

Board of Barbers and Cosmetologists
301 South Park Ave., 4th Floor
PO Box 200511
Helena, MT 59620-0513
Phone: (406) 444-5696 Fax: (406) 841-2305
EMail: audit@mt.gov Website: www.cosmetology.mt.gov

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>

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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: _____