CONTINUING EDUCATION APPROVAL REQUEST

Instructions
1. Each complete course application must be submitted with the following supporting documentation:
   a. A short biography of the course presenter or presenters; and
   b. A course outline or syllabus that shows the times and content of each session.
2. Note: Incomplete applications will not be reviewed.
3. Email the completed application and all supporting documentation to audit@mt.gov.

Approval Guidelines
4. Continuing education courses must be germane to the practice or business of barbering, cosmetology, electrology, esthetics, manicuring, microdermabrasion, and teacher training.
5. Credit will be granted only for the actual hours attended – breaks and lunches cannot be included.
6. Attendance should be recorded in half-hour increments.
7. Continuing education hours will not be granted to an instructor teaching the course.
8. The course provider must supply each licensee with a course completion certificate and must verify attendance of each licensee.
9. Course approval will be for three years and will expire on March 1 of the third year.
10. Course approval may be revoked for cause.

Approved Providers, Topics, and Courses - The following providers and topics are pre-approved by the Board and submission of a CE Course Application is not required:

Approved Providers
- AACS- American Association of Cosmetology Schools
- CEA- Cosmetology Educators of America
- CEG – Cosmetology Education Group
- COE- Council on Education
- CLEAR- Council on Licensure, Enforcement & Regulation
- CLIC
- IBS – International Beauty Show
- IECSC- International Esthetics, Cosmetics & Spa Conference
- MEA-Montana Educators Association
- MSSA- Montana Salon and Spa Association
- MILADY and Milady U online courses
- NCA- National Cosmetology Association/ PBA- Professional Beauty Association
- NCEA – National Coalition of Esthetics & Related Associations
- NIC – National Interstate Council of State Boards of Cosmetology
- PIVOT POINT

Approved Topics
- Standard First Aid and CPR – Any provider
- Thomson Delmar Faculty Development Program
- Computer Courses- Intro to computers, Microsoft Word & Microsoft Excel, Power Point, Microsoft Essentials, Accounting I

Approved Courses – Can be found on the board’s website at: [http://boards.bsd.dli.mt.gov/cos#12](http://boards.bsd.dli.mt.gov/cos#12)
CONTINUING EDUCATION APPROVAL REQUEST FORM

Requestor’s Information (Please Print Clearly)

Name: ___________________________________________________________________

Email Address: ___________________________________________________________________

*NOTE: The Board’s decision on this course request will be emailed to the address above

Address: ___________________________________________________________________

Phone Number: ___________________________________________________________________

Course Information

Course Title: ___________________________________________________________________

Date(s) of Course: ___________________________________________________________________

Sponsor Name: ___________________________________________________________________

Instructor’s Name: ___________________________________________________________________

Total CE Hours Requested: ___________________________________________________________________