

North Carolina Board of Cosmetic Art Examiners  
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Cary, NC 27511  
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[www.nccosmeticarts.com](http://www.nccosmeticarts.com)



## INSTRUCTIONAL LAYOUT CHANGE/ADDITIONAL SPACE APPLICATION

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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.

Please email all documents to [lelliott@nccosmeticarts.com](mailto: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 \$60.00 and an inspection is required to ensure measurement meets the minimum spacing.