

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

**INSTRUCTOR FOR BARBERING,
COSMETOLOGY/BARBERING, ESTHETICS,
ELECTROLOGY, OR NAIL TECHNOLOGY**

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

NOTE: You must hold the professional license and have the necessary training or hours of experience in the profession in which you desire to provide instruction. See “Additional Important Information” below for specific details on qualifying for an instructor license.

If you qualify for an instructor license, complete the following in addition to a submitting a completed application:

1. If your instructor training was conducted by a Utah school (*barber, cosmetology/barber, esthetics, electrology, or nail technology*), submit a completed “Verification of Graduation” form (*attached to this application*). Request that a school official complete the form and return it to you for submission with your application.
2. If you are applying by experience, submit a completed “Verification of Work Experience” form (*attached to this application*).

Request that the employer(s) complete the form and return it to you for submission with your application.

3. Submit the original letter from DOPL's approved examination provider verifying your passing score within the period of one year prior to the date of application on the Utah Instructor Examination for the profession in which you are applying for an instructor license. Although you may apply for more than one type of instructor's license, and the training or hours of experience may vary by type, you will only be required to take and pass the examination for the original license obtained.

OR

Submit documentation verifying a passing score on the National-Interstate Council of State Boards of Cosmetology Instructor, Inc. (NIC) Examination.

4. Submit a **\$60.00** non-refundable application-processing fee, made payable to "DOPL" for each instructor license.

ADDITIONAL IMPORTANT INFORMATION:

1. **Qualifications for Utah Instructor Licenses:** You must hold the professional license and have the necessary training or hours of experience in the profession in which you desire to provide instruction, as outlined below.

A. Barber Instructor License: *(You may instruct only barbering.)*

To Qualify: 1) hold a Utah barber license

- 2) document 2,000 hours of experience as a licensed cosmetologist/barber or barber

OR

document completion of an instructor training program consisting of a minimum of 500 hours

- 3) pass the NIC Instructor Examination within the period of one year prior to the date of initial application

B. Cosmetologist/Barber Instructor License: *(You may instruct cosmetology/barbering, barbering or nail technology.)*

To Qualify: 1) hold a Utah cosmetologist/barber license

- 2) document 4,000 hours of experience as a cosmetologist/barber

OR

document completion of an instructor training program consisting of a minimum of 1,000 hours

- 4) pass the NIC Instructor Examination within the period of one year prior to the date of initial application

C. Electrologist Instructor License: *(You may instruct only electrology.)*

- To Qualify:
- 1) hold a Utah electrology license
 - 2) document 1,000 hours of experience in electrology
- OR**
- document completion of an instructor training program consisting of a minimum of 175 hours
- 3) pass the NIC Instructor Examination within the period of one year prior to the date of initial application

D. Esthetician Instructor License: *(You may instruct basic esthetics and master esthetics.)*

- To Qualify:
- 1) hold a Utah master esthetician license
 - 2) document 1,000 hours of experience in esthetics
- OR**
- document completion of an instructor training program consisting of a minimum of 300 hours
- 3) pass the NIC Instructor Examination within the period of one year prior to the date of initial application

E. Nail Technician Instructor License: *(You may instruct only nail technology.)*

- To Qualify:
- 1) hold a Utah nail technician license
- OR**
- hold a Utah cosmetologist/barber license
- 2) document 600 hours of experience in nail technology
- OR**
- document completion of an instructor training program consisting of a minimum of 150 hours
- 3) pass the NIC Instructor Examination within the period of one year prior to the date of initial application

2. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- Division of Occupational & Professional Licensing Act
- General Rules of the Division of Occupational & Professional Licensing
- Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing

Act

- Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act Rules

3. **Utah Examinations:** Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for the Utah Instructor Examination.
4. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
5. **Licensing Fees:** There are separate fees for each instructor license. Ensure that you have submitted the correct fee for the number of instructor licenses being applied for.
6. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
7. **Temporary License:** The state of Utah does not issue temporary licenses for instructors. You must obtain your license **prior** to performing any instruction or before you begin your apprenticeship supervision.
8. **License Renewal:** Instructor licenses **do not renew**; they are valid as long as the licensee maintains an active primary license. *NOTE: You must continue to renew your primary license according to the renewal cycle on September 30 of each odd-numbered year.*
9. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
10. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
11. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
12. **Acceptable Forms of Payment:** Licensure fees can be paid by check or money order, made payable to “DOPL.” Cash and debit/credit cards (*American Express, MasterCard, and Visa*) are also accepted in person at DOPL’s main office – but not over the telephone.

13. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

14. **Telephone Numbers:**

(801) 530-6628
(866) 275-3675 – Toll-free in Utah

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APPLICATION FOR LICENSURE

GENERAL INFORMATION

License Applying For: *(check all that apply)*

- Barber Instructor License Cosmetologist/Barber Instructor License
 Electrologist Instructor License Nail Technician Instructor License
 Esthetician Instructor License

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Gender: Male Female Date of Birth: ____/____/____

Social Security Number: ____-____-____

I certify under penalty of perjury that I am a United States citizen or a qualified alien who is lawfully able to work in the United States.

