

INSTRUCTION SHEET

BARBER SCHOOL

BEFORE COMPLETING THE APPLICATION PACKAGE, read each of the steps below in the order that they are listed, then follow the directions for the specific type of application you are submitting. This will aid you in accurately completing your application and thus, eliminate any delay in processing.

Step 1. Contents of Application Package:

- a. Application for Barber School
- b. Commitment Statement
- c. Copy of Students' Rights
- d. Copy of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985
- e. Copy of the Administrative Rules for the Act

Step 2. Profession name, profession code, type of application and fees.

PROFESSION NAME	PROFESSION CODE	TYPE OF APPLICATION	FEES
Barber School	008	New School	\$200.00
Barber School	008	Change of Ownership	\$200.00
Barber School	008	Change of Location	\$200.00
Barber School	008	On-Site Expansion	\$ 50.00
Barber School	008	Off-Site Expansion	\$ 50.00

Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. **ALL FEES ARE NONREFUNDABLE.**

Step 3. Forward application, supporting documents and fee payment to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

Step 4. If assistance is needed, direct your request to 217-782-8556.

The Act and Administrative Rules can be downloaded from the IDFPR Web site at www.idfpr.com.

INSTRUCTIONS FOR MAKING APPLICATION FOR A NEW BARBER SCHOOL

1. Complete Parts I, II and V of the Application for a Barber School in their entirety.
2. Submit a certified financial statement prepared by a public accountant licensed under the Illinois Public Accounting Act who is not an employee of the school, indicating sufficient finances exist to operate the school for one full year.
3. If school site is leased, submit a copy of an executed lease agreement which verifies at least a one year commitment to the use of the school site. If the school site is owned, submit a copy of legal document verifying ownership.
4. If school is owned by a partnership, submit a copy of the partnership agreement which identifies all partners and the partner who will be serving as the authorized agent of the school.
5. If school is owned by a corporation, submit a copy of the Articles of Incorporation which have been filed with the Illinois Secretary of State.

If school is owned by a foreign corporation (those incorporated outside of Illinois), submit a copy of the Articles of Incorporation and a copy of the Certificate of Authority to conduct business in Illinois as issued by the Illinois Secretary of State.

6. A Commitment Statement must be signed and dated by the school's chief managing employee and each partner or each officer of the corporation.
7. Submit a floor plan of the proposed school in accordance with Section 1175.305 of the Rules. The floor plan must be drawn to a scale specified on the floor plan, showing every detail of the proposed school.
8. Submit a signed fire inspection report from the local fire inspection authority giving approval for use of the site as a school. Inspection must have occurred within 6 months of application.
9. Submit a copy of the official student contract to be used by the school in accordance with Section 1175.310 of the Rules.
10. Submit a copy of the curricula which will be followed for each course of instruction to be offered by the school. Refer to Section 1175.330 and 1175.335 of the Rules.
11. Submit a copy of the school's official transcript in accordance with Section 1175.320 of the Rules. An official transcript must be submitted for each course of instruction offered.
12. Barber schools shall only offer instruction in barbering and barber teacher education.
13. Forward application, supporting documents and appropriate fee (see Page 1, Step 2) to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Division will schedule an inspection of the school premises after the application, fee and all supporting documents have been properly completed and filed. **School operations shall not commence, nor shall the school in any way solicit student enrollment, until the school has received written notice of approval from the Division.**

INSTRUCTIONS FOR MAKING APPLICATION FOR A CHANGE OF OWNERSHIP OF A BARBER SCHOOL

WITHIN 5 WORKING DAYS FROM THE DATE TITLE TO THE SCHOOL IS TRANSFERRED, the new owner must mail to the Division an affidavit stating that the contract setting forth the conditions of the sale of the school is contingent on a license being issued to the new owner. If this is not provided, the school must close on the date of the transfer and remain closed until a new license is issued. The new owner must also:

1. Complete Parts I, II, III and V of the Application for a Barber School in their entirety.
2. Submit a certified financial statement prepared by a public accountant licensed under the Illinois Public Accounting Act who is not an employee of the school, indicating sufficient finances exist to operate the school for one full year.
3. If school site is leased, submit a copy of an executed lease agreement which verifies at least a one (1) year commitment to the use of the school site. If the school site is owned, submit a copy of legal document verifying ownership.
4. If school is owned by a partnership, submit a copy of the partnership agreement which identifies all partners and the partner who will be serving as the authorized agent of the school.
5. If school is owned by a corporation, submit a copy of the Articles of Incorporation which have been filed with the Illinois Secretary of State.

If school is owned by a foreign corporation (those incorporated outside of Illinois), submit a copy of the Articles of Incorporation and a copy of the Certificate of Authority to conduct business in Illinois as issued by the Illinois Secretary of State.

