**Section 1175.500 School Licensure Application** **– Private Schools**

a) An applicant for a private cosmetology school license shall submit a completed application to the Division with the following information and documentation:

1) A detailed 8½ x 11 inch floor plan that is:

A) drawn to scale;

B) shows dimensions;

C) has all areas labeled;

D) has all fixtures shown; and

E) demonstrates compliance with the requirements of Section 1175.505;

2) A copy of:

A) a lease showing at least a 1-year commitment to the use of the school site, the address of the school site, the name of the lessor and the name of the lessee; or

B) certification of ownership of the proposed school site;

3) If the owner is a corporation, a filed copy of the Articles of Incorporation; if the owner is a limited liability company, a filed copy of the Articles of Organization; or if the owner is a partnership, a listing of all partners and their current addresses;

4) If the owner will be conducting business under an assumed name as described in the Assumed Business Name Act [805 ILCS 405], a copy of the application to adopt an assumed name filed with the government office responsible for approving the assumed name;

5) An official fire inspection report from the local fire inspection authority within 6 months prior to filing an application giving approval for use of the site as a school;

6) A financial statement indicating sufficient current finances exist to operate the school for at least 3 months. The Division will not accept a bank statement as sufficient proof to meet this requirement. The financial statement shall include reporting cash assets on hand and any liabilities and shall be prepared by either a certified public accountant or a person knowledgeable about the finances of the school. Any financial statement submitted by a person who is not a certified public accountant must contain a signed statement certifying under penalty of perjury that the information is true and accurate based upon inspection of the financial records of the school;

7) A copy of the official enrollment agreement to be used by the school, which shall be consistent with the requirements of Section 1175.510;

8) A listing of all teachers, including their teacher license numbers, who will be in the school's employ;

9) A copy of the curricula that will be followed for each program that meets the requirements of Section 1175.530;

10) A copy of the school's official transcript for each program that complies with the requirements of Section 1175.530;

11) A Commitment Statement, as provided in the licensure application packet, signed and dated by the school's chief administrative officer; and

12) The required fee set forth in Section 1175.100.

b) New schools that wish to offer nail technology, barbering, hair braiding and/or esthetics in addition to cosmetology shall comply with Sections 1175.375, 1175.805, 1175.1505 and/or 1175.1105.

c) When the items required by subsections (a) and (b) have been received, the Division shall inspect the school premises, prior to school approval, to determine compliance with this Subpart. School operations shall not commence, nor shall the school in any way solicit student enrollment, until the school has received written notice of approval from the Division. Approval will be granted if all of the requirements of Subpart E have been met.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)