

<i>Official Use Only</i>
Number: _____
Date Approved/Denied: _____
Approved/Denied By: _____

- Instructor for:**
- | | | |
|---|--|--|
| <input type="checkbox"/> Barber Only | <input type="checkbox"/> Electrologist | <input type="checkbox"/> Hair Design |
| <input type="checkbox"/> Cosmetologist/Barber | <input type="checkbox"/> Esthetician | <input type="checkbox"/> Nail Technician |

APPLICANT INFORMATION

Full Legal Name: _____
First Middle Last

All Previous Legal Names: _____

Other DOPL Licenses Held: _____

SSN: _____ Date of Birth: _____ Gender: Male Female

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City State ZIP Code

Phone: _____ Email: _____

Please Select ONE:

- I am a United States citizen OR a non-citizen of the United States who is lawfully present.
- I am a foreign national not physically present in the United States.
- None of the above, please explain: _____

**Driver License
or State ID Card:**

State of Issue License Number Expiration Date

NOTE: If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of authorization to work in the United States

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: _____ Date: _____

QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently under investigation or is any disciplinary action pending against you now by any <i>local, state or federal licensing, enforcement or regulatory agency</i> ?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been declared by any court to be incompetent by reason of mental defect or disease and not restored?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been terminated, suspended, reprimanded, sanctioned, or asked to leave voluntarily from a position because of drug or alcohol use or abuse within the past five (5) years?
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently using or have you recently (<i>within 90 days</i>) used any drugs (<i>including recreational drugs</i>) without a valid prescription, the possession or distribution of which is unlawful under applicable state or federal laws?
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever unlawfully used any drugs for which you have not successfully completed, or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have any criminal action pending?*
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? *
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?*
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been incarcerated for any reason in any correctional facility (<i>domestic or foreign</i>) in any jurisdiction or on probation/parole in any jurisdiction?*

***NOTE: Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed.**

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

If you answered "Yes" to Questions 9,10,11 or 12 you must submit the following for **EACH** and **EVERY** incident:

- Personal account of the incident(s)
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

PROFESSIONAL LICENSES

List all other licenses, registrations or certifications issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

Verification of Formal Cosmetology Trades Instructor Education

To be submitted by applicants who graduated from a recognized instructor program.
See the checklist at the end of this application for additional instructions.

APPLICANT INFORMATION

To be completed by the applicant:

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

EDUCATION

To be completed by the Official Program Representative:

Start Date: _____ **End Date:** _____
MM/DD/YYYY MM/DD/YYYY

Hours of instructor training at this school: _____

*Hours transferred from another school: _____

Total hours of all training: _____

By signing below, I certify that the applicant named above has successfully completed a program of education and training as outlined in R156-11a-707.

I further certify that the applicant is qualified and competent to practice as a licensed instructor for (select one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Barber Only | <input type="checkbox"/> Electrologist | <input type="checkbox"/> Hair Design |
| <input type="checkbox"/> Cosmetologist/Barber | <input type="checkbox"/> Esthetician | <input type="checkbox"/> Nail Technician |

Signature: _____ **Date:** _____

Printed Name: _____ **Phone Number:** _____

Name of School: _____ **School License Number:** _____

Address: _____
Street/PO Box City State/Zip

*If verifying hours transferred from another school, please complete the following:

Name of Previous School: _____ School License Number: _____

Address: _____
Street/PO Box City State/Zip

Start Date: _____ End Date: _____
MM/DD/YYYY MM/DD/YYYY

Please affix the school seal to the left and place this form in an envelope with the school seal over the envelope flap.

(Seal)

Please send the sealed envelope directly to DOPL or provide it to the applicant to include in their application.

Verification of On-the-Job Cosmetology Trades Instructor Training

To be submitted by applicants who completed an on-the-job instructor training program conducted by a licensed instructor at a licensed or recognized school

See the checklist at the end of this application for additional instructions.

APPLICANT INFORMATION

To be completed by the applicant:

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

EMPLOYMENT INFORMATION

To be completed by the Official Program Representative:

Name of Establishment: _____

Establishment Address: _____
Street/PO Box City State/Zip

Telephone Number: _____ **Email:** _____

Dates of Employment: _____ to _____
MM/DD/YYYY MM/DD/YYYY

How many hours did the applicant work per week? _____

Describe the applicant's duties: _____

Was the applicant a W-2 employee? _____

Is the applicant still employed? Yes No

If no, is the applicant re-hirable? Yes No: Please explain: _____

I do hereby certify that the applicant for licensure was actively engaged in the lawful practice at the above named establishment for the number of hours listed as an instructor for the following trade (*select one*):

- | | | |
|---|--|--|
| <input type="checkbox"/> Barber Only | <input type="checkbox"/> Electrologist | <input type="checkbox"/> Nail Technician |
| <input type="checkbox"/> Cosmetologist/Barber | <input type="checkbox"/> Esthetician | <input type="checkbox"/> Hair Design |

I further certify that the applicant is qualified and competent to practice as a licensed instructor.

