Paul Mitchell The School Merrillville

STATE LICENSING REQUIREMENTS AND DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Indiana Professional Licensing Agency to deny licensure. The Indiana Professional Licensing Agency denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Paul Mitchell The School Merrillville is not responsible for students denied licensure.

STATE LICENSING REQUIREMENTS

COSMETOLOGY

- **Application -** Applicants must have completed 10th grade education or equivalent. If you have ever held a license as a beauty culture professional previously in Indiana, you may login to your account and renew your license.
- **Application Fee of $40.00 -** Pay by credit or debit card for applications submitted online. All application fees are nonrefundable.
- **Positive Response Documentation:** If you answer "Yes" to any questions on the application, explain fully in a statement that includes all details. Include the violation, location, date, cause number, and disposition. Submit copies of court documents for each instance to support the statement. Please upload at the time of application.
- **Name Change Documentation:** Documentation of any legal name change if your name differs from that on any of your documents. Documentation may include a copy of your marriage certificate or divorce decree. Please upload at the time of application.
- **Beauty Culture Education Certification -** You must have 1500 hours of cosmetology education completed at an Indiana beauty culture school. Have your Indiana approved beauty culture school complete the Beauty Culture Education Certification form and upload the document as part of the application process.
- **Examination Pass Notice -** You must pass the written examination through PSI [those that have graduated before the exam was part of graduation (71/2013) will need to apply for a waiver of the 3 year deadline if they failed to meet it.] and upload your examination pass notice or submit to our office as part of your application.

INSTRUCTOR

- **Application -** Applicants must be a graduate of high school or equivalent. If you have ever held a license as a beauty culture professional previously in Indiana, you may login to your account and renew your license.
- **Application Fee of $40.00 -** Pay by credit or debit card for applications submitted online. All application fees are nonrefundable.
- **Positive Response Documentation:** If you answer "Yes" to any questions on the application, explain fully in a statement that includes all details. Include the violation, location, date, cause number, and disposition. Submit copies of court documents for each instance to support the statement. Please upload at the time of application.

- **Name Change Documentation:** Documentation of any legal name change if your name differs from that on any of your documents. Documentation may include a copy of your marriage certificate or divorce decree. Please upload at the time of application.
- **Beauty Culture Instructor Certification:** You must have 500 hours of education completed at an Indiana beauty culture school.
- **Examination Pass Notice:** Pass written examination through PSI [those that have graduated before the exam was part of graduation (71/2013) will need to apply for waiver of the 3 year deadline if they failed to meet it.]