

## Cosmetology School Application Checklist

- A.A.C. R4-10-201 (A)(1)(a)** Contact information: name, address, email address, federal tax identification number and phone number;
- A.A.C. R4-10-201 (A)(1)(b)** Partnership information: each partners name, address and identification of whether each is a limited or general partner;
- A.A.C. R4-10-201 (A)(1)(c)** Corporation information: the state of incorporation and name, title and address of at least two officers of the corporation and the statutory agent;
- A.A.C. R4-10-201 (A)(1)(d)** Limited liability: name and address of each member, manager and statutory agent;
- A.A.C. R4-10-201 (A)(1)(e)** Arizona school district or community college: office address of the school district or community college, number of the school district and name of the superintendent or name of the community college dean;
- A.A.C. R4-10-201 (A)(1)(f)** the name under which the school will be operated as registered with the Arizona Secretary of State;
- A.A.C. R4-10-201 (A)(1)(g)** License Instructor Information: the name and Board-issued license number of the instructor in charge of the school;
- A.A.C. R4-10-201 (A)(1)(h)** Existing school: the date the applicant will be assuming ownership;
- A.A.C. R4-10-201 (A)(1)(i)** New school: the scheduled date for opening the school (must be 30 days or more from the application date);
- A.A.C. R4-10-201 (2)(a)** Copy of the partnership agreement for a partnership
- A.A.C. R4-10-201 (2) (b)** copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation
- A.A.C. R4-10-201 (2) (c)** Copy of the articles of organization for a limited liability
- A.A.C. R4-10-201 (3)** A signed statement that the establishment has the equipment required by statute and rule for a school;
- A.A.C. R4-10-201 (4)** An unexecuted student-school contract form, as required under A.R.S. § 32-558;
- A.A.C. R4-10-201 (5)** An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
- A.A.C. R4-10-201 (6)** A proposed schedule of course to be taught at the school;
- A.A.C. R4-10-201 (7)** The name, address, email address and phone number of a bonding company, as required under A.R.S. § 32-551, and a copy of the bond;
- A.A.C. R4-10-201 (8)** A copy of all school policies and procedures;
- A.A.C. R4-10-201 (9)** School Catalog including the number of days during course enrollment necessary to complete the course hours, the days and hours of operation, vacation periods and holidays, policies regarding leaves of absence, refunds and vacation approval for students;



## School License Application

Type of school:    Cosmetology                  Nail Technology                  Aesthetics                  Hair Styling  
(Cosmetology school only, if you are offering an ALL course)

                                 New Salon                  Owner Change                  Name Change                  Location Change

### Owner's Information

First Name:                                  Last Name:

Address:    City:                                  State:                                  Zip:

Phone:    Work Phone:

Social Security #:                          Federal ID #:

**Applicant is:**                  Individual                  Partnership                  Corporation                  School District

Have you ever applied for or owned a school?                  Yes                  No

If yes, name of school:

### Corporation Information

If you are a corporation, please submit articles of incorporation.

Do you have authority to do business in Arizona?                  Yes                  No

#### Officers:

First Name:                                  Last Name:                                  Title:

Address:    City:    State:    Zip:

**Partnership Information**

Please list all partners; indicate general or limited and enclose a signed copy of the partnership agreement.

First Name:

Last Name:

Title:

Address:

City:

State:

Zip:

---

First Name:

Last Name:

Title:

Address:

City:

State:

Zip:

**Bond Information**

Name of Bond Company:

Phone Number:

Address:

City:

State:

Zip Code:

**School Information**

School Name:

School Address:

City:

State: AZ

Zip:

School Main Phone Number:

Website Address:



School's Contact Email:

**Instructor in Charge:**

First Name:

Last Name:

Instructor's Arizona License #:

Phone Number:

Date of Proposed Opening:

Date Assuming Ownership change if existing school:

Additional Instructor Names and License #s:

**School Requirements**

Does the proposed school provide the following requirements for the type of school to be licensed: (please refer to the Arizona Administrative Code at the end of this application).

- A.A.C R4-10-206 Cosmetology School Requirements
- A.A.C R4-10-206.1 Hairstyling School Requirements
- A.A.C R4-10-208 Combined School Requirements
- A.A.C R4-10-205 Aesthetic School Requirements
- A.A.C R4-10-207 Nail Technology School Requirements

Number of Square Feet within the School Area:

Does the school's library contain the following:

- Standard Dictionary
- Medical Dictionary
- Anatomy Charts
- Three current periodicals on the art and science of cosmetology
- Current cosmetology related instruction manuals or textbooks



## Notary

I hereby certify that my signature below verifies that the information provided for this application is true and correct to the best of my knowledge and I understand the laws and rules of the Arizona Barbering and Cosmetology Board.

Owner's Signature

Printed Name

Date

Subscribed and sworn to before me this

day of

Notary Public

Pursuant to A.A.C. R4-10-201 (B)(1)(c) I attest that this establishment has the equipment required by statute and rule for the operation of a school.

Pursuant to A.A.C. R4-10-201 (D) I attest that within five days after a change occurs during the license year, I shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.

\_\_\_\_\_  
Licensee Signature and Date