

**645—61.7(157) Licensure for schools of cosmetology arts and sciences.**

**61.7(1)** An application for a school license shall be submitted 90 days prior to the anticipated opening day of the school to the Board of Cosmetology Arts and Sciences, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Prior to board review, the application shall include:

- a.* A complete plan of the physical facilities and an explanation detailing how the facilities will be utilized relative to classrooms, clinic space, and a mentoring program;
- b.* A list of the names of licensed instructors including the school director(s) for the proposed school if the instructors and school director(s) have been hired by the school at the time of application;
- c.* Copies of the catalog, brochure, enrollment contract, student policies, and cancellation and refund policies that will be used by the school or distributed by the school to students and the public; and
- d.* The school's course of study and curriculum, which shall meet the course of study requirements outlined in rule 645—61.14(157).

**61.7(2)** Prior to issuance of the school license, the school shall:

- a.* Submit a final list of licensed instructors and director(s) hired for the school. The number of instructors must meet the requirement outlined in Iowa Code section 157.8, with the exception of instructors for the mentoring program; and
- b.* Meet the requirements of this chapter and 645—Chapter 63 and pass the board's inspection of the facility.

**61.7(3)** The school owner shall be interviewed by the board during the review of the application.

**61.7(4)** After all criteria have been met, the school license shall be granted for the location(s) identified in the school's application.

**61.7(5)** Instruction of students shall not begin until the school license is activated.

**61.7(6)** The school must provide proof of registration with the Iowa college student aid commission.

**61.7(7)** Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed. The records shall be maintained after two years only if the applicant submits a written request to the board.

**61.7(8)** Existing school license, new location. A change of location shall require submission of an application for a new school license and payment of the license fee 90 days in advance of the anticipated date of opening. A change of address without a change of actual location shall not be construed as a new site.

**61.7(9)** Existing school license, new name. The owner shall notify the board in writing of a change of name within 30 days after the occurrence. In addition, the owner shall return the current certificate and pay the reissued certificate fee as specified in rule 645—5.5(147,157).

**61.7(10)** Existing school license, change of ownership. A school license is not transferable. A change in ownership of a school shall require the issuance of a new license. "Change in ownership" means any change of controlling interest in any corporation or any change of name of sole proprietorship or partnership.

*a.* A school cannot be sold if disciplinary actions are pending.

*b.* The board may request legal proof of the ownership transfer.

*c.* If a school owner sells the school, that owner must send the license certificate and a report of the sale to the board within ten days of the date on which the sale is final. The owner of the school on record shall retain responsibility for the school until the new school owner has been issued an active school license.

*d.* The new school owner shall follow all requirements as outlined in rule 645—61.7(157).

This rule is intended to implement Iowa Code sections 147.80, 157.6 and 157.8.

[ARC 8515B, IAB 2/10/10, effective 3/17/10; ARC 3558C, IAB 1/3/18, effective 2/7/18]