



**Secretary of State
Office of Professional Regulation**

**ELECTROLOGIST
Application Instructions**

LICENSE BY REGISTRATION

1. Complete Online Application
2. Application Fee (Non-Refundable Processing Fee)
3. A floor plan. Draw the floor plan of your office. Include dimensions of all rooms and areas of the office. **Give the scale, for example ½ inch equals one foot. Label the floor plan with your name and the name of the office. Keep a copy of the floor plan on the premises; the Inspector may request to see your copy; and**
4. Submit evidence of registration of the Name of Your Business (i.e., Trade Name; Certificate of Incorporation, Vermont domestic Corporation; Certificate of Authority, foreign non-Vermont; Partnership, or LLC).
This can be obtained from the
Corporations Division
Office of the Secretary of State
128 State Street
Montpelier, VT 05609
Telephone Number – (802) 828-2386 or <https://sos.vermont.gov/>

IMPORTANT INFORMATION – READ CAREFULLY

Licensees must notify the office within 30 days of any change of name or address. See 3 V.S.A., Section 129(a)(14).

Electrologist shall notify the Office 30 days before opening any Office or Branch Office for an inspection. No Office can open without an inspection.

Each Electrology Office shall have a Designated Licensed Electrologist responsible for overall cleanliness and sanitation of the Office. See V.S.A., Section 4409(c).

The practice of Electrology shall be permitted only in Licensed Electrology Offices. See 26 V.S.A., Section 4409(d).

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.