attach an outline of each course showing the hours of instruction, both theory and practical, for each unit.
- b. For each course, attach a daily lesson plan for three separate instructional units. Each plan should include an hour-by-hour breakdown.
- c. List all of the textbooks that will be used.

<b>Textbook</b>	
<b>Textbook</b>	
<b>Textbook</b>	
<b>Textbook</b>	
<b>Textbook</b>	

**Section #13 • Course Outline for Students (N.J.A.C. 13:28-6.28 to 6.36)**

A course outline *must* be furnished to each student upon enrollment in the course. Providing the student with a school bulletin or catalog that contains an outline of the course will satisfy this requirement.

Please indicate how the course outline will be furnished to the student.

*A sample of the course outline must be submitted with this application.*



**Section #14 • School Bulletin**

A sample of the school bulletin must be submitted with this application. The following items should serve as a guide in the development of the school bulletin.

Item	Page No.	Item	Page No.
Name of school		A statement regarding the record of academic progress kept by the school and furnished to the student.	
School address		Policy relating to student conduct and conditions of dismissal	
Telephone, fax, e-mail numbers		Tuition costs	
Volume number and publication date		Other charges	
License requirements		Statement of the tuition refund policy	
Name of governing body		Is the refund policy in compliance with State regulations?	
Names of administrators		Course outline with hours	
Names of faculty members		Course descriptions (optional)	
School calendar showing legal holidays and beginning and ending dates of each term, etc.		Description of school facilities and equipment	
Entrance requirements for each course		School policy relative to granting credit for previous education	
School policy on leave, absences, class cuts, make-up work and interruptions for unsatisfactory progress		Requirements for graduation	
Policy on the standards of progress required for the student Grading system Probational period Re-entrance conditions		Student equipment list	

**Section #15 School Records (N.J.A.C. 13:28-6.12(c) and 6.15)**

The following school records must be submitted. Place a check (✓) mark next to the records the school will maintain. **Please enclose samples.**

Records	Maintained	Records	Maintained
Attendance (Sign-in sheets)		N.J. Cosmetology & Hairstyling Laws and Regulations	
Student's time sheet		Tuition payments	
Student's progress (Must show units of instruction completed with a periodic grade.)		N.J. State Board of Cosmetology & Hairstyling examination results	
Make-up class		Graduate information	
School rules and regulations		Job placement	

**Section #16 • Class Schedules (N.J.A.C. 13:28-6.11, 12 and 13)**

List the hours classes are in session.

	Monday hours	Tuesday hours	Wednesday hours	Thursday hours	Friday hours	Saturday hours
Day						
Evening						
Make-up classes						

**Section #17 • Policy of the School regarding Absences (N.J.A.C. 13:28-6.21(g), (i) and (n))**

Briefly describe the policy of the school dealing with absences and make-up work.

**Section #18 • Credit for Prior Training (N.J.A.C. 13:28-6.21(l))**

Will appropriate credit be given for previous training and experience?  Yes  No

How will this be accomplished?

**Section #19 • Other School Policies**

What other rules and regulations will serve as school policy and be enforced as such?

**Section #20 • Certificate of Completion (N.J.A.C. 13:28-6.2(b))**

Provide a sample of the certificate that will be issued to students upon successful completion of the course.

**Section #21 • Board of Health Approval**

Provide a copy of the Board of Health approval.

**Section #22 • Advertising (N.J.A.C. 13:28-6.4)**

Provide a sample of any proposed advertising. The applicant *must* indicate the sources that will be used, such as newspapers, magazines, radio, etc.

**Section #23 • Insurance**

List the names of the liability and worker's compensation insurance companies, policy numbers and the amount of coverage currently in effect.

Insurance company	Policy number	Amount of coverage

List the name of the performance bond insurance company, the policy number and expiration date, and the amount of coverage currently in effect. (*Regulations Booklet, N.J.A.C. 13:28-6.37*)

Insurance company	Policy number	Expiration date	Amount of coverage

*A copy of the school bond must be submitted with this application.*

**Section #24 • Certified/Audited Financial Data (N.J.A.C. 13:28-6.2 (b))**

Provide financial information for the corporate or individual owners responsible for the operation of the school. A complete certified-audited statement of financial responsibility and financial ability to conduct a school *must* be submitted.

