Renewal of License(s) in the Cosmetology Arts and Sciences Board 2020

Step 1 - Please write clearly and legibly

<table>
<thead>
<tr>
<th>License Number</th>
<th>Last Name, First Name</th>
<th>Mailing Address</th>
<th>City, State, Zip Code</th>
<th>E-mail address</th>
</tr>
</thead>
</table>

Your email address is important! Renewal notifications will be emailed to the email address on file with the board at 60, 50, 40 and 30 days prior to the license expiration date.

Primary Phone

Step Two - Check the license(s) you are renewing. Enter each license number.

<table>
<thead>
<tr>
<th>License Practice Discipline</th>
<th>License #</th>
<th>Renewal fee on or before March 31</th>
<th>Renewal fee in grace period April 1 – April 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Electrology</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Esthetics</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
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<tr>
<td>Instructor</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
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<tr>
<td>Manicure</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
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<tr>
<td>Nail technology</td>
<td></td>
<td>$60.00</td>
<td>$120.00</td>
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Step Two – Review these frequently asked questions and definitions before you continue.

What is the renewal fee and when is it due? The renewal fee is $60 per license. Check or money order must be payable to the Iowa Board of Cosmetology. Renew your license early to avoid a late fee or lapse in licensure. The board office strongly suggests that you mail the application and fee on or before March 1.

When is the late fee due? A $60 late fee plus the $60 renewal fee is required on all applications received in the grace period: “Grace period” means the 30-day period following expiration of a license when the license is still considered to be active; April 1 through April 30. Allow 4-6 weeks to process the paper renewal. Once approved a new set of cards will be mailed to you.

Inactive Status - A licensee who fails to renew the license by the end of the grace period has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice cosmetology arts and sciences in Iowa until the license is reactivated.

Iowa Law and Administrative Rules - Board’s rules related to license renewal and continuing education requirements may be found in Iowa Administrative Code chapters 645—60 and 645 — 64. New rules became effective February 7, 2018. To view the current Iowa Law and Administrative Rules online go to: http://idph.iowa.gov/Licensure/Iowa-Board-of-Cosmetology-Arts-and-Sciences/Laws-and-Rules

Step Three - The following five judgment questions must be answered.

If you answer “Yes” to any question below, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record.

Since your last renewal have you:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Iowa Board of Cosmetology Arts and Sciences 2020 Renewal Application
Step Four – Continuing Education. You must answer all six questions. The biennial continuing education compliance period begins on April 1 of one year and ends on March 31 two years later. All required continuing education hours must be completed during this period and prior to renewing the license.

If selected for the audit, you will be required to submit proof of continuing education hours. For auditing purposes, licensees must retain the information for two years after the biennium has ended. To review the continuing education rules go to http://idph.iowa.gov/Licensure/Iowa-Board-of-Cosmetology-Arts-and-Sciences/Laws-and-Rules

<table>
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<tr>
<th>Yes</th>
<th>No</th>
<th>This is my first renewal after initial licensure; continuing education is not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Renewing One License. See page 3. Note: If you are reporting continuing education for the first time you may report hours earned from the date of your initial licensure.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Renewing Multiple Licenses. See page 3. Note: If you are reporting continuing education for the first time, you may report hours earned from the date of your initial licensure for that specific license.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Renewing Multiple Licenses – One is an Instructor License. See page 3.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>I am exempt from the continuing education requirements because (1) I am actively practicing and licensed in another state and (2) reside in that state. I have met all requirements of that state for practice and hold an active license at the time of renewal.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>I am exempt from the continuing education requirements and have/am in the process of completing the requirements of my exemption, because (1) I have been granted an extension of time to fulfill the continuing education requirements or (2) I have been granted an exemption by the board (due to a physical or mental disability or illness). My doctor and I have completed the ‘Application for Continuing Education Extension/Exemption for Disability or Illness. The application was mailed to the board office and has been approved by the Board.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>I am exempt from the continuing education requirements because I served honorably on active duty in the military service during all or part of this continuing education biennium or I am the spouse of an active duty military service person.</td>
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</table>

Step Five - Certification/Attestation Statement

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my license may be subject to disciplinary action and criminal prosecution.

I understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. In submitting this application, I consent to any reasonable inquiry, including a continuing education audit that may be necessary to verify the information I have provided on, or in conjunction with, this application.

I attest that I do not have a medical condition which impairs or limits my ability to practice my profession with reasonable skill and safety and understand that I must notify the Board should such a condition arise which impairs or limits my ability to practice my profession with reasonable skill and safety.

Licensee Signature

Date

Iowa Board of Cosmetology Arts and Sciences

2020 Renewal Application
**First renewal period after becoming licensed**: NO continuing education is required until the 2nd renewal. Remember to complete the renewal and pay the fee or your license will become INACTIVE.

**One active cosmetology related license**: 6 hours of continuing education including at least 4 hours specific to the licensed discipline and at least 2 hours specific to Iowa cosmetology rules and laws and infection control.

**Two active cosmetology related licenses**: 10 hours of continuing education including at least 4 hours specific to each licensed discipline and at least 2 hours specific to Iowa cosmetology rules and laws and infection control.

**Three active cosmetology related licenses**: 14 hours of continuing education, including at least 4 hours specific to each licensed discipline and at least 2 hours specific to Iowa cosmetology rules and laws and infection control.

Cosmetology License Continuing Education Requirements (With Instructor’s License)

In addition to the requirements outlined above instructors wishing to renew the instructor’s license must take 6 hours in teaching methodology.

For example, an instructor with two active cosmetology related licenses will need a total of 16 hours of continuing education.

- 4 hours specific to the discipline of esthetics +
- 4 hours specific to the discipline of nail technology +
- 2 hours specific to Iowa cosmetology rules and laws and infection control +
- 6 hours of teaching methodology

16 hours for instructors with two active cosmetology arts and sciences licensed disciplines

A new license granted by the board of cosmetology arts and sciences to an individual who holds multiple active licenses with the board **shall have the same license expiration date as the licensee’s existing license(s)**.

**Certifications do NOT require Continuing Education** - Licensees performing chemical peels or microdermabrasion, using a certified laser product or Intense Pulsed Light (IPL) for hair removal must be certified by the board to perform those services. Continuing education is NOT required to renew these certifications.

**Reactivation** – In the event your license goes inactive, evidence of completion of continuing education, verification of every jurisdiction where you have been licensed or have practiced, submission of the reactivation application and payment of the reactivation fee is required to reactivate your license. Review 645 IAC 60.17 to determine the amount of continuing education required.

**ATTN Salon Owners**: The Iowa Board of Cosmetology Arts and Sciences has posted the Self-Inspection Checklist online as a tool to assist salon owners and managers in complying with the Board’s statutes and rules. Best practice is to complete this tool every quarter with salon owners, managers and staff. All individuals who own or work in the salon are responsible for following infection control laws and rules. Any deficiencies should be corrected immediately: