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The information on the following pages is intended to provide general guidance for parties interested in opening a school licensed by the Board Registration of Cosmetology and Barbering ("Board"). It is important to note that these guidelines do not cover all aspects of opening a new school and school operations. It is the responsibility of the prospective school owner to review all guidelines, laws and regulations (state and local) *prior* to expending any resources, leasing space, etc.

**TYPES OF SCHOOLS LICENSED BY THE**  
**BOARD OF REGISTRATION OF COSMETOLOGY AND BARBERING**

**Barber Schools**  
**Cosmetology Schools**  
**Electrolysis Schools**  
**Esthetician Schools**  
**Manicuring Schools**  
**Advanced Schools**

(Advanced Schools provide advanced and continuing education  
to professionals licensed by the Board)

## **Laws And Regulations That Govern Programs Licensed By The Massachusetts Board Of Cosmetology And Barbering**

It is essential for a prospective school owner to review all statutes, regulations, and local town and city ordinances. Statutes governing the Board of Registration of Cosmetology and Barbering (“Board”) include M.G.L. c. 112, §§87T to 87KK and M.G.L. c. 112, §§61-65E. Board regulations include 240 CMR 2.00 to 11.00. Additional policies governing the cosmetology profession including personal license types, schools, and salons may also be found on the Board’s website at [www.mass.gov/cosmetology](http://www.mass.gov/cosmetology).

You may click on the links below to access regulatory requirements for operating a school for the respective discipline. However, it is important to review all laws, regulations, and policies governing the professions licensed under the Board of Cosmetology and Barbering.

**Barber Schools-- [240 CMR 8.03](#)**

**Cosmetology Schools-- [240 CMR 4.00](#)**

**Electrolysis Schools—[240 CMR 10.00](#)**

**Esthetician Schools—[240 CMR 5.00](#)**

**Manicuring Schools-- [240 CMR 7.00](#)**

**Advanced Schools--[240 CMR 6.00](#)**

The Massachusetts Attorney General’s Office also has regulations in place, [940 CMR, 31.00](#), that assists in regulating advertising or doing business within Massachusetts, including schools that provide programs, services, courses, and/or instruction.

In addition to the aforementioned state laws, regulations, and policies, a prospective school owner should also research local town and city ordinances. This includes, but is not limited to, requirements for obtaining a business certificate, building permits (plumbing, electrical, etc.), and occupancy permit.

## ***OPENING A SCHOOL GUIDELINES CHECKLIST\****

	<b>PRELIMINARY STEPS TO TAKE WHEN CONSIDERING OPENING A SCHOOL</b>
	<p>Determine the type of school you want to open:</p> <ul style="list-style-type: none"> <li>• <b>Barber School-</b> MA 1000 hour requirement</li> <li>• <b>Cosmetology School-</b> MA 1000 hour requirement</li> <li>• <b>Electrolysis School-</b> MA 1000 hour requirement</li> <li>• <b>Esthetician School-</b> MA 600 hour requirement</li> <li>• <b>Manicuring School-</b> MA 100 hour requirement</li> <li>• <b>Advanced School-</b> hour requirements may differ based on program, as applicable. It is required that advanced programs be submitted independently for approval.</li> </ul>
	<b>Review all state laws and regulations</b> pertaining to opening up your chosen type of school.
	<b>Review space, equipment, bond, instructor, and administrative requirements</b> respective to your chosen type of school. This information is found in the regulations for each school type, available on the Board's website: <a href="http://www.mass.gov/cosmetology">www.mass.gov/cosmetology</a>
	<b>Scout possible locations.</b> After locating a potential space for your school, contact the Board Office at 617-701-8792 or <a href="mailto:cosmetologyandbarberingboard@mass.gov">cosmetologyandbarberingboard@mass.gov</a> to submit a rough draft of the floor plan of the space. Confirm the space will meet the requirements outlined herein. Do not sign a lease or begin buildout unless the Board has provided initial approval. Be sure to follow local town and city ordinances in addition to state laws and regulations.
	<b>Choose a name for your school.</b> Note that the school may not indicate that is a salon or spa. Schools cannot use names incorrectly suggesting the school provides healing or medical benefits. Names such as "healing", "medical", "med", or "clinical" etc. are prohibited.
	<b>Create business entity</b> , as desired, i.e. LLC, Corporation, etc.
	<b>SECONDARY STEPS TO TAKE WHEN CONSIDERING OPENING A SCHOOL</b>
	<b>Complete/obtain and submit the following items to the Board for approval:</b>
	<ul style="list-style-type: none"> <li>• <b>Prepare and submit a detailed curriculum</b> of your program(s), as applicable</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Submit a complete <i>School Catalog Checklist</i></b> cross-referenced with your <b>School Catalog-</b> please combine the checklist and Catalog and submit as one document</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Submit a complete <i>Enrollment Agreement Checklist</i></b> cross-referenced with your <b>Enrollment Agreement Contract-</b> please combine the checklist and Enrollment Agreement Contract and submit as one document</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Submit a detailed professional floorplan.</b> Floor plans must reference spaces used for administrative purposes, offices, and any other uses, these uses cannot be commingled with the dedicated rooms required for instruction.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Obtain and submit copies of any required local permits:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Occupancy Permit</li> <li><input type="checkbox"/> Business Certificate (for "DBA's")</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Obtain Bond for applicable bond amount- Submit proof of bond using</b></li> </ul>

