

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Ship To:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### SCHOOL OR SPECIALTY SCHOOL APPLICATION INFORMATION

This information and application (**Form #1655**) is being sent for issuance of your credential to operate a school of barbering, cosmetology, aesthetics, manicuring, or electrology. School credentials are required to be renewed biennially. The credential will expire on April 1 of the odd-numbered year.

The application should be submitted to the Division of Professional Credential Processing at least 45 business days prior to the anticipated opening date. If your school does not meet the state requirements or does not have appropriate equipment and supplies when inspected, you may be subject to a forfeiture or disciplinary action against your license.

The fee for each type of school is listed below.

<u>Schools of Cosmetology, Aesthetics, Electrology, and Manicuring Credential Initial Fees:</u>	\$11.00
<u>Schools of Cosmetology, Aesthetics, Electrology, and Manicuring Renewal Fees:</u>	\$11.00
<u>Schools of Barbering Credential Initial Fees:</u>	\$60.00
<u>Schools of Barbering Renewal Fees:</u>	\$60.00

**Application for Initial Credential:** (Per Wis. Admin. Code § SPS 61.03 the application shall contain all of the following information.)

1. The names and address of all owners. If the owner is a corporation, a copy of the articles of incorporation and most recent annual report filed with the secretary of state, together with a list of the names and addresses of the incorporators, officers, directors, and shareholders of the corporation shall be submitted. No identification is required of any shareholder owning or controlling fewer than 10% of the shares of the corporation. If the owner is a partnership, the names and address of all partners and a copy of the partnership agreement must be submitted.
2. A statement that a certified public accountant has completed financial statements, consisting of a balance sheet, a profit and loss statement, and a cash flow statement, and that a copy of those statements will be made available for inspection by the Department on request at any time.  

The Department may require an audit of the finances of a school, at the applicant's expense, if the licensing application contains information, which reasonably gives rise to concern that the school is not financially sound or is not otherwise stable.
3. A detailed floor plan of the premises to be used by the school, which identifies the site of the school and includes a description of fixtures and equipment.
4. A list of the names and addresses of all schools of any description whatsoever currently or previously owned or operated by any of the owners of the school applying for licensure. If the owner of the school applying for licensure is a corporation or partnership, a list of the names and addresses of all schools of any description whatsoever which are currently or were previously owned or operated by any of the incorporators, officers, directors, or shareholders of the corporation or partner. No report is required for any shareholder owning or controlling fewer than 10% of the shares of the corporation.
5. For every school required to be listed by item 4, a detailed statement with all pertinent details indicating:
  - a. Whether the school was ever denied accreditation by any accrediting agency;
  - b. Whether the school was ever denied a license or had a license suspended, limited, restricted, or revoked;
  - c. Whether the school was ever subject to any form of receivership; and,
  - d. Whether the school was ever the subject of or named in any lawsuit alleging fraud, misrepresentation, or violation of law.
6. A copy of the printer's proof of the catalog or bulletin described in Wis. Admin. Code § SPS 62.01.
7. A copy of any contract form used by the school or which the school intends to use in enrolling students per Wis. Admin. Code § SPS 62.02.
8. A list of the names and applicable license or certificate numbers of the instructors hired to provide practical and theory instruction to its students.
9. The number of students anticipated to be enrolled during the license period.

<u>Anticipated Enrollment</u>	<u>Amount of Surety Bond</u>
0 - 50 Students or Enrollees	\$25,000
51 - 100 Students or Enrollees	\$40,000
Over 100 Students or Enrollees	\$50,000

# Wisconsin Department of Safety and Professional Services

10. The name and Wisconsin address of a designated agent upon whom any process, notice, demand, or other document may be served.

The completed application must be submitted to the Department with the credential fee, detailed floor plan, and proof of surety bonding, copy of the student contract, copy of the school catalog, and copy of the curriculum. No application will be reviewed unless all required items have been submitted.

Prior to advertising or beginning instruction, a school must have a license issued by the Department. All schools must supply the tools, supplies, and equipment necessary to train students in all subjects required by Wisconsin Administrative Code (Wis. Admin. Code ch. BC 5 and Wis. Admin. Code § SPS 50.300).

