

**MISSISSIPPI STATE BOARD OF COSMETOLOGY
P O BOX 55689
JACKSON, MS 39296-5689
Phone: 601-359-1820 Fax: 601-354-6639**

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Please refer to instructions on page 2

Name and address of course provider:

Type of Business:

- SCHOOL
 MANUFACTURER
 ASSOCIATION
 OTHER

Contact person: _____

Telephone Number: _____

FAX Number: _____

Email address (if applicable) _____

COURSE NAME: _____

CHECK THE APPROPRIATE ELIGIBLE LICENSE CATEGORY (who will attend this course?):

- Cosmetologist Manicurist Esthetician Instructor

NUMBER OF CONTINUING EDUCATION CREDIT HOURS: _____(Breaks & Meals not included)

FEE FOR LICENSEES TO ATTEND THE COURSE: _____

TYPE OF TRAINING: SEMINAR, WORKSHOP (Hands on Training) or OTHER (Identify):

MAXIMUM NUMBER OF ATTENDEES: _____

INITIAL DATE AND TIME OF COURSE OFFERING: _____

(This application must be received at least sixty (60) days prior to initial course date)

LOCATION OF INITIAL OFFERING: _____

(Provide business name, address, city, state, and zip code)

NOTE: If you are planning to give this course on more than the initial date above, attach a list of dates, times and locations (business name, street, city, state, zip code). The Board must have at least 14 days written notice of any changes in date, location or instructor of your course. This information must be faxed to the number above.

CE Course Provider Instructions:

- 1. Attach the course outline or curriculum (must provide sufficient detail to justify the requested course credit hours).**
- 2. Attach a short resume for each instructor of the course.**
- 3. If limiting your course to employees of an organization, or if there are any other restrictions, please indicate so on your course outline.**
- 4. Please submit any other relevant information you feel is necessary to assist the Board in determining whether your proposed course will enhance the professional competency of the licensee and protection of the public.**
- 5. Each submission must be received in the MSBC office at least 60 days prior to the event in order to allow the board adequate time to review the information.**
- 6. THE EVENT CANNOT BE ADVERTISED AS BOARD APPROVED UNTIL AFTER RECEIPT OF WRITTEN APPROVAL FROM THE BOARD.**