

**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
STATE OF NEW HAMPSHIRE  
7 Eagle Square  
Concord, N.H. 03301  
Telephone 603-271-1452

**APPLICATION FOR INITIAL ELECTROLOGY SCHOOL APPROVAL**

**ELECTROLOGY SCHOOLS THAT ARE ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS & SCIENCES (NACCAS), THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC), OR THE COUNCIL ON OCCUPATIONAL EDUCATION (COE), ARE DEEMED TO BE APPROVED, AND NO APPLICATION IS NECESSARY.**

To request approval to operate an electrology school in New Hampshire that is not accredited by the NACCAS, the ACCSC, or the COE, the applicant shall provide the information specified below not less than 30 days prior to desired opening date. **NOTE: THE SCHOOL SHALL NOT OPERATE UNLESS AND UNTIL APPROVAL IS OBTAINED.**

**Applicant Information:**

Applicant Name: \_\_\_\_\_

School Physical Address: \_\_\_\_\_  
Street name & number Town/City State Zip Code

School Mailing Address:  Check if same as physical address

IF DIFFERENT: \_\_\_\_\_  
Street name & number or PO Box number Town/City State Zip Code

School Telephone Number: ( ) - Designated email address\*: \_\_\_\_\_  
\* Email address to which notices, approval will be sent

School Website URL (if any): \_\_\_\_\_

Maximum Number of Electrology Students anticipated at one time: \_\_\_\_\_

**If Applicant is a business entity:**

Authorized Individual (AI) Name : \_\_\_\_\_ Title: \_\_\_\_\_  
First Last

AI Telephone Number: ( ) - AI email address: \_\_\_\_\_

**Information on Electrology Instructors (attach additional page if necessary):**

Name	License #	Email address	# years of experience	CPE Credential #

**Information on All Electrology and Sterilization Equipment To Be Used (attach additional page if necessary):**

Type of equipment	Model (if applicable)	Manufacturer	ANSI Certified?	FDA Approved?

**Office of Professional Licensing and Certification  
7 Eagle Square, Concord, New Hampshire 03301  
(603) 271-1452**

**Confirmation of Compliance with Plc 707.01:**

Requirement	Yes	No
School has at least one treatment table or chair with a non-porous surface that has no rips or tears and is cleaned after each use		
School has uncontaminated hot and cold water under pressure piped to a lavatory bowl or sink located in or within 15 feet of the treatment room		
School has single use, disposable eye shields for each client or sanitized and disinfected reusable eye shields		
School has lavatory facilities that meet the requirements of the applicable building code		
School has a separate and private treatment room that is completely closed off from another room or waiting area that provides opportunity for confidential conversation that is non-audible to others		
School has at least one closable cabinet or drawer for clean towels and linens and sterilized equipment		
School has single use, disposable needles		
School has forceps		
School has sterilization equipment that allows or will allow the school to meet the sterilization requirements of Plc 707.05		
All storage cabinets and work areas are constructed of materials that allow proper sanitation		
School will be heated to at least 68 degrees Fahrenheit		
School is ventilated such that interior of school is exposed to fresh air		
School is sanitary, with no visible dirt, dust, or mildew		
School is orderly so that furniture, equipment, and records are arranged in a pattern that does not interfere with the ability of students, clients, and instructors to move around the school without obstacle		
School has electrical lighting that is sufficient for the electrologist to demonstrate a treatment to students or to perform a treatment on clients		
All electrolysis and IPL equipment at the school will be maintained in safe working order as directed by the manufacturer		
All astringents, creams, lotions, and cleaning and sterilizing solutions at the school will be labeled as to their contents		
No animals will be allowed in the school, except service animals as defined in RSA 167-D:1, IV ("any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. ...")		
School is in compliance with all applicable building, electrical, plumbing, and fire codes		

**Attach to this application:**

- Copy of planned electrology curriculum showing compliance with Plc 708.02(a)-(e)
- If applicable, additional pages for instructors and equipment
- If applicable, an explanation of any "No" answer to the confirmation of compliance questions.

**Fee:**

Application Processing Fee:     \$375.00

If fee is paid by check or money order, the check or money order should be made payable to "Treasurer, State of New Hampshire." If your application is denied, the Application Processing Fee will not be refunded to you.

**Signature and Certification**

By my signature, I certify that:

- The information submitted is true, complete, and not misleading to the best of my knowledge and belief; and
- I understand that providing false, incomplete, or misleading information constitutes grounds to deny approval or to revoke any approval that is issued based on the information.

Applicant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Submit this form, all documentation, and payment of the application processing fee to:**

**Office of Professional Licensing and Certification  
Attn: Licensing Bureau  
7 Eagle Square  
Concord, NH 03301**