Cosmetology School
Documentation Required for Licensure

☐ Application and fee ($600). All application fees are nonrefundable. To apply, do the following:

Create an account, apply and pay online at: https://ibplicense.iowa.gov/

☐ The application must include the following information:

  o Complete plan of the physical facilities and an explanation detailing how the facilities will be used, including classrooms, clinic space and a mentoring program.

  o List of the names of licensed instructors for the school (a minimum of 2 licensed instructors must be employed before the school license can be issued).

  o Copies of the catalog, brochure, enrollment contract, student policies, and cancellation and refund policies that will be used by the school.

  o A copy of the school’s course of study, which shall meet the requirements outlined in Iowa Administrative Code 645—61.14

Please Note: The application must be submitted at least 90 days before anticipated school opening date.