



Montana Board of Barbers and Cosmetologists

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Licensing Requirements and Application Checklist for a School of Barbering, Barbering(non-chemical), Cosmetology, Electrology, Esthetics, and Manicuring or the Addition of a Course in a Licensed School

License Requirements for a School of Barbering, Barbering (non-chemical), Cosmetology, Electrology, Esthetics, Manicuring or Course

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. School applicant must meet the requirements defined in [37-31-311](#), MCA, [24.121.605](#) APPLICATION FOR POSTSECONDARY SCHOOL LICENSURE and [24.121.803](#) SCHOOL REQUIREMENTS
2. The school shall be recognized by the board as an institution of post-secondary study [37-31-101](#) (13), MCA, [24.121.806](#) POSTSECONDARY EDUCATION STATUS [24.121.605](#) APPLICATION FOR POSTSECONDARY SCHOOL LICENSURE

Checklist of Required Documents to Submit for Application for a School of Barbering, Barbering (non-chemical), Cosmetology, Electrology, Esthetics, Manicuring or Course

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Attachment A – Personal Survey Form for Owners and Officers
- Attachment B – Personal Information Form for Instructors
- Attachment C – List of Supplies and Equipment for the School/Course
- A detailed, drawn to scale floor plan of the proposed school. Please include entrances/exits, restrooms and sink locations, office, classrooms, break areas, student locker rooms, reception area and dimensions, and label all areas of the school
- Proof of Bond or other security in the amount of \$5000.00 per course
- A school financial report prepared by a certified public accountant (CPA) indicating the financial solvency of the proposed school.
- True and accurate copies of all current school policies, procedures, rules, student contracts, tuition costs and required deposits, including but not limited to those policies, procedures and rules addressing: students; school operating standards; disciplinary procedures; permissible attire; ethics/conduct; leaves of absence; attendance; holidays and school closures; hours of operation; refunds; withdrawals; grounds for termination; grading standards; final practical examination and passing score; requirements for satisfactory progress; release of information; and instructional demonstrations
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.), [37.35.202 MCA]



Application Fee(s) for a School of Barbering, Barbering (non-chemical), Cosmetology, Electrology, Esthetics, Manicuring or Course

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$220 application fee [24.121.401](#) FEES
- \$200 Inspection Fee
- \$70 Additional Course

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.