INSTRUCTIONS FOR LICENSED COSMETOLOGY SCHOOLS MAKING APPLICATION FOR APPROVAL TO TEACH BARBER

Existing schools seeking approval to provide barber instruction shall provide 200 square feet of space to accommodate 5 work stations. If attendance exceeds 10 on the clinic floor at any time, an additional 40 square feet is required for each additional work station. The use of this space shall not reduce the square footage for the conduct of the existing licensed school below the minimum requirements.

1. Complete Parts I, II and V of the Application in their entirety.

2. Submit a certified financial statement prepared by a public accountant licensed by the Department under the Illinois Public Accounting Act who is not an employee of the school, indicating sufficient current finances exist to operate the school for at least 3 months.

3. Submit a detailed floor plan of the proposed reallocation of space. The floor plan must be drawn to a scale specified on the drawing and must specify the areas which will be utilized for barber. The floor plan must also indicate the entire area occupied by the school, and must also specify the use of each area.

4. Submit a signed copy of a fire inspection report giving approval for use of the site as a school. Inspection must have occurred within 6 months of application.

5. Submit a copy of the student contract to be used by the school for the barber course(s).

6. Submit a copy of the curriculum which will be followed by the school for the barber course(s).

7. Submit a copy of the school's official transcript which will be used for the barber curriculum(ae).

8. The enclosed Application Commitments must also be completed and submitted.

9. Forward application, supporting documents and $50.00 fee to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The Department will schedule an inspection of the school premises after the application, fee and all supporting documents have been properly completed and filed. THE SCHOOL MAY NOT SOLICIT STUDENT ENROLLMENT OR BEGIN INSTRUCTION IN BARBER UNTIL THE SCHOOL HAS RECEIVED WRITTEN NOTICE OF APPROVAL FROM THE DEPARTMENT.

IF ASSISTANCE IS NEEDED, DIRECT YOUR REQUEST TO 1-800-560-6420.
**PART I: Application Category Information**

1. **PROFESSION NAME**
   - ☐ Cosmetology School/Private 013
   - ☐ Cosmetology School/Public 015

2. **LICENSE NUMBER OF SCHOOL TO BE UPGRADED**

3. **TYPE OF APPLICATION**
   - Upgrade to Teach Barber

4. **FEE**
   - $50.00

**PART II: Applicant Identifying Information**

1. **NAME OF SCHOOL** (As it is to appear on license.)

2. **FEIN NUMBER OR, IF SOLE PROPRIETORSHIP, SOCIAL SECURITY NUMBER OF PROPRIETOR**

3. **ADDRESS OF SCHOOL** (Street Address, City, State, ZIP Code - P.O. Boxes are not acceptable)

4. **SCHOOL TELEPHONE NUMBER** (Include Area Code)

5. **E-MAIL ADDRESS** (REQUIRED)

6. **COUNTY**

7. **DATE SCHOOL PREMISES WILL BE READY FOR INSPECTION**
   - / ___ ___ / ___ ___ ___ ___
   - Month           Day                    Year

8. **NAME OF CHIEF MANAGING EMPLOYEE**

9. **TELEPHONE NUMBER OF CHIEF MANAGING EMPLOYEE** (Include Area Code)

10. **HOME ADDRESS OF CHIEF MANAGING EMPLOYEE**
    (Street Address, City, State, ZIP Code)

11. **THE SCHOOL PREMISES ARE:**
    - ☐ Owned
    - ☐ Leased

12. **TYPE OF OWNERSHIP**
    - ☐ Corporation
    - ☐ Sole Proprietorship
    - ☐ Partnership
    - ☐ Public Owned School

13. **THIS SCHOOL WILL BE OFFERING THE FOLLOWING COURSES:**
    - ☐ Basic Barber
    - ☐ Barber Teacher

14. **MAXIMUM NUMBER OF STUDENTS WHO WILL BE ENROLLED IN THE SCHOOL AT ANY ONE TIME:**

15. **WILL SCHOOL RECORDS BE MAINTAINED ON SCHOOL PREMISES?**
    - ☐ YES
    - ☐ NO

  *If "NO," indicate exact location where school records will be maintained.*
16. LIST THE NAMES AND LICENSE NUMBERS OF ALL TEACHERS WHO WILL BE EMPLOYED BY THE SCHOOL.

<table>
<thead>
<tr>
<th>NAME</th>
<th>BASIC LICENSE NUMBER</th>
<th>TEACHER LICENSE NUMBER</th>
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17. OWNER AND STOCKHOLDER INFORMATION - Record data for all owners, partners, officers, directors and stockholders.

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<th>NAME</th>
<th>ADDRESS (Include Street Address, City, State, ZIP Code)</th>
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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.

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>ADDRESS (Include Street Address, City, State, ZIP Code)</th>
<th>STATE OF LICENSURE</th>
<th>STATUS</th>
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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.

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PART III: To Be Completed for Change of Ownership

1. NAME OF SCHOOL BEING PURCHASED

2. SCHOOL LICENSE NUMBER

3. LIST NAMES AND ADDRESSES OF OWNERS, PARTNERS, STOCKHOLDERS OR DIRECTORS OF SCHOOL NAMED IN NUMBER 1 ABOVE.

<table>
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<th>NAME</th>
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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.
PART IV: To Be Completed for Change of Location

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

2. SCHOOL’S CURRENT LICENSE NUMBER

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 officer and directors of the 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

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Signature                  Title                   Date

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Signature                  Title                   Date

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.
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, Hair Braiding 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)