Signature: _____ **Date:** _____

Printed Name: _____ **Phone Number:** _____

Verification of Licensed Cosmetology Trades Experience

To be submitted by applicants who are applying based on work experience.
Each employer must complete a separate form. See the checklist at the end of this application for additional instructions.

APPLICANT INFORMATION

To be completed by the applicant:

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

EMPLOYMENT INFORMATION

To be completed by the Employer or Human Resources*:

Name of Establishment: _____

Establishment Address: _____
Street/PO Box City State/Zip

Telephone Number: _____ **Email:** _____

Dates of Employment: _____ to _____
MM/DD/YYYY MM/DD/YYYY

How many hours did the applicant work per week? _____

Describe the applicant's duties: _____

Was the applicant a W-2 employee or contracted employee? _____

Is the applicant still employed? Yes No

If no, is the applicant re-hirable? Yes No: Please explain: _____

I do hereby certify that the applicant for licensure was actively engaged in the lawful practice at the above named establishment for the number of hours listed for the following trade (select one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Barber Only | <input type="checkbox"/> Electrologist | <input type="checkbox"/> Hair Design |
| <input type="checkbox"/> Cosmetologist/Barber | <input type="checkbox"/> Esthetician | <input type="checkbox"/> Nail Technician |

I further certify that the applicant is qualified and competent to practice as a licensed instructor.

Signature: _____ **Date:** _____

Printed Name: _____ **Relationship to Applicant*:** _____

Please place this form in an envelope and sign over the envelope flap and send directly to DOPL or provide to the applicant to include in their application.

*If self-employed, you may complete the form yourself. Please write "Self-Employed" on the "Relationship to Applicant" line.

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

NOTE: Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

ALL APPLICANTS

Note: It is required you hold a Utah license in the same trade* for which you are requesting an instructor license. Esthetician Instructors must hold a Master Esthetician license.

The following items are required to complete your application:

- \$60.00 non-refundable application processing fee, made payable to "DOPL".
 - Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire".
 - Obtain a passing score on the National Interstate Council of State Boards of Cosmetology (NIC) Instructor Examination.
 - If testing for Utah, DOPL's testing provider will electronically send the results of your examination directly to DOPL. Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for the examination. Submit the fees directly to the testing agency.
 - If you tested in another jurisdiction, you must submit official documentation of passing with a score of at least 75%. Official documentation can be in the form of verification from any state you are licensed in OR score reports from the testing agency.
 - Provide verification of meeting the education or experience requirements by submitting **one** of the following options:
 - Verification of Formal Cosmetology Trades Instructor Education documenting graduation from a recognized instructor school whose curriculum consists of the number of hours required for your trade (listed below).
- OR**
- Verification of On-the-Job Cosmetology Instructor Training documenting the number of hours required for your trade (listed below). Each employer must use a separate form. Additionally, you must provide the following to support the hours being verified:
 - Copies of tax forms, paystubs, or other documents to support the dates of practice claimed on the form.
 - Verification of licensure if the hours were earned in a state other than Utah.
- OR**
- Verification of Licensed Cosmetology Experience documenting the number of hours required for your trade (listed below). Additionally, you must provide the following to support the hours being verified:
 - Copies of tax forms, paystubs, or other documents to support the dates of practice claimed on the form.
 - Verification of licensure if the hours were earned in a state other than Utah.

EDUCATION AND EXPERIENCE REQUIREMENTS

All education programs must be a licensed or recognized school as defined by R156-11a.

Experience hours **MUST** be licensed practice within the same trade. If you are verifying hours worked in another state, you must provide an official license verification documenting you held an active license during the time the hours were worked.

License Type	Education or On-the-Job Instructor Hours	Licensed Experience Hours
Barber Only	250	2000
Cosmetology/Barber	400	3000
Electrologist	150	1000
Esthetician	300	1000
Hair Design	300	2500
Nail Technician	75	600

Submit the above items with your completed application to:

In person or via express delivery:

Division of Occupational and Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

US Postal Service:

Division of Occupational and Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741