## **Application Requirements for License Renewal:** (Wis. Admin. Code § SPS 61.04)

1. Application for the renewal of a license for a school or specialty school shall be filed on or before the expiration date. The Department shall grant or deny the application for license renewal within 45 business days following receipt of the application.
2. A renewal application shall be filed together with the fee required by Wis. Stat. § 440.08, and shall contain the following information:
  - a. All the information required for an initial license under Wis. Admin. Code § SPS 61.03;
  - b. A copy of every advertisement used by the school or specialty school in the 12 months preceding the date of the application for license renewal, including the script for every radio or television advertisement;
  - c. The number of students currently enrolled in the school or specialty school and the number anticipated to be enrolled during the license period; and,
  - d. A statement that a Certified Public Accountant has completed financial statements consisting of a balance sheet, a profit and loss statement, and a cash flow statement for the school or specialty school, and that the report is on file at the school or specialty school and will be available for inspection by the Department on request at any time during regular business hours. The Department may require an audit of the finances of a school or specialty school, at the applicant's request, if the licensing application contains information, which reasonably gives rise to concerns that the school or specialty school is not financially sound or is not otherwise stable.

## **Application Requirements for Reinstatement of an Expired License:** (Wis. Admin. Code § SPS 61.05)

To apply for reinstatement of a license expired for one year or longer, the owner of a school or specialty school shall file an application for an initial license.

To apply for reinstatement of a license expired for less than one year, the owner of a school or specialty school shall file an application for renewal, as required by Wis. Admin. Code § SPS 61.04, together with the application fee and late fee required by Wis. Stats. § 440.08.

The Department shall grant or deny the application for reinstatement within 45 business days of receiving the application. The application shall include the following additional material:

1. The dates on which any form of instruction was provided to students at the school or specialty school applying for license reinstatement during the period following the expiration of the license to the time the application for reinstatement is filed.
2. The names and address of the instructors who provided any instruction to any student at the school or specialty school during the period following expiration of the license, the names and addresses of the students in attendance during the period following expiration of the license, and the number of hours of training in each topic each named student received during the period following expiration of the license.

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR SCHOOL CREDENTIAL

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

**PLEASE TYPE OR PRINT IN INK**  Your name, address, phone number, and e-mail address are available to the public. Check box to withhold street address/PO Box, phone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

**Applying for:**  New License  Renewal  Change of Ownership  Change of Location  
**Indicate Type of School:**  Barbering Only  Barbering and Cosmetology  Aesthetics  Electrology  Manicuring

**School Name**

**Proposed Opening Date**  
 /  /

**School Address**

**School Telephone Number**  
 -  -

**Employer Identification Number**  
 -  -

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete [Form #1051](#). The Department may not disclose the Social Security Number collected except as authorized by law.

**Provide the names of all owners. Provide the name of the corporation or partnership, if applicable.** For additional space, please attach additional sheet.

**Name(s) of Owner(s)**

**Corporation or Partnership Name (if applicable)**

**E-mail Address**

If the owner is a corporation, a copy of the articles of incorporation and most recent annual report filed with the Secretary of State, together with a list of names and addresses of the incorporators, officers, directors, and shareholders of the corporation, shall be submitted. No identification is required of any shareholder owning or controlling fewer than 10% of the shares of the corporation. If the owner is a partnership, the names and addresses of all partners and a copy of the partnership agreement shall be submitted.

**APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.** To pay by credit card see [Form 3071](#).

**For Receiving Use Only (59/87/88/89/187)**

- I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)
- Barbering School Initial Credential Fee or Renewal Fee**
  - Initial \$60.00
  - Renewal \$60.00
- Cosmetology, Aesthetics, Electrology or Manicuring School Initial Credential Fee or Renewal Fee**
  - Initial \$11.00
  - Renewal \$11.00

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the DSPS website at <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> for information and eligibility requirements for veterans, service members, former service members, and their spouses.

**If you qualify, are you requesting a waiver of your initial credentialing fee?**  Yes  No

If Yes, provide copy of WI Dept of Veterans Affairs (WDVA) voucher code and list your WDVA Voucher Code #: \_\_\_\_\_

**If you qualify, are you requesting equivalency of your military training and experience?**  Yes  No

If Yes, complete and return the Veteran Request Application Addendum ([Form #2996](#)). This form must be included with this application. (You may contact the WDVA at 1-800-947-8387 or [dva.wi.gov](http://dva.wi.gov) for assistance in obtaining your WDVA Voucher Code and/or documents related to your training.)

**If you qualify, are you a service member, former service member, or spouse requesting a reciprocal credential?**  Yes  No

If Yes, do not complete this form. You must complete and return the Reciprocal Credential Application for Service Members, Former Service Members, and Their Spouses ([Form #3982](#)).

**RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select "Professions," then the hyperlink for the school type for renewal information."

1. Provide the name and Wisconsin address of a designated agent upon whom any process, notice, demand, or other document may be served:

**Name**

**Address**

2. Attach a list of the names and addresses of all schools of any description whatsoever currently or previously owned or operated by any of the owners of the school applying for licensure. If the owner of the school is a corporation or partnership, attach a list of the names and addresses of all schools of any description whatsoever which are currently or were previously owned or operated by any of the incorporators, officers, directors, or shareholders of the corporation or partners. No report is required for any shareholder owning or controlling fewer than 10% of the shares of the corporation.

For every school listed, attach a detailed statement indicating if the school was ever:

- Denied accreditation by any accrediting agency;
- Denied a license or had a license suspended, limited, restricted, or revoked;
- Subject to any form of receivership; or
- The subject of or named in any lawsuit alleging fraud, misrepresentation, or violation of law.

3. If with the opening of this school, you are closing a currently-licensed school, please indicate the name and license number for that location and the closing date.

**Name**

**Credential Number**

**Closing Date**

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4. Please submit a current surety bond that is in compliance Wis. Admin. Code § SPS 61.06(2):

Anticipated Enrollment	Amount of Surety Bond
0 - 50 Students or Enrollees	\$25,000
51 - 100 Students or Enrollees	\$40,000
Over 100 Students or Enrollees	\$50,000

5. Please indicate the number of students enrolled during the license period:

6. List names and credential numbers of all instructors hired by the school to provide practical and theory instruction. (Attach additional sheets if necessary.)

**Name**

**Credential Number**


# Wisconsin Department of Safety and Professional Services

7. If renewing, has a certified public accountant completed financial statements consisting of a balance sheet, a profit and loss statement, and a cash flow statement?

Yes  No

Copies of the statements must be on file at the school and available for inspection upon request by the Department.

8. For initial credential or change of ownership, please verify that the school is in compliance and that you have submitted the following documents by checking each item below:

- A detailed floor plan of the premises to be used by the school, which identifies the site of the school and includes a description of fixtures and equipment.
- A copy of the school catalog and the completed Required Contents for School Catalogs (**Form #2037**).
- A copy of the student contract and the completed Required Contents for Student Contracts (**Form #2036**).
- A copy of the partnership agreement, if owned as a partnership.
- A copy of the articles of incorporation and most recent annual report filed with the secretary of state, if owned as a corporation.
- A copy of the curriculum, which satisfies the course of instruction requirements, found in Wisconsin Administrative Code (**Wis. Admin. Code ch. Cos 5 for Barbering and Cosmetology, Wis. Admin. Code § SPS 50.300 for Barbering only**).
- A copy of current surety bond.

9. For renewal of credential, please verify that the school is in compliance and that you have submitted the following documents by checking each item below:

- A detailed floor plan of the premises to be used by the school, which identifies the site of the school and includes a description of fixtures and equipment.
- A copy of the school catalog and the completed Required Contents for School Catalogs (**Form #2037**).
- A copy of the student contract and the completed Required Contents for Student Contracts (**Form #2036**).
- A copy of the partnership agreement, if owned as a partnership.
- A copy of the articles of incorporation and most recent annual report filed with the secretary of state, if owned as a corporation.
- A copy of every advertisement used by the school in the 12 months preceding the date of the application for license renewal, including the script for every radio or television advertisement.
- If the curriculum has changed since application of initial credential, please submit a copy to verify compliance with Wisconsin Administrative Code (**Wis. Admin. Code ch. Cos 5 for Barbering and Cosmetology and Wis. Admin. Code § SPS 50.300 for Barbering only**).
- A copy of current surety bond.

## **CONTINUING DUTY OF DISCLOSURE:**

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## **AFFIDAVIT OF APPLICANT:**

By signing below, I am signifying that I have read the above statements (Continuing Duty of Disclosure and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature of Owner:  Date:  /  /

(Print and Sign Form)

## **POST-SECONDARY SCHOOL DESIGNATION:** (optional)

If you wish to be designated in the DSPS database as a post-secondary institution, which is required to be eligible for Title IV federal funding, please submit proof (such as a copy of your school admissions policy), and attest to the fact that your school maintains an admissions policy that requires applicants to possess a high school diploma, GED, HSED or apply through a dual-enrollment/dual-credit program that is in compliance with Wis. Stat. § 118.55.

Signature of Owner:  Date:  /  /

(Print and Sign Form)