

STATE OF MAINE

BARBERING AND COSMETOLOGY

Application for Initial School License



Department of Professional and Financial Regulation
Office of Licensing and Registration

Board of Barbering and Cosmetology

35 State House Station
Augusta, Maine 04333-0035

Telephone: (207) 624-8632

Fax: (207) 624-8637

TTY/Hearing-Impaired: (207) 624-8563

Geraldine L. Betts, Administrator Email: jeri.l.betts@state.me.us
Linda S. Harris, Board Clerk Email: linda.s.harris@state.me.us

PART 1- General Information

1. Name of School (Please list the full name as it should appear on the license)

2. School Mailing Address

Street: _____

City: _____ State: _____ Zip: _____

3. Physical Location of School

Street: _____

City: _____ State: _____ Zip: _____

4. Contact

School Telephone #: _____

Fax: _____ Email: _____

5. Name of School Owner(s)

6. Name of School Manager/Director (If different from #5 above)

(Name)

(Title)

7. Federal Tax #

PART 2 - SPECIFIC INFORMATION

Specific information must include the curriculum for each course taught at your institution, in addition to clock hours and curriculum for any other courses that you may offer. *(Check all that apply):*

<input type="checkbox"/>	Aesthetics	600 clock hours
<input type="checkbox"/>	Barbering	1,500 clock hours
<input type="checkbox"/>	Cosmetology	1,500 clock hours
<input type="checkbox"/>	Manicuring	200 clock hours
<input type="checkbox"/>	Cosmetology Student Instructor	1,000 clock hours

Your school will be reviewed and approved on the basis of the courses you indicate above. You must report any modifications to the above to the Board immediately. New courses added other than those specified above must first be approved by the Board before the courses may be offered and taught.

Before providing the following, **please review the enclosed copy of Chapter 6 of the Board's rules** relating to the licensing of schools as well as Chapter 3 that apply to safety and sanitation in the practice setting. The specific information provided must demonstrate that the appropriate rules have been met.

Responses to the following may be referenced to pages in the school catalog or other school publications or documents.

Please provide the following on separate attachments:

1. Documentation that the school meets applicable Maine fire safety and local building code standards. Such documentation should include copies of current permits or certificates indicating compliance.
2. A floor plan and description of the facility which will house the school and its program. Attention should be given to identifying the use made of the indicated areas, and the dimensions and square footage of each.
3. Tuition, Fees, Other Charges: Cite catalog/brochure page(s).
4. Admission Requirements: Cite catalog/brochure page(s).
5. Instructional Staff: For each staff member, please indicate name, background experience and teaching assignment. Include the license number, license expiration date, and date of employment for each.
6. Record Keeping and Reporting Procedures: Submit copies of all forms.
7. Academic Progress Standards: Enclose copies or cites catalog/brochure page(s).
8. Graduation Requirements: Enclose copies or cites catalog/brochure page(s).

9. Five copies of the school's current catalog/brochure must be submitted.

PART 3 - Application Fee, Bonding, Facility Permit, Financial Statement

1. An application fee in the amount of \$100.00 shall be enclosed with this application. Check must be made payable to the **Treasurer, State of Maine**; or, you may elect to pay by credit card. An authorization form is enclosed if you choose this method of payment.
2. Evidence shall be submitted to indicate that the school has a valid surety bond as required by 32 MRSA, Subchapter IV, §14246(1). The appropriate form for completion is enclosed.
3. Evidence shall be submitted to show that all licenses and/or permits issued by local and state agencies indicating compliance with fire safety and local or municipal building codes are current and valid.
4. A copy of the most recently financial statement as required by 32 MRSA, Subchapter IV, §14246(2) and board rules shall be submitted with the school's application for licensure.
5. A copy of the school's current insurance policy that meets the requirements set in rule.

Name of person completing and submitting this application:

Signature

Print Name

Date

Return this application and supporting documents to: Geraldine L. Betts
(Address noted on the cover of this application)



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
Maine State Board of Barbering & Cosmetology

35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035
TELEPHONE: (207)-624-8632 FAX: (207) 624-8637
TTY/HEARING IMPAIRED: (207) 624-8653

ANGUS S. KING, JR.
GOVERNOR

ANNE L. HEAD
DIRECTOR

April 28, 2000

(Insert Name and Address)

RE: *(Insert School Name, City, State)*

Dear *(Insert Salutation)*:

Enclosed is the form regarding the bond for the above name cosmetology school. Please be advised that the Legislature amended the bond requirements for schools, which are licensed by this Board. The following is an excerpt from the current law regarding bonds. You may also access the entire law at our web address at <http://www.state.me.us/pfr/led/barber/proposed.htm>

Title 32 §14246(1) License application form; fee; bond

1. Application requirements; licensing; bonding and revocation of license.

The application for a license required by this subchapter must be made on forms furnished by the board and be accompanied by an application fee not to exceed \$100 and a surety bond. For applicants that participate in state or federal financial aid programs, except the Federal Direct Student Loan Program under the federal Higher Education Act of 1965, 20 United States Code, Section 1087a et seq., the bond must be in favor of the Finance Authority of Maine. For all other applicants, the bond must be in favor of the board. The amount of the bond for a new applicant is \$20,000. For renewal applicants, the amount of the bond must be equal to the greater of 10% of the applicant's gross receipts from tuition in the 12 months prior to the application for renewal or \$20,000.

A. A license is valid for the calendar year in which it is issued. [1997, c. 266, §18 (new).]

B. The bond must be continuous and must provide indemnification to any student suffering loss as a result of any fraud, misrepresentation, violation of this subchapter or rules adopted under this subchapter or breach of contract. The bond must provide for written notification by the surety to the board in the event of cancellation. Cancellation of the bond by the surety, or payment under the bond by the surety to the board or the Finance Authority of Maine, results in the revocation of the license. The bond must also specifically provide that proceeds are available to pay tuition refunds to students or to student loan lenders on behalf of students eligible for those refunds pursuant to the policies of the school or state or federal law, rule or regulation. [1997, c. 771, §11 (amd).]

