

## **Cosmetology School**

### **Documentation Required for Licensure**

- Application and fee (\$600). **All application fees are nonrefundable.** To apply, do the following:

Create an account, apply and pay online at: <https://ibplicense.iowa.gov/>

- The application must include the following information:
  - Complete plan of the physical facilities and an explanation detailing how the facilities will be used, including classrooms, clinic space and a mentoring program.
  - List of the names of licensed instructors for the school (a minimum of 2 licensed instructors must be employed before the school license can be issued).
  - Copies of the catalog, brochure, enrollment contract, student policies, and cancellation and refund policies that will be used by the school.
  - A copy of the school's course of study, which shall meet the requirements outlined in Iowa Administrative Code 645—61.14

**Please Note:** The application must be submitted at least 90 days before anticipated school opening date.