



Montana Board of Barbers and Cosmetologists

Helena, MT

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Licensing Requirements and Application Checklist Teacher

Below are the minimum requirements you must meet in order to be licensed in the state of Montana. Apply online at <https://aca-prod.accela.com/pol/Default.aspx>. Please note that paying the fee is what submits your application so our staff can begin reviewing it. Staff will contact you via e-mail within ten business days after you submit your application with any requests for additional documents or information.

1. Hold an active license in Montana in the particular area of practice or scope of practice in which you plan to teach. For example, cosmetologist, barber, esthetician, etc. ([37-31-305, MCA](#)).
2. Meet the requirements in either Option A or Option B ([ARM 24.121.607](#)):
 - **Option A:**
 - Been employed and working for at least 1500 hours, in the area of practice you will teach during any one-year period prior to applying; **and**
 - Completed a 650-hour student teacher training course from a licensed school.
 - **Option B:**
 - Been employed and working for at least 1500 hours per year, in area of practice you will teach, for any three years prior to applying (total of at least 4500 hours).
 - If you are issued a license under Option B you must complete 135 hours of teaching methodology coursework described in [ARM 24.121.1105](#) within two years being issued a teacher license in order to renew your license. It is not required as part of your initial license application.
3. Passed the National Interstate Council of State Boards of Cosmetology (NIC) Instructor theory and practical exams with at least a 75% ([ARM 24.121.611](#)).
 - If you apply for a license and meet all the requirements except having passed the theory and/or practical exam, department staff will approve you to register to take the exam(s) through our exam administration contractor, [Prov](#).

Checklist of Required Documents to Submit

The following documents and additional forms are required in addition to the basic application.

- ☐ If you are applying under Option A, proof of completion of a 650-hour teacher-training course.
- ☐ Proof of passage of the NIC theory and practical Instructor exams.
- ☐ If you answered yes to personal history 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.).
- ☐ Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. Montana accepts whatever official form of verification is offered by other states or jurisdictions.



Application Fees

The following fees must be submitted with your application. Applicants can pay using a credit card or e-check. Do not mail cash.

- ☐ \$95 application fee

You can apply for a license online at <https://aca-prod.accela.com/pol/Default.aspx>.

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 Employment Standards Division Professional Licensing Bureau using the contact information at the top of this checklist.