

Student Name: \_\_\_\_\_ NTCC Student ID#: \_\_\_\_\_

**Northeast Texas Community College | Manicurist Program  
Application Packet | Course Year: Fall 2025**

***Dear Prospective Student:***

*Thank you for your interest in the Manicurist Program at Northeast Texas Community College. The Cosmetology Department at NTCC is licensed by the Texas Department of Licensing and Regulation. Acceptance to this program is based on criteria which have been enclosed in this enrollment/information packet. Students are accepted per approval on a first come first serve basis, so returning your packet & as early as possible is the best way to ensure your acceptance into the program. Once the maximum class size is reached, the class is closed until the next semester of enrollment. Enrollment packets are not accepted if they are not complete, are missing documents.*

*Even though NTCC has an open-door policy, the Manicurist Program must limit their enrollment due to limited lab space and clinical facilities available. Minimum academic standards will be set. If the applicant does not meet the minimum requirements of the admission criteria, the student may be directed to seek advisement in help with achieving requirements or setting other career goals. Any information that is misrepresented or falsified may result in denial of admission and expulsion from the Manicure Program. This program is a 2-semester program (Fall & Spring) that attends Monday-Thursday 1:30pm-5pm.*

*Application Packets may be submitted **in person** to the Cosmetology/Manicurist Department on the NTCC Campus which is located in the Business Technology Building (M-Th, 8am-3pm), or mailed in to the address below. If you plan to mail your packet in, PLEASE EMAIL OUR DEPARTMENT to let us know it is being mailed. A mailed-in packet would need to have a check or money order included for the \$100 deposit in order to be considered complete, along with all other required items (see list on next page).*

**Mailing Address:**

**Northeast Texas Community College - Cosmetology Department  
PO Box 1307  
Mount Pleasant, Texas 75456-1307**

Applicants who have questions regarding the application process, may contact the Manicurist instructor or stop by the Cosmetology Department. **Erin Robles, Instructor | [erobles@ntcc.edu](mailto:erobles@ntcc.edu) | 903-434-8208.**

**Checklist for Enrollment - Submit the Following Items to the Cosmetology Dept to be considered:**

\_\_\_\_\_ 1. **This application packet**, complete with all pages filled out legibly & correctly. This should be completed by the prospective student ONLY (not by parents/friends, etc.).

\_\_\_\_\_ 2. **\$100 Non-Refundable Deposit** (cash, check, money order or credit card) Please submit this with your packet.

*Please remember this \$100 deposit is required, and non-refundable. In the event the student decides to withdraw their application from the program, after the class has started, there will be no refund of the deposit. Deposits are given back to the student upon successful completion and graduation of the Manicure Program.*

\_\_\_\_\_ 3. **One (1) letter of Recommendation**. This letter should be written by someone who knows you well, who can speak to your character and work ethic. This might be a former teacher, pastor, counselor or mentor. This would be in the same format/context as a letter of recommendation that would be included with a job application. Please submit this with your packet.

\_\_\_\_\_ 4. **Student Essay**. Student's should type a (minimum) 1-page essay and explain your interest in the field of Nail Technology. You may comment on previous experiences which may be work related or personal, and/or hobbies that may have influenced your decision to enter the field of Manicuring. You may also include ideas about how obtaining your Manicurist license may affect your future career plans. This should be completed by the prospective student ONLY (not by parents/friends, etc.). Bring this in with your packet.

\_\_\_\_\_ 5. **NTCC Admissions Application**– Students are required to do an NTCC admissions application and have a valid NTCC student ID number before submitting a Manicure Application so that they can be enrolled in Manicure classes.

