

Board of Barbers & Cosmetologists
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880
UnitA@mt.gov

RENEWAL APPLICATION

Check here if any information is new.

Name: _____ License # _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Please check the license type you wish to renew:

- COSMETOLOGIST - \$80.00
- MANICURIST - \$80.00
- ESTHETICIAN - \$80.00
- ELECTROLOGIST - \$80.00
- BARBER - \$80.00
- ACTIVE INSTRUCTOR - \$95.00 (See statement below)
- INACTIVE INSTRUCTOR - \$85.00
- SCHOOL - \$220.00 (See statement below)

Your Montana Cosmetology/Barber/Electrologist/Esthetician/Manicurist/Instructor or School license will expire on March 1st.

TO RENEW YOUR LICENSE ONLINE GO TO: <https://ebiz.mt.gov/pol/> (Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.)

OR

- 1) Complete this form and return it.
 - 2) **Active Instructor - Please see the CE statement below.**
 - 3) Submit a check or money order for the appropriate fee, made payable to the Board of Barbers & Cosmetologists. **Do not send cash.** Canadian and foreign residents pay in U.S. funds only.
 - 4) Renewals with a U.S. Postal Service postmark after March 1st will be assessed a penalty fee by state law of 100% of the renewal fee. Failure to renew prior to March 2nd will result in your license lapsing.
 - 5) If you fail to renew by the March 1st deadline, you may renew your license by completing the same procedure and paying the additional late fee equal to 100% of the licensing fee until April 15th.
- The late fee is non-refundable and non-waivable.**

Active Instructors only, CONTINUING EDUCATION: I understand I have a recurring duty to comply with continuing education, certification, or other requirements established by 37-1-306 MCA and ARM 24.121.2101 and that I may be audited for compliance with these requirements. I understand my license may be subject to disciplinary action, or administratively suspended until I meet the requirements of the rule stated above.

FOR SCHOOLS ONLY - BOND OR OTHER SECURITY REQUIREMENT FOR SCHOOL LICENSES: As a school, you are required to maintain a bond or other security for each course in the amount of \$5,000 per ARM 24.121.605. If you have allowed this bond or other security to be canceled or to expire, you cannot renew. Keep a copy of certification for the required bond or other security and if you are selected for an audit, you will be notified by mail/email and asked to produce that certification.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

Your signature: _____ Date: _____

DO NOT SEND CASH