6. List the names, addresses and current status of all schools in which you have previously owned any interest, and a declaration as to whether any of these schools were ever denied accreditation or licensing or lost accreditation or licensing from any governmental body or accrediting agency.
7. A commitment statement must be signed and dated by the school's chief managing employee and each partner or each officer of the corporation.
8. Submit a detailed floor plan, if any expansion is to be done by new owner. The school's dimensions must be in compliance with the rules in force on the date of the application for the change of ownership.
9. Submit a signed fire inspection report from the local fire inspection authority giving approval for use of the site as a school. The report must have been issued within 6 months of the application for change of ownership.
10. Submit a copy of the official student contract to be used by the school in accordance with Section 1175.310 of the Rules.
11. Submit a copy of the curricula which will be followed for each course of instruction to be offered by the school.
12. Submit a copy of the school's official transcript in accordance with Section 1175.320 of the Rules. An official transcript must be submitted for each course of instruction offered.
13. If a name change is to also occur, the new owner must submit a sample of the new school seal and a photo of the new school sign.
14. Forward application, supporting documents and appropriate fee (see Page 1, Step 2) to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Division will schedule an inspection of the school premises after the application, fee and all supporting documents have been properly completed and filed.

**INSTRUCTIONS FOR MAKING
APPLICATION FOR A CHANGE OF LOCATION
OF A LICENSED BARBER SCHOOL**

At least 30 days in advance of a change in location, the school owner must submit a written notice advising the Division of the anticipated change.

1. Complete Parts I, II, IV and V of the Application for a Barber School in their entirety.
2. If school site is leased, submit a copy of an executed lease agreement which verifies at least a one-year commitment to the use of the school site. If the school site is owned, submit a copy of legal document verifying ownership.
3. Submit a detailed floor plan of the school. The school's dimensions must be in compliance with the rules in force on the date of the application for change of location. The floor plan must be drawn to a scale specified on the drawing.
4. Submit a signed fire inspection report from the local fire inspection authority giving approval for use of the site as a school. The report must have been issued within 6 months of the application for change of location.
5. Submit a signed and dated statement certifying that the school meets all of the requirements of Subpart C of the Rules.
6. Forward application, supporting documents and appropriate fee (see Page 1, Step 2) to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Division will schedule an inspection of the site after the application, fee and all supporting documents have been properly completed and filed. The site shall not be used until the inspection has occurred and the owner has received written notification of approval from the Division.

School operations shall not commence at the new location, nor may the school in any way solicit student enrollment, until the owners have received written notice of approval from the Division.

INSTRUCTIONS FOR MAKING APPLICATION FOR AN ON-SITE EXPANSION OF A LICENSED BARBER SCHOOL

At least 30 days in advance of an expansion, the school owner must submit a written notice advising the Division of the anticipated expansion.

1. Complete Parts I, II, and V of the application for a Barber School in their entirety.
2. Submit a statement from the school owner outlining the purpose of the expansion.
3. Submit a detailed floor plan, drawn to scale specified on the floor plan. The plan must include all school facilities, including the expansion.
4. Submit a listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion.
5. Submit a signed and dated statement certifying that the school meets all of the requirements of Subpart C of the Rules.
6. Forward application, supporting documents, and appropriate fee (see Page 1, Step 2) to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Division will schedule an inspection of the site after the application, fee, and all supporting documents have been properly completed and filed. The site shall not be used until the inspection has occurred and the owner has received written notification of approval from the Division.

INSTRUCTIONS FOR MAKING APPLICATION FOR AN OFF-SITE EXPANSION OF A LICENSED BARBER SCHOOL

At least 30 days in advance of an expansion, the school owner must submit a written notice advising the Division of the anticipated expansion.

Note: An off-site classroom location is defined as a separate classroom that is located within 5 miles of the main school site that serves to provide adequate space in which to train an overflow of students. A clinic may not be operated at an off-site classroom location. A school may establish only 1 off-site classroom location. All identifying signs and materials must reflect the name of the main school.

1. Complete Parts I, II, and V of the application for a Barber School in their entirety.
2. Submit a statement from the school owner outlining the purpose of the classroom location.
3. Submit a detailed floor plan, drawn to scale.
4. Submit a copy of a lease showing at least 1-year commitment to the use of the site or certification of ownership of the proposed site.
5. Submit a signed fire inspection report from the local fire inspection authority within 6 months prior to application, giving approval for use of the site as a classroom location.
6. Submit a financial statement prepared by a public accountant licensed under the Illinois Public Accounting Act who is not an employee of the school, indicating sufficient finances exist to operate the school for at least 3 months.
7. Submit a listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion.
8. Submit a signed and dated statement certifying that the school meets all of the requirements of Subpart C of the Rules.
9. Forward application, supporting documents, and appropriate fee (see Page 1, Step 2) to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Division will schedule an inspection of the site after the application, fee, and all supporting documents have been properly completed and filed. The site shall not be used until the inspection has occurred and the owner has received written notification of approval from the Division.