\_\_\_\_\_ 6. **FAFSA/Financial Aid Application** – Although not required, we do suggest students submit a financial aid application. Payment for tuition, fees, and books/kit/uniform for the Manicure Program must be taken care of BEFORE the first day of class in order to attend. We recommend all students complete a FAFSA application (done online, via our website also) in case they may qualify for financial aid. NTCC also offers payment plans and/or scholarships for students who meet minimum requirements. No matter how you plan to pay for your courses and materials, it is MOST important that you have a PLAN in place.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Gender: \_\_\_\_\_

NTCC Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email Address (PRINT CLEARLY): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

**Additional Student Information**

Have you been an NTCC student before? (circle one) Yes No

Have you attended Manicurist or Cosmetology school before? (circle one) Yes No

If yes, where? \_\_\_\_\_

How many hours or semesters did you complete? \_\_\_\_\_

Upon completion of the Manicurist Program, do you plan to take the state board examinations required for licensure? (circle one) Yes No

Have you ever been convicted of, or plead guilty, no contest, or had a withheld judgement for a felony? (circle one) Yes No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that acceptance and successful completion of this program is not a guarantee of licensure in Texas and Texas Department of Licensing and Regulation will base my eligibility for licensure upon my criminal background/history, regardless of my Cosmetology hours gained from Northeast Texas Community College.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Essential Job Functions Form**

The following are essential job functions for any Cosmetologist as compiled from observations of a wide variety of job/salon experience.

1. VISUAL ACUITY:
  - Maintain a minimum standard of visual acuity required to observe a client's facial shape, hair condition, and or abnormal or unusual condition which may prevent Cosmetology services.
  - Maintain a minimum standard of visual acuity for operation of implements and equipment.
  - Maintain a minimum standard of visual acuity for visual inspection of the necessary sanitation requirements pertinent to the Cosmetology environment, use of computer terminals, extensive reading, and using measurement.
  
2. HEARING ACUITY:
  - Perceive the nature of sound and receive and interpret detailed information through oral communication.
  - Hear and respond to instruction, and client information and needs.
  - Hear and retain pertinent information necessary for success in the Cosmetology industry.
  
3. COMMUNICATION ABILITY
  - Express, exchange or interpret ideas by means of the spoken or written word, accurately, loudly, and quickly as necessary.
  - Communicate sufficiently nonverbally, in reading and writing to appropriately interact with individuals and to communicate their needs promptly and effectively for the client's best interest.
  
4. DIGITAL DEXTERITY
  - Move the wrists, hands, or fingers in a repetitive motion either singularly or simultaneously
  - Coordinate movements into smooth fluid motions including but not limited to eye/hand coordination activities and eye/hand/foot coordinated activities
  - Extend hand(s) and arm(s) in any direction (forward, downward, above shoulder level, etc.)
  
5. PHYSICAL ABILITY
  - Stand for extended periods of time.
  - Move from one area to another quickly, particularly for long distances and to be on the feet/mobile for 4-8 hours.
  - Maintain body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery and erratically moving surfaces exceeding what is required for ordinary locomotion and maintenance of body equilibrium.
  
6. ADAPTIVE ABILITY
  - Complete tasks or job functions within the required deadlines.
  - Complete required tasks/functions under stressful conditions.
  - Track and complete multiple tasks at the same time.
  - Perform independently with minimal supervision.
  - Interact appropriately with diverse personalities.

*I have read and understand the above statements, and I acknowledge that I meet these standards for the Manicurist Training Program at NTCC. If at any point I cannot meet these standards, I understand that I may be dismissed from the program.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE**

**Texas law:**

- Restricts the issuance of occupational licenses based on a license applicant’s criminal history; and
- Authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

As an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, I have been provided with notice by **Northeast Texas Community College Cosmetology/Manicurist Department** of the following:

- If I have been convicted of an offense or placed on probation, I might not be eligible for an occupational license issued by TDLR after I complete this educational or training program;
- TDLR’s criminal history guidelines are available at [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm) and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and
- I have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at [www.tdlr.texas.gov/crimhistoryeval.htm](http://www.tdlr.texas.gov/crimhistoryeval.htm).

*Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.*

**REFUND AND ORDERED PAYMENTS:**

State law requires TDLR to order an educational program provider to refund tuition, license application fees, and examination fees if:

- TDLR determines the provider failed to provide notice to the student and the student’s my license application was denied because of their criminal history.

**ACKNOWLEDGEMENT**

By my signature below, I, **(Printed Name of Applicant/Enrollee):** \_\_\_\_\_, certify that I have read and understand the information above.

