**INSTRUCTIONS FOR MONTHLY REPORTING AND NEW FORMS**

Attached you will find updated Board Approved School Coordination Forms. This document will serve as your instruction on how to complete and submit these updated forms.

Please note that MSBC will require that all schools use the attached forms effective July 1, 2019.

**ENROLLMENT – COPY SUBMITTED TO MSBC AT ENROLLMENT**

School Enrollment Form

School Proof of Education (no MSBC form – Proof of Education Submitted)

Certification of Receipt (Program Specific)

Please note that if the enrollee has a felony, they must be pre-approved by the Board for enrollment.

**RE-ENROLLMENT – COPY SUBMITTED TO MSBC AT RE-ENROLLMENT**

School Re-Enrollment Form

School Proof of Education (no MSBC form – Proof of Education Submitted)

Certification of Receipt (Program Specific)

Please note that if the re-enrollee has a felony, they must be pre-approved by the Board for re-enrollment.

MSBC must have the enrollment or re-enrollment documents in order to accept monthly hour submissions. Without these documents, the student is not put into our license system as an active student.

**MONTHLY HOUR SUBMISSION REPORT**

Effective July 1, 2019, MSBC will require that all monthly hour submission reports be filed electronically using this format. This submission report is to be submitted to State Board by the 10th of the month.

The spreadsheet attached has a format for the entire FY2020 (July 1, 2019 – June 30, 2020) year. You will notice at the bottom of the spreadsheet that there is a tab for each month. This will allow you to copy the previous month’s information onto the next month’s worksheet and make any needed changes. You will need to open the document initially and save with only your School Name and Location.

Example: Clark School of Cosmetology – Jackson

You will email this report to our School/Testing Coordinator, Ruby Lowery by the 10th of each month at:

RLowery@msbc.state.ms.us

We have had issues in the past with school’s not submitting their monthly reports timely. Please note that a delay in receiving this report, delays your students receiving approval letters to test. School/Testing Coordinator Lowery will provide the Board with a list of any schools not in compliance at the Board Meeting each month.

A copy of the original should be retained by the school for its permanent records.

A copy of the original should be posted on the school bulletin board.

If you have questions with this form and need assistance, please let us know.

**FINAL TRANSCRIPTS**

Final Transcripts are to be submitted to MSBC at completion of the program. Please note that if a student finishes in the middle of the month, verification of hours will need to be submitted for those hours pending (submitted on the next monthly hour report submission). MSBC must be able to verify completion of the program for the processing of examination letters.

Final Transcripts are to have two (2) student passport photos attached. Please be sure that your school seal/stamp is on the final transcript. You will note that a third (3rd) column has been added. This column is the recommended program hours. You can make adjustments as needed, this is ONLY a recommendation.

Financial Obligation

If there is a financial obligation owed, you must submit the final transcript with hours listed but write in red across the transcript: FINANCIAL OBLIGATION

We will not give approval to test with a financial obligation owed to the school.

Once final transcripts are received the following will happen:

July 1 – December 31, 2019

MSBC will issue the initial examination approval letters for Theory and Practical Exams.

In the event of a failure, students will submit the Application for Retake Examination. Students will need to submit a separate form for each examination.

Students requesting a Work Permit will send in the Application for Permit to Work. Please make sure that students understand that this permit expires at 90 days or if there is a failure of examination.

January 1, 2020 – Forward

MSBC will issue the initial examination approval letter for Theory. Every student will be required to successfully pass the Theory examination before they can request the approval letter for Practical.

Once a student passes his Theory examination, the student will submit the Request for Practical Examination Approval Letter form to request their approval letter.

In the event of a failure, students will submit the Application for Retake Examination. Students will need to submit a separate form for each examination.

Students requesting a Work Permit will send in the Application for Permit to Work. Please make sure that students understand that this permit expires at 90 days or if there is a failure of examination.

**PLEASE MAKE SURE THAT ALL STUDENTS UNDERSTAND THEY ARE NOT TO REGISTER FOR EXAMINATION UNTIL THEY HAVE RECEIVED THEIR APPROVAL LETTER FOR EXAMINATION.**

**CERTIFICATON OF INSTRUCTOR EMPLOYMENT**

You will complete one form for each instructor who will be teaching in the school.