18. PREVIOUS OWNERSHIP - Indicate names, addresses and current status of all schools in which any owner, partner, stockholder or director owns or has previously owned any interest.

NAME OF SCHOOL	ADDRESS (Include Street Address, City, State, ZIP Code)	STATE OF LICENSURE	STATUS

Have any of these schools ever been denied accreditation or licensing, or lost accreditation or licensing from any governmental body or accrediting agency? Yes No *If Yes, attach a detailed explanation.*

PART III: To Be Completed for Change of Ownership

1. NAME AND ADDRESS OF SCHOOL BEING PURCHASED	2. SCHOOL LICENSE NUMBER
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3. LIST NAMES AND ADDRESSES OF OWNERS, PARTNERS, STOCKHOLDERS OR DIRECTORS OF SCHOOL NAMED IN NUMBER 1 ABOVE.

NAME	ADDRESS (Include Street Address, City, State, ZIP Code)	TITLE

4. WILL NEW OWNERS ASSUME RESPONSIBILITY FOR MAINTENANCE OF RECORDS OF STUDENTS WHO ATTEND THIS SCHOOL UNDER PREVIOUS OWNERSHIP? YES NO

If "NO," provide the name and telephone number of contact person in charge of records, dates of records, and exact location where records will be maintained.

Name of Barber School:

FEIN or SS#:

Profession Name: BARBER SCHOOL

PART IV: To Be Completed for Change of Location

1. SCHOOL'S CURRENT ADDRESS (Include School Name, Street Address, City, State, ZIP Code)

2. SCHOOL'S CURRENT LICENSE NUMBER

Name of Barber School:

PART V: Certifying Statement (Note: This application MUST be signed by the school's chief managing employee and also by each individual owner or owners if a partnership, or each officer and director if a corporation.)

Under penalties of perjury, I (we) declare that I (we) have examined the application and all supporting documentation submitted in connection therewith, and to the best of my (our) knowledge, they are true, correct and complete.

Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date

FEIN or SS#:

Profession Name: BARBER SCHOOL

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

STUDENT'S RIGHTS

As a STUDENT enrolled in an approved school in the State of Illinois, you have the following RIGHTS:

1. You have the RIGHT to a completed enrollment agreement (student contract) before you sign it. This means there should be NO blank spaces on the agreement.
2. If the enrollment agreement is negotiated orally in a language other than English, you have a RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the enrollment agreement.
3. You have the RIGHT to receive an exact copy of the enrollment agreement (student contract) which you sign.
4. You have the RIGHT to know the scheduled starting and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction including any charge made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the RIGHT to cancel your initial enrollment agreement up to midnight of the fifth business day after you have been enrolled.
7. Should you use your RIGHT to cancel your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school.
8. You have the RIGHT to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have a RIGHT to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985.
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaints to either COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation, The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's Website at www.idfpr.com, or call the COMPLAINT INTAKE UNIT at 312/814-6910.
13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 217/782-8556

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 410/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

APPLICATION COMMITMENTS

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NAME AND ADDRESS OF SCHOOL (as it is to appear on license)

I (We), being the owners of _____
(Name of School for which application is being made)

do agree to abide by the following commitments during the term of my (our) ownership and operation of the applicant school:

1. To conduct the school in accordance with the Barber, Cosmetology, Esthetics, and Nail Technology Act and the standards, rules and regulations from time to time established and promulgated thereunder, and to meet the standards and requirements at least as stringent as those required by Part H of the Federal Higher Education Act of 1965;
2. To permit the Department of Financial and Professional Regulation to inspect the school or classes thereof from time to time with or without notice; and to make available to the Department, at any time when required to do so, information including financial information pertaining to the activities of the school required for the administration of the Act and the standards, rules and regulations established and promulgated thereunder;
3. To utilize only advertising and solicitation which is free from misrepresentation, deception, fraud, or other misleading or unfair trade practices;
4. To screen applicants to the school prior to enrollment pursuant to the requirements of the school's regional or national accrediting agency, if any, and to maintain any and all records of such screening. If the course of instruction is offered in a language other than English, the screening shall also be performed in that language.
5. To post in a conspicuous place the statement, as developed by the Department, of student's rights provided under this Act;
6. To provide each student with a signed monthly report showing the actual number of hours earned by the student.

(Signature)

(Title)

(Date)