

CHECK OFF LIST FOR SCHOOL RENEWALS:

1. **COMPLETE** School License Renewal form: **LICENSE # MUST BE ENTERED**
*Name of School must match the original application (if you have a Corp. or LLC: that is the ownerships name, not the owner of the Corp or LLC) – if different, you must re-apply as a New School;
*Notarize the bottom of renewal form
* Email address: *a permanent school contact email address* (an email address that does not change)
2. Submit Fee - \$500.00 Renewed on or before June, 30;
\$600.00 After June, 30 (delinquent)
3. Copy of current bond showing renewal date. We know they are continues bonds, we still need a current proof of a surety bond;
4. A subject description for each new course and its schedule, if applicable;
5. Most recent school catalog that:
- Indicates where any modifications, additions, or deletions from the previously submitted catalog may be found;
 - Contains an index that shows where the information required by A.R.S. §32-559 is located in the catalog;
 - Contains the name of each accrediting or approving organization; and
 - Provides a signed statement that the establishment has the equipment required by statute and rule for the school.
6. Articles of Incorporation- must show all owners' names – (if new owners or owner change you will need to apply as a new application, not a renewal)
7. The name and address of any new statutory agent if the change will take effect with the new license year.
8. A new operating schedule if changes will occur beginning with the new license year;
9. The owner of a school shall submit to the Board the terms and conditions of any management contract entered into for the school after contract is executed.
10. The name and license number of the current licensed instructor in charge of the school
11. A Signed statement that the establishment has the equipment required by statute and rule for the school

If you have any questions, please call Suzi (480) 889-2959 Theresa (480) 784-0230



ARIZONA STATE BOARD OF COSMETOLOGY

1740 West Adams St. Suite 4400, Phoenix, Arizona 85007

Phone #: (480) 784-4539 www.azboc.gov

SCHOOL RENEWAL APPLICATION

GENERAL SCHOOL INFORMATION

1. FEE AMOUNT SUBMITTED:

- \$500.00 (if paid or postmarked ON OR BEFORE June 30th)
- \$600.00 (if paid or postmarked AFTER June 30th)

2. SCHOOL TYPE: **choose only one**

- AESTHETICS
- COSMETOLOGY
- NAIL TECHNOLOGY
- HAIRSTYLING

ENTER # →

SCHOOL LICENSE # _____ (Refer to your posted school license)

3. OWNER TYPE:

- Individual
- Corporation
- Partnership
- School District

SCHOOL INFORMATION

School Name:

Full Address: (Street, City, State, Zip Code)

School Phone Number:
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School Fax number:
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School E-mail Address: (required for student hour report)

School Website Address:

www.

SCHOOL OWNERSHIP INFORMATION

Owners Name: (may be a corporation name or LLC name)

Full Address: (Street, City, State, Zip Code)

Contact Phone Number:

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BOND INFORMATION

Bond Company's Name & Agent's Name:

Full Address: (Street, City, State, Zip Code)

Phone Number:

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Bond Number:

Expiration Date:

LICENSED INSTRUCTOR IN CHARGE:

Instructor's Name:

Arizona Instructor's License #:
(8 digits)

Phone #:

NOTARY AREA: (Application must be notarized for renewal)

State of Arizona:

County of _____ I hereby certify by my signature that I am in compliance with A.R.S. Title 32, Chapter 32-551 et seq.

Owner's Signature: _____

Owner's Name & Date (Printed) _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC: _____ My Commission expires: _____