C. If one or more students notify the board or the Finance Authority of Maine of a claim the student has against the school for fraud, misrepresentation, breach of contract or refund due, or that the school has violated the provisions of this subchapter or applicable rules, or if any such event is discovered by the board or the Finance Authority of Maine from other sources and the holder of the bond has reason to believe the claim is valid, the holder may make a claim against the bond on behalf of the student or students affected, or on behalf of the board. The board and the Finance Authority of Maine have the concurrent right at any time to review the school's operations and all its records to determine if the school is in compliance with this subchapter and rules adopted under this subchapter, or to determine if any claim of a student against the school is valid. [1997, c. 771, §11 (new).]

[1997, c. 771, §11 (amd).]

Please do not hesitate to let me know if I can be of further assistance.

Sincerely,

Geraldine L. Betts
Administrator

c:



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Maine State Board of Barbering & Cosmetology

35 STATE HOUSE STATION
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ANGUS S. KING, JR.
 GOVERNOR

ANNE L. HEAD
 DIRECTOR

Blanket Bond
Private Business, Trade of Technical School
for Barbering, Cosmetology, Manicuring or Aesthetic Schools
(Continuous)

Bond No. _____

_____, the address of which is _____ as,
 principal, and _____ the address of which
 is _____, as surety, jointly and
 severally bond ourselves, and each of our heirs, executors, administrators, successors and assigns
 by these presents to be held and bound unto the State of Maine, (check one of the following)
Maine Board of Barbering & Cosmetology or the Finance Authority of Maine in the sum of
 \$ _____ to provide indemnification by the principal, to any student suffering
 loss as a result of any fraud, misrepresentation, violation of Title 32 §14246 or rules adopted under
 this subchapter or breach of contract, as authorized and required by Title 32 §14246.

In accordance with Title 32 §14246(1)(B), the bond proceeds are available to pay tuition refunds to
 students or to student loan lenders on behalf of students eligible for those refunds pursuant to the
 policies of the school or state or federal law, rule or regulation.

This bond is a requirement for the above-named principal to apply for a license as a privately owned
 business, trade or technical school pursuant to Title 32 §§14245-14252.

NOW THEREFORE, if the above-named principal shall fully and faithfully perform its contracts and
 agreements with students with no fraud or misrepresentation and otherwise comply with applicable
 law and the terms of this Bond; this obligation shall be void; but otherwise this obligation shall remain
 in full force until canceled by the principal or surety, provided that no such cancellation shall be
 effective until 60 days after written notice of such cancellation has been received by the State of
 Maine, Department of Professional and Financial Regulation, Board of Barbering and Cosmetology,
 at the address shown above, and further provided that cancellation of this instrument shall not affect
 the obligation of the principal and surety to provide indemnification to the beneficiary for losses
 caused as a result of any covered action by the principal that occurred while this instrument was in
 effect.

Date:

(Principal)

By: _____

(Surety)

By: _____
(Attorney-in-fact)

**Acknowledgment of Signature of Principal
(corporation)**

State of _____
of _____

County _____

On this _____ day of _____, 19____, before me personally appeared _____, to me personally known, who being by me duly sworn did say that he or she is the _____ of _____; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was executed on behalf of the corporation by authority of its board of directors; and the said _____ acknowledged the instrument to be the free act and deed of the corporation.

Notary Public, _____

(County and State)

My commission expires _____, 19_____

**Acknowledgment of Signature of Principal
(partnership)**

State of _____
of _____

County _____

On this _____ day of _____, 19____, before me personally appeared _____, to me personally known, who being by me duly sworn did say that he or she is a partner of _____, that execution of the instrument carries on in the usual way the business of the partnership, and that he is authorized to execute the instrument on behalf of the partnership; and the said _____

_____ acknowledged the instrument to be the free act and deed of the partnership.

Notary Public, _____

(County and State)

My commission expires _____, 19_____

**Acknowledgment of Signature of Principal
(sole proprietorship)**

State of _____
of _____

County

On this _____ day of _____, 19____, before me personally appeared _____, to me personally known, who being by me duly sworn did say that he or she is principal and acknowledged the instrument to be his free act and deed.

Notary Public, _____

(County and State)

My commission expires _____, 19_____

**Acknowledgment of Signature of
Attorney-in-fact of Surety**

NOTE: The power of attorney must be separately attached.

State of _____

County of _____

On this _____ day of _____, 19____, before me personally appeared _____, to me personally known, who being by me duly sworn did say that he is the attorney-in-fact of _____;

that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was executed on behalf of the corporation by authority of its board of directors; and the said

_____ acknowledged the instrument to be the free act and deed of the corporation.

Notary Public, _____

(County and State)

My commission expires _____, 19_____



ANGUS S. KING, JR.
GOVERNOR

STATE OF MAINE
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AND FINANCIAL REGULATION
Maine State Board of Barbering & Cosmetology
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04333-0035

ANNE L. HEAD
DIRECTOR



AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application. Payment through credit cards will not be processed without this authorization form.

Name: (applicant fees being paid for)		
Mailing Address: (applicant fees being paid for)		
City:	State:	Zip Code:
County:	Telephone #: (____) _____ - _____	
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my:

Visa MasterCard _____ **Card number**

Expiration date: ____/____/____ **in the amount of: \$** _____

Signature: _____ **Date:** ____/____/____

PHONE: (207)624-8632
(Office Phone)

FAX: (207)624-8637



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(207)624-8653 (HEARING IMPAIRED)