



## Montana Board of Barbers and Cosmetologists

Helena, MT

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### Licensing Requirements and Application Checklist School/Course(s)

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. Curriculum that meets the minimum requirements of the course(s) you are applying to license at the school. See [ARM 24.121.807](#) for more details.
2. Have least one licensed teacher and no more than 25 students for every one licensed teacher ([37-31-311, MCA](#))
3. Meet the school operating standards described in [ARM 24.121.805](#).
4. Meet the equipment requirements in [ARM 24.121.818](#).
5. Meet the applicable sanitary and general operation standards described in:
  - [ARM Title 24, chapter 121, subchapter 15](#)
  - [ARM 24.121.403](#)
  - [ARM 24.121.407](#)
6. Pass an initial inspection as described in [ARM 24.121.410](#).
  - Department staff will work with you to schedule the initial inspection once they determine the rest of your application is complete.
  - Schools already licensed that are applying to add a new licensed course(s) must still pass an initial inspection.

#### Checklist of Required Documents to Submit

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

- ☐ Copy of curriculum(s) for each course
- ☐ Proof of \$5000 bond or security for each course
- ☐ 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.

- ☐ Minimum of \$420 for school with one course (\$220 application fee plus \$200 inspection fee)
- ☐ \$70 fee for each additional course



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.