	<b>required bond form, which can be provided by Board Staff.</b>
	<ul style="list-style-type: none"> <li>• <b>If school uses a business entity, submit applicable documentation.</b> Note the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> If incorporated, submit a copy of the Articles of Incorporation,</li> <li><input type="checkbox"/> If partnership or LLP, a copy of partnership agreement, for LLCs, include a copy of Certificate of Organization.</li> <li><input type="checkbox"/> Foreign entities must be registered as such with the Massachusetts Secretary of State's Office.</li> </ul> </li> </ul>
	<b>FINAL STEPS TO TAKE WHEN OPENING A SCHOOL</b>
	<b>Choose tentative opening date, a minimum of one month after Board approval.</b>
	<b>Engage in limited advertising</b> of "prospective school" to obtain prospective students
	<b>Submit enrollment report</b> with list of students to Board.
	<b>Schedule final walkthrough of facility.</b> Contact Board office at 617-701-8792 or <a href="mailto:cosmetologyandbarberingboard@mass.gov">cosmetologyandbarberingboard@mass.gov</a> to schedule.
	<p><b>Submit Signed Paper Application and Licensing Fee.</b></p> <p>The individual signing the application is the applicant of record. The applicant of record does not need to hold ownership in the school, but must agree to be held accountable for the school adhering to all laws and regulations applicable to schools.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For corporations, the applicant of record must be an officer of the corporation.</li> <li><input type="checkbox"/> For partnerships and LLP's, each partner must sign the bottom of the application as an applicant, however, one partner must be the listed applicant on the form who agrees to handle Board matters on behalf of the partnership.</li> <li><input type="checkbox"/> For LLC's, the owner of record must be a manager (or member if member managed).</li> </ul>
	<p><b>If school uses a business entity, submit applicable documentation.</b> Note the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If incorporated, submit a copy of the Articles of Incorporation,</li> <li><input type="checkbox"/> If partnership or LLP, a copy of partnership agreement, for LLCs, include a copy of Certificate of Organization.</li> <li><input type="checkbox"/> Foreign entities must be registered as such with the Massachusetts Secretary of State's Office.</li> </ul>
	<b>OPENING NEW SCHOOL AND BEGINNING CLASSES</b>
	<b>Upon approval, the school is licensed and may open, all changes thereafter must be approved by the Board in writing.</b>

**\*This checklist is not an exhaustive list of the steps that may be required when opening a school. Additionally, the approval process may take weeks to months to finalize after submitting required items to the board for final approval.** Therefore, it is important to check all documents for accuracy and completeness prior to submitting to the board. Plan enrollment start dates accordingly as final approval is required for licensure and is prerequisite to starting classes.

