

EXPIRED/LAPSED LICENCES OR PERMITS

Policy Guide for Licence / Permit Reinstatement

<p>Overdue for up to 3 years (Licence has been expired for less than 3 years)</p>	<p>Subject to:</p> <ul style="list-style-type: none"> • Licence Fee(s) as designated in Schedule B • A \$25 penalty/late fee for each year expired
<p>Lapsed for over 3 years up to 10 years (Licence has been expired for more than 3 years but less than 10 years)</p>	<ul style="list-style-type: none"> • Licence Fee for current year as designated in Schedule B • A \$25 penalty/late fee for each year expired • An Infection control and By-Law exam is required
<p>Lapsed for more than 10 years (Licence has been expired for more than 10 years)</p>	<ul style="list-style-type: none"> • Assessment, additional training, and/or exam will be required (decided on a case-by-case basis) • Training requirement may include 150 to 500 hours depending on individual circumstance
<p><i>The above in no way infringes on the disciplinary action to be taken in accordance with the Cosmetology Act and By-Laws.</i></p>	

Pursuant to the *Cosmetology Act*, 2012, c. 39:

Display of licence or permit

- 35(1) Unless otherwise authorized in writing by the Executive Director, every licence and permit holder shall display the licence and permit in a place clearly visible to the public at the location where cosmetology is practised.
- (2) Unless otherwise provided in this *Act*, any licence or permit issued by the Executive Director remains in force until the end of the calendar year in which it was issued and may be renewed by following the process set out in the by-laws.
- (3) Where a person does not renew a licence or permit within two months of its expiry date, the person's name shall be removed from the Register and the licence or permit may not be renewed until such time as the person has paid to the Association the annual renewal fees and any penalties for each year or part thereof from the date of expiry of the licence or permit to the date of renewal, and continues to meet the licence or permit requirements.

- (4) Where the licence of any person has lapsed for a period of three years or more, the Board may, before issuing to that person a licence or renewal, require that person to complete such training, examination or period of work service under the supervision of another cosmetologist as may be prescribed by the by-laws.

Prohibition respecting designations

- 36 No person other than a cosmetologist licensed under this *Act* may use the designation “cosmetologist”, “licensed cosmetologist” or “registered cosmetologist”.

For further clarification, please refer to the Cosmetology Association’s By-Laws.

By-Law No. 5 – Registration and Annual Renewal

Annual Renewal of Licences and Permits

(*See Sections 22 and 25 of the *Act*)

- 5.1 To be registered as a member of the Association, a person must obtain a licence or permit in accordance with the *Act*.
- 5.2 All members who are engaged in the practice of cosmetology are required to complete the appropriate form in Schedule A each year to renew their licence. Together with the annual licensing fee set out in Schedule B, submission of the form to the Association will constitute renewal of the member’s licence to practise cosmetology.
- 5.3 All cosmetology establishments, schools and all cosmetologist who engage in mobile cosmetology services are required to complete the appropriate form in Schedule A each year to renew their permit. Together with the appropriate fee set out in Schedule B and undertaking in Schedule C (not required for schools or mobile services), submission of the form to the Association will constitute the annual renewal of the member’s permit.
- 5.4 Annual renewals must be submitted by December 31 each year.

By-Law No. 7 – Discipline

(*See Sections 43-59 of the *Act*)

- 7.1 Any person who practices cosmetology without a licence and any cosmetology establishment, school or mobile service where cosmetology is practiced without a permit may be subject to discipline in accordance with the *Act*; the Association may seek an injunction and/or other court order under the *Act* to prohibit the practice of cosmetology with a licence or permit as required by the *Act*.

By-Law No. 11 – Fees

(*See Section 17(2) of the *Act*)

- 11.1 The fees to be paid for registration, licensing, and examination shall be set out at Schedule B to the By-Laws.
- 11.2 Fees are payable for the year.

Schedule B - Fees

Annual Licensing Fees (for all categories of licence)

Administrative Fee (payable by all applicants for licence and permits)	\$60
Active Member (Current Member, Salon Owner)	\$90
Associate Member (Student, Beauty Supply Company, Former and/or Retired Cosmetologist)	\$90
Cosmetologist (Hairdressing or Esthetics)	\$90
Master Cosmetologist (Hairdressing or Esthetics)	\$95
Master Instructor (Hairdressing or Esthetics)	\$100
Specific Licence	\$90
Specific Master Cosmetologist Instructor	\$100
Graduate	\$80
Temporary (Graduate, Transfer)	\$80
Visitor	\$80

Annual Cosmetology Establishment Fees

1 Cosmetologist	\$75
2-5 Cosmetologists	\$85
6-10 Cosmetologists	\$120
11+ Cosmetologists	\$145
Salon/Spa Relocation	\$155
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$75
Salon/Spa Proprietor Application for Registration	\$255

Examination Fees

Provincial Examination (for all exams)	\$155
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Annual School/College Fees

Student Enrollment	\$105
Provincial Examination	\$155
1 st DNA (Did Not Attend)	\$215
2 nd DNA	\$265
3 rd DNA	\$315
School Opening	\$805
School Relocation	\$205
School Permit (1-50)	\$205
School Permit (51+)	\$305
Program Review / Registration	\$155
Instructor Application	\$100

Other

Special Event Permit (maximum 3-day period)	\$25
Credential Review	\$155
Late Registration of Permit / Licence (applied on January 1)	\$30
FTA (Failure to Attend – Professional Development Classes)	\$30
Copy of Licence, Certificate, or Photo ID	\$25
Returned Cheque / NSF	\$45

HST is payable on all fees.

These fees may be amended by the Board of Directors, at its sole discretion, from time to time.