

Louisiana State Board of Cosmetology
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Baton Rouge, LA 70809
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REQUIREMENTS FOR OPENING A NEW SCHOOL CHECKLIST

SCHOOL NAME: _____

- _____ 1. Notify Board in writing of intent to open.
Provide 2 year business plan and financial statements which include a profit and loss Statement and 3 year forecast (must come from bank or CPA and completed within 60 days of new school submission)
(These must be approved prior to moving forward)
- _____ 2. Submit a detailed floor plan drawn to scale, including the arrangement of classrooms, placement of equipment, electrical outlets, ventilation equipment, plumbing and lighting, the locations of all outside entrances and exits, and the square footage of each area.
- _____ 3. Pay the fee for initial school premises inspection - \$100.00
- _____ 4. Identify the maximum number of students to be enrolled at any time.
- _____ 5. Receive an inspection report from the Board indicating that the floor space is adequate.
- _____ 6. Submit a copy of the lease if property/building is to be leased.
- _____ 7. Submit a report from the local fire safety inspector indicating the fire safety requirements have been met.
- _____ 8. Submit a notarized statement from each registered teacher to be employed, verifying His/her agreement to teach, if the school receives its certificate of registration.
- _____ 9. Submit a copy of the proposed curriculum(s), daily schedule for the course of study, and a true copy of the proposed student enrollment contract for Board approval.
- _____ 10. Submit a Surety Bond in the amount of \$30,000 in favor of the State of Louisiana.
- _____ 11. Submit a final inspection fee of \$300.00
- _____ 12. Submit new school application fee of \$340.00