## **Barber School Requirements**

### **Space Requirements**

1. A clinic area for at least 25 students, with not less than 20 square feet of area for each student
2. A lecture room properly equipped for demonstration or practical purposes with a minimum of 25 arm chairs
3. An individual secure space sufficiently large to keep each student's effects
4. Lavatories in accordance with applicable law and regulations, in clean sanitary conditions at all times

### **Equipment Requirements**

1. The clinic area of a barber school shall have a minimum of 25 barber chairs, 15 of which shall be able to recline for shaving and facials
2. One barber chair, one sink, and one work-stand in lecture room for demonstration work
3. One mirror for each chair, and one hand washing sink and one shampoo sink per eight chairs
4. One wet tool sterilizer for each chair with proper solution for same
5. One covered container for disposal of used shaving papers
6. One covered container for disposal of used towels
7. One closed cabinet for clean towels
8. One hair dryer for each five students
9. One hi-frequency apparatus
10. One high power microscope for bacteria and scalp study
11. Student Kit with supplies that adequately support the curriculum

**Obtain bond (Note: It is required that the Board-approved bond form be used)**

Barbering Schools - \$20,000

### **Obtain Instructors to meet requirements**

1. Barber Schools- Every school shall regularly have in attendance during school hours at least: 1. Two instructors for 25 students or less; or 2. One instructor or assistant instructor for each additional 25 students or less.

## **Complete Administrative Requirements**

1. A certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises intended to be used as a school
2. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
3. A true copy of the School Catalog cross-referenced with the *Catalog Checklist*
4. A detailed outline of the school curriculum
5. A detailed professional floor plan

## **Cosmetology School Requirements**

### **Space Requirements**

1. A clinic area for at least 25 students, with not less than 20 square feet of area for each student;
2. A lecture room with a minimum of 25 chairs properly equipped for demonstration or practical purposes;
3. A basic room completely separated from the lecture and clinic rooms sufficiently large to accommodate 25 students; and
4. An individual secure space sufficiently large to keep each student's effects
5. Accessible lavatories in accordance with applicable laws and regulations

### **Equipment Requirements**

1. Ten shampoo sinks and chairs
2. 25 all-purpose chairs
3. Ten dryers with accompanying chairs
4. Ten manicure tables
5. Ten manicure sterilizers
6. Cold waving equipment
7. Cleaning and disinfection supplies and equipment sufficient to comply with all applicable regulations.

### **Obtain bond (Note: It is required that the Board-approved bond form be used)**

Cosmetology Schools – \$20,000

### **Obtain Instructors to meet requirements**

1. Cosmetology schools – 2 cosmetology instructors per 25 students or less; 1 cosmetology instructor or assistant cosmetology instructor for every additional 25 students or less

### **Complete Administrative Requirements**

1. A certificate of occupancy or other authentic form issued by the appropriate city or

town approving the premises intended to be used as a school

2. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
3. A true copy of the School Catalog cross-referenced with the *Catalog Checklist*
4. A detailed outline of the school curriculum
5. A detailed professional floor plan

## **Electrology School Requirements**

### **Space Requirements**

1. Premises large enough to accommodate its student body, faculty members and staff, and separate areas of sufficient size for classroom instruction and practical training respectively
2. An individual, secure space sufficiently large for the student's personal belongings, for each student
3. Every electrolysis school shall specify the maximum number of students which can be accommodated in its practical training area at any one time, and shall provide a number of patient care stations in that practical training area sufficient to ensure a ratio of one patient care station for every three students

### **Equipment Requirements**

1. An adequate quantity of modern professional equipment for its students as approved by the Board.

### **Complete Administrative Requirements**

1. A certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises intended to be used as a school
2. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
3. A true copy of the School Catalog cross-referenced with the *Catalog Checklist*
4. A detailed outline of the school curriculum
5. A detailed professional floor plan
6. The academic and financial policies and procedures of the school
7. A list of the equipment utilized by the school
8. A bibliography of all textbooks used in the program of study
9. A blank copy of the form used by the school to obtain the informed consent of a student to serve as a patient for practical training, as required by 240 CMR 10.05(3)

### **Obtain bond (Note: It is required that the Board-approved bond form be used)**

Electrolysis Schools - \$10,000 if enrollments do not exceed 25 students, \$20,000 if enrollments are 25 students or more

**Obtain Instructors to meet requirements**

1. Electrolysis school – 1 instructor per 12 students or less

## **Aesthetics School Requirements**

### **Space Requirements**

1. A clinic room of no less than 600 square feet, to be used exclusively for the teaching of aesthetics and containing all necessary equipment for clinical training.
2. A lecture room of no less than 400 square feet, with arm chairs or desks and chairs for a minimum of 12 students. The lecture room must be available for at least one period per day for exclusive use for instruction in aesthetics.
3. A reception area and an office area.
4. An individual secure space sufficiently large to keep each student's effects
5. Accessible lavatories in accordance with applicable laws and regulations

### **Equipment Requirements**

1. One galvanic-high frequency-steam vaporizer- brush-facial machine (per six students)
2. Two cold light magnifying lamps (per six students)
3. Two infra-red lamps (per six students)
4. Two treatment chairs (per six students)
5. One unit for iontophoresis and desincrustation for every 12 students
6. Two vaporizer machines (per six students)
7. Wax melting equipment to accommodate single-use wax application for depilation of the face and body (per six students)
8. One high frequency unit with electrodes for every 12 students
9. Sink with hot and cold running water separate from the lavatories (per six students)

### **Obtain bond (Note: It is required that the Board-approved bond form be used)**

Aesthetic Schools – \$10,000 if enrollments do not exceed 25 students, \$20,000 if enrollments are 25 students or more

### **Obtain Instructors to meet requirements**

1. Aesthetic school – 1 cosmetology or aesthetics instructor per 12 students or less

### **Complete Administrative Requirements**

1. A certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises intended to be used as a school
2. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
3. A true copy of the School Catalog cross-referenced with the *Catalog Checklist*
4. A detailed outline of the school curriculum
5. A detailed professional floor plan

## ***Manicuring School Requirements***

### **Space Requirements**

1. A clinic room of not less than 600 square feet to be used exclusively for the teaching of manicuring and containing all necessary equipment for practical training.
2. A lecture room of not less than 400 square feet, with a minimum of 12 arm chairs or desks and chairs. The lecture room must be available for at least one period per day for exclusive use for instruction in manicuring.
3. An individual secure space sufficiently large to keep each student's effects
4. A reception area.
5. An office area.
6. Accessible lavatories in accordance with applicable laws and regulations

### **Equipment Requirements**

1. 12 manicuring tables with lamps, drawers and chairs/stools (per 12 students)
2. 12 wet hospital-grade sanitizers (per 12 students)
3. 1 FDA-approved heat sterilizer (per 12 students)
4. 3 sinks/hot/cold running water (per 12 students)
5. 12 covered waste containers (per 12 students)
6. 1 first aid kit (per 12 students)
7. 12 finger bowls (per 12 students)
8. 12 nail brushes (per 12 students)
9. 1 electrical hand held manicuring tool with bits (per 12 students)
10. 1 hot oil manicuring unit (per 12 students)
11. 4 dozen towels (per 12 students)
12. 12 foot basins (per 12 students)

**Obtain bond (Note: It is required that the Board-approved bond form be used)**

Manicuring Schools – \$10,000

## **Obtain Instructors to meet requirements**

Manicuring school – 1 instructor per 12 students or less

## **Complete Administrative Requirements**

1. A certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises intended to be used as a school
2. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
3. A true copy of the School Catalog cross-referenced with the *Catalog Checklist*
4. A proposed schedule of hours
5. A detailed outline of the school curriculum
6. A detailed professional floor plan.

## **Advanced School Requirements**

### **Space Requirements**

1. Premises sufficiently large to accommodate not more than one participant per 20 square feet of area.
2. Accessible lavatories in accordance with applicable laws and regulations

### **Equipment Requirements**

1. Equipment adequate to support the seminar offered and seating accommodations for all participants

### **Obtain bond (Note. It is required that the Board-approved bond form be used)**

Advanced Schools- \$5,000

### **Obtain Instructors to meet requirements**

1. Persons registered by the Board of Registration of Cosmetology and Barbering as instructors or lecturers or by such licensed cosmetologists, aestheticians, manicurists or barbers as the Board may deem qualified by expertise or experience to teach advanced seminars at a licensed Advanced School

### **Complete Administrative Requirements**

1. A certificate of use and/or occupancy or other authentic form from the appropriate city or town approving the premises at which the seminars will be offered
2. The name, license number, educational background and experience of at least one instructor who will provide instruction
3. The title and detailed outline of any seminars to be offered, and all new titles, curricula or changes thereto shall likewise be filed with the Board
4. A true copy of the student contract, which shall comply with G.L. c. 255, § 13K, cross referenced with the *Enrollment Agreement Checklist*
5. Detailed floor plans indicating complete separation from any adjacent salon