

***EXPIRED/LAPSED LICENCES OR PERMITS***

<b><i>Policy Guide for Licence / Permit Reinstatement</i></b>	
<p><b>Overdue for up to 3 years</b> (Licence has been expired for less than 3 years)</p>	<p><b>Subject to:</b></p> <ul style="list-style-type: none"> <li>• A Fee as designated in Schedule B</li> <li>• A \$25 penalty/late fee for each year expired</li> </ul>
<p><b>Lapsed for over 3 years up to 8 years</b> (Licence has been expired for more than 3 years but less than 8 years)</p>	<ul style="list-style-type: none"> <li>• A Fee as designated in Schedule B</li> <li>• A \$25 penalty/late fee for each year expired</li> <li>• An Infection control and By-Law exam is required</li> </ul>
<p><b>Lapsed for more than 8 years</b> (Licence has been expired for more than 8 years)</p>	<ul style="list-style-type: none"> <li>• Assessment, additional training, and exam may be required - decided on a case by case basis</li> <li>• Training requirement may include 150 to 500 hours depending on individual circumstance</li> </ul>
<p><b><i>The above in no way infringes on the disciplinary action to be taken in accordance with the Cosmetology Act and By-Laws.</i></b></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-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**  
(\*See attached)