**(Signature of Applicant/Enrollee):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TDLR ADMINISTRATION**

# Guidelines for License Applicants with Criminal Convictions

Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See [Section 51.4012](#) and [Chapter 53, Subchapter D, of the Occupations Code](#), which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license. The Department has issued [Criminal Conviction Guidelines](#) for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor’s criminal history with reference to these guidelines, the same as if an actual license application had been filed.

## COSMETOLOGISTS

### **Crimes involving prohibited sexual conduct or involving children as victims.**

#### *Reasons:*

1. Licensees have direct contact with members of the general public often in settings with no one else present.
2. A person with a predisposition for crimes involving prohibited sexual conduct or involving children as victims would have the opportunity to engage in further similar conduct.

### **Crimes against the person such as homicide, kidnapping and assault.**

#### *Reasons:*

1. Licensees have direct contact with persons in situations that have potential for confrontational behavior.
2. A person with a predisposition of a violent response would pose a risk to the public.

### **To request a criminal history evaluation letter, an individual must:**

- submit a [request form](#),
- complete a [criminal history questionnaire](#) for each crime for which he or she was convicted or placed on deferred adjudication, and
- pay a fee (\$10.00).

*(Students please keep this page for your records)*

## **Northeast Texas Community College | Cosmetology/Manicurist Department | Student Permits & Testing Information**

**Student Permit \$25:** In order for Cosmetology/Manicure student’s to legally practice Nail Technician services on clients in an educational lab setting, our licensing agency, Texas Dept. of Licensing & Regulation, requires

students to have a student permit. Student's will fill out a permit application provided by the Cosmetology Department and pay a one-time fee of \$25 to TDLR for that permit. The Manicurist instructor will then enter the student's information into the TDLR online system which will generate a permit to be printed. Student's will then provide instructors with a photo which will be added to the permit to make it valid. Student permits will be displayed in public view on each student's station in the department for the duration of their participation in the program.

**Inability to provide required documents:** Students ARE required to let instructors know if they do not have a valid social security number when filling out their permit application since this warrants a different process for issuing a student permit for a new Manicurist student. Please understand, a SSN is not a requirement for a student permit, but if a student does not have an SSN, instructors will have to mail in the student's permit application to TDLR instead of doing the application online. Also, the \$25 required permit fee has to be mailed in with the permit in the form of a money order.

**Manicurist State Board Exams – Current Pricing:** Written Exam: \$55 | Practical Exam: \$76

**Valid Government-Issued Identification Notice:** Once Manicurist student's complete the 600 required program hours needed to obtain a Texas Manicurist License, two state board examinations must be passed successfully with a 70 or above to obtain a Manicurist License. Manicurist state board examinations are administered by PSI exams (a third-party company), at PSI exam testing centers, NOT BY NTCC INSTRUCTORS. These testing centers require each student candidate to show valid government-issued identification, with their full name, matching on both their ID and their TDLR permit, (issued by the Cosmetology school) in order to take their examination. Student's failure to show proper ID will result in the student's forfeiting their exam fees and losing their exam "spot" on the given day. Student's will then have to re-schedule and re-pay for the exam. Proper identification includes a valid driver's license, state ID card, or passport (with a few exceptions). We ask that our students let instructors know if they will not be able to provide valid government-issued ID for testing so that details can be discussed concerning this matter ahead of time to save the student grief, time and money. All things of this nature are kept confidential and will be kept strictly between the student and the instructor of record. Instructors have experience in helping students determine what forms of ID will work for testing, so we urge all of our students to allow us this knowledge so that we may help them if possible.

*It is the sincere hope of the NTCC Manicure Program that our students are confident that we take any and all student problems/concerns seriously and that we do our very best to encourage, counsel and advise students effectively when it comes to all issues including those mentioned above. This acknowledgement is simply to make sure students understand all of the requirements of the Manicure Program that will allow them to make an informed, thought-out decision before embarking on a career in Nail Technology Thank you.*

**Northeast Texas Community College | Manicurist Deposit & Refund Policy**

A \$100.00 deposit is required to secure your enrollment in the upcoming Manicurist Program at Northeast Texas