- a. **Assets** - a complete statement of real estate and personal property owned.
- b. **Liabilities** - include all indebtedness, unpaid accounts, judgments, mortgages and all other liabilities.
- c. **Financial ability** - furnish proof of financial ability and responsibility. Bank references *must* be submitted.
- d. **Submit a copy of the project's operating budget for the first year.**

**Certification / Signature of Applicant(s)**

I/We hereby certify that the statements made herein are true to the best of my/our knowledge and belief, and are made for the purpose of inducing the New Jersey State Board of Cosmetology and Hairstyling to issue a school license. If granted, I/we agree to comply with the laws and rules and regulations of the Board.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

*This application must be executed before an individual authorized by law to administer oaths.*

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me the said \_\_\_\_\_ to me known to be the individual(s) described herein and who executed the foregoing instrument, and he/she/they duly acknowledged to me that he/she/they executed the same, and that the statements contained therein are true.

Signature of officer: \_\_\_\_\_ Official title: \_\_\_\_\_

Expiration of commission: \_\_\_\_\_





New Jersey Office of the Attorney General  
 Division of Consumer Affairs  
**New Jersey State Board of Cosmetology and Hairstyling**



## School Bond

*Know all these men by this document that we,*

\_\_\_\_\_ of the City of \_\_\_\_\_ County of \_\_\_\_\_ and State of \_\_\_\_\_

as Principal, and the Surety, \_\_\_\_\_, are held and firmly bound unto the **State of New Jersey**, for the use and benefit of any person, or persons, interested in the subject matter of this bond, in the penal sum of \_\_\_\_\_ **dollars, (\$\_\_\_\_\_)**, for the payment of which well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators and assigns by this document.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_**

*Whereas*, the Principal has applied to the New Jersey State Board of Cosmetology and Hairstyling for a license to operate a cosmetology and hairstyling school in the State of New Jersey under Section 10 of N.J.S.A. 45:5B.

*Whereas*, this bond is required for the due and faithful performance by the Principal in compliance with the provisions of N.J.S.A. 45:5B-1 through N.J.S.A. 45:5B-41, inclusive.

*Now, therefore*, the condition of this bond is such that if the Principal shall duly and faithfully perform the terms and conditions of any and all contracts, oral or written, made with students attending its school, and the provisions of N.J.S.A. 45:5B-1 through N.J.S.A. 45:5B-41, inclusive, then this obligation shall be void, otherwise to remain in full force and effect.

**The term of this bond is from \_\_\_\_\_ to \_\_\_\_\_ .**

*It is mutually understood and agreed between all parties hereto* that if the Surety shall so elect, this bond may be cancelled by giving thirty (30) days' notice in writing to the said Obligee and this bond shall be deemed cancelled at the expiration of said thirty (30) days, the said Surety remaining liable for all or any act or acts covered by this bond, which may have been committed by the Principal up to the date of such cancellation, under the terms, conditions and provisions of this bond.

**Signed, sealed and delivered in the presence of**

By \_\_\_\_\_  
Witness

\_\_\_\_\_  
Principal





**New Jersey Office of the Attorney General**  
 Division of Consumer Affairs  
 New Jersey State Board of Cosmetology and Hairstyling  
 124 Halsey Street, 6th Floor, P.O. Box 45003  
 Newark, New Jersey 07101  
 (973) 504-6455



**Cosmetology School Bulletin Evaluation Criteria Work Sheet**

1. Are the following items included in the bulletin?

	Yes	No	Comments
Name of school			
School address			
Telephone, fax, e-mail numbers			
Volume number and date of publication			
License requirements			
Name of governing body			
Names of administration			
Names of faculty			
School calendar showing legal holidays and beginning and ending dates of each term			
Entrance requirements for each course			
School policy on leave, absences, class cuts, make-up work and interruptions for unsatisfactory progress			
Policy on the standards of progress required for the student Grading system Probational period Re-entrance conditions			
A statement regarding the record of academic progress kept by the school and furnished to the student			
Policy relating to student conduct and conditions of dismissal			
Tuition costs			
Other charges			
Statement of the tuition refund policy			
Is the refund policy in compliance with State regulations?			
Course outlines with hours			
Course descriptions (optional)			
Description of school facilities and equipment			
School policy relative to granting credit for previous education			
Requirements for graduation			
Student equipment list			

2a. Misleading statements

2b. Misleading illustrations

2c. Approval / Accrediting statements

3. Typographical, proofreading, grammatical errors

4. Other

Comments

School: \_\_\_\_\_ Attention: \_\_\_\_\_

**The enclosed school bulletin  is  is not in compliance.**

Date: \_\_\_\_\_ By: \_\_\_\_\_