**Section 1175.1500 Hair Braiding School Application − Private Schools**

a) An applicant for a hair braiding school license shall submit a completed application to the Division with the following information and documentation:

1) Name, address and telephone number of the person, corporation or other entity that owns the school;

2) If the school is owned by a legal entity other than an individual, the name, address and telephone number of the chief executive officer of the corporation or other legal entity that owns the school;

3) Name, address and telephone number of the school;

4) Name, address and telephone number of the chief managing employee;

5) If the school is owned by a legal entity formed outside of Illinois (foreign), a copy of the required filing from that jurisdiction and a copy of the certificate of authority to transact business in Illinois as filed with the Illinois Secretary of State;

6) If the school is owned by a partnership, a copy of the signed and dated partnership agreement including the name of the partnership and the name, address and telephone number of each partner;

7) If the owner will be conducting business under an assumed name, as described in the Assumed Business Name Act [805 ILCS 405], a copy of the application to adopt an assumed name filed with the government office responsible for approving the assumed name;

8) A Commitment Statement, as provided in the licensure application packet, signed and dated by the school's chief administrative officer;

9) A listing of all teachers who will be in the school's employ, showing a sufficient number of qualified teachers who are holders of a current hair braiding teacher license or cosmetology teacher license issued by the Division;

10) A detailed 8½ x 11 inch floor plan that is:

A) drawn to scale;

B) shows dimensions;

C) has all areas labeled;

D) has all fixtures shown; and

E) demonstrates compliance with the requirements of Section 1175.305;

11) A copy of:

A) a lease showing at least a 1-year commitment to the use of the school site, the address of the school site, the address of the school site, the name of the lessor and the name of the lessee; or

B) the certification of ownership of the proposed school site;

12) An offical fire inspection report from the local fire inspection authority, conducted in the 6 months immediately preceding application, giving approval for use of the site as a school;

13) A financial statement indicating sufficient current finances exist to operate the school for at least 3 months. The Division will not accept a bank statement as sufficient proof to meet this requirement. The financial statement shall include reporting cash assets on hand and any liabilities and shall be prepared by either a certified public accountant or a person knowledgeable about the finances of the school. Any financial statement submitted by a person who is not a certified public accountant must contain a signed statement certifying under penalty of perjury that the information is true and accurate based upon inspection of the financial records of the school;

14) A copy of the official enrollment agreement to be used by the school, which shall be consistent with the requirements of Section 1175.1515;

15) A copy of the curricula to be used by the school for each program, which shall be consistent with the requirements of this Part;

16) A copy of the transcript to be used by the school for each program, which shall be consistent with the requirements of Section 1175.1525;

17) A copy of the final examination to be used by the school, which shall be consistent with the requirements of Section 1175.1545;

18) A sample of the school seal to be used by the school;

19) A photograph of the school sign to be used by the school; and

20) The required fee set forth in Section 1175.100.

b) When the items listed in subsection (a) have been received, the Division shall inspect the school premises, prior to school approval, to determine compliance with this Subpart O. School operations shall not begin nor shall the school in any way solicit student enrollment until the school has received notice of approval from the Division. Approval shall be granted if all the requirements of this Subpart O have been met.

c) Hair braiding schools shall only offer instruction in hair braiding and hair braiding teacher education.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)