Signature of Applicant: _____ Date: ____/____/____

Have You Ever Held A Utah License Before? Yes No

If Yes, Name of Profession: _____ License Number: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: ____/____/____

Approved By: _____

Date License/Certificate Denied: ____/____/____

Denied By: _____

Reason for Denial/Other Comments: _____

AFFIDAVIT FOR UTAH LAWS AND RULES

I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as an instructor in the state of Utah and I agree to comply with such.

Signature of Applicant: _____ Date: ____/____/____

EDUCATION REQUIREMENT: *(Use additional sheets if necessary.)*

Name: _____ Dates Attended: _____ to _____

Location: _____ Telephone: _____

Hours Completed: _____ Date of Graduation: ____/____/____

Name: _____ Dates Attended: ____/____/____ to ____/____/____

Location: _____ Telephone: _____

Hours Completed: _____ Date of Graduation: ____/____/____

EXAMINATION REQUIREMENT: *(within one year of initial application)*

NIC Instructor Examination Date Passed: ____/____/____

LICENSES:

List all licenses, registrations, or certifications issued by any state that you now hold or have ever held. Use additional sheets if necessary.

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: ____/____/____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: ____/____/____

EXPERIENCE REQUIREMENT:

* **NOTE:** You may not count any schooling, training, internship, or apprenticeship hours used to obtain initial licensure as part of your hours to meet the experience requirement for an instructor license. The required hours of experience are those completed after obtaining your initial license.

If applying for a Barber Instructor license by experience, you must be able to document the completion of 2,000 hours of experience* in barbering and licensure as a Utah barber.

Hours of Experience in Barbering: _____

Utah Barber License Number: _____

If applying for a Cosmetologist/Barber Instructor license by experience, you must be able to document the completion of 4,000 hours of experience* in cosmetology/barbering and licensure as a Utah cosmetologist/barber.

Hours of Experience in Cosmetology/Barbering: _____

Utah Cosmetologist/Barber License Number: _____

If applying for an Electrologist Instructor license by experience, you must be able to document the completion of 1,000 hours of experience* in electrology and licensure as a Utah electrologist.

Hours of Experience in Electrology: _____

Utah Electrologist License Number: _____

If applying of a Nail Technician Instructor license by experience, you must be able to document the completion of 600 hours of experience* in nail technology and licensure as a Utah nail technician or licensure as a Utah cosmetologist/barber.

Hours of Experience in Nail Technology: _____

Utah Nail Technician License Number: _____

Utah Cosmetologist/Barber License Number: _____

If applying for an Esthetician Instructor license by experience, you must be able to document completion of 1,000 hours of experience* in esthetics and licensure as a Master Esthetician.

Hours of Experience in Esthetics: _____

Master Esthetician License Number: _____

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CERTIFIED INSTRUCTOR QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ 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?
4. _____ 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?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ 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?
10. _____ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
11. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Continued on the next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, 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?
13. _____ Do you currently have any criminal action pending?
14. _____ 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? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and 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.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



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.

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.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

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

I authorize all persons, institutions, organization, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, 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 of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: ____/____/____

Printed Name of Applicant: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: (801) 530-6511

VERIFICATION OF GRADUATION

TO BE COMPLETED BY AN OFFICIAL REPRESENTATIVE OF THE BARBER, COSMETOLOGY/BARBER, ELECTROLOGY, ESTHETICS, OR NAIL TECHNOLOGY SCHOOL:

Name of Student: _____

Telephone: _____

Name of School: _____

Telephone: _____

Address of School: _____

Date of Enrollment: ____/____/____ Date of Graduation: ____/____/____

Type of Course Completed: _____ Instructor _____ Other, specify: _____

Total Number of Hours Completed: _____

I declare that the above named individual has fulfilled the requirements for graduation as a barber, cosmetologist/barber, electrologist, esthetician, or nails technician pursuant to Utah law. I further declare under penalty of perjury that the information contained on this form is truthful, correct and complete. I understand that it is unlawful and punishable as a Class A Misdemeanor to apply for or obtain a license or to otherwise deal with the division or the licensing board or any contracted examination agency through use of fraud, forgery or intentional deception, misrepresentation, misstatement, or omission.

Name of School Official (*Please Print*): _____

Signature of School Official: _____

Date of Signature: ____/____/____

(SEAL)

NOTE: The original copy of this form must be submitted with the application for licensure.

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VERIFICATION OF WORK EXPERIENCE

TO BE COMPLETED BY EMPLOYER:

Name of Applicant: _____

Name of Employer: _____

Business Name: _____

Business Telephone: _____

Address of Business: _____

Dates of Employment: from ____/____/____ to ____/____/____

Hours Worked Per Week: _____ Total Hours: _____

Nature of Applicant's Duties: _____

Was applicant's performance satisfactory?

Yes

No, please explain: _____

Signature of Employer: _____

Date of Signature: ____/____/____