North Carolina Board of Cosmetic Art Examiners
121 Edinburgh South Drive Suite 209
Cary, NC 27511
919-736-6123
www.nccosmeticarts.com

INSTRUCTIONAL LAYOUT CHANGE/ADDITIONAL SPACE APPLICATION

☐ Cosmetology/Cosmetology Apprentice ☐ Esthetics ☐ Manicuring

☐ Natural Hair Care ☐ Teacher Trainees

School Name _____ School Code_____

Physical Address _____
Street City State Zip

Phone Number_____ Email _____

Mailing Address _____
Street City State Zip
(If different from location)

Owner Name _____
If there are more owners, please list on a separate sheet of paper including percentage of ownership and attach it to this application.

I certify that I have read and acknowledge the requirements of 21 NCAC 14T

Owner Signature _____

In addition to this application, you must submit:

- A Current diagram with equipment identified in each area.
- A NEW diagram highlighting the changes with equipment in each area.
- If the school is adding a new program: curriculum and evaluation plan. Manicuring tables and pedicure chairs NC Mechanical code approval from the County or City

Please email all documents to lelliott@nccosmeticarts.com . Your information will be reviewed to see if the school will maintain compliance with the new school check list. Once you obtain notification the change appears to meet necessary requirement you can begin to move forward with changes. Prior to using the additional space or added equipment you must submit a payment of $75.00 and an inspection is required to ensure measurement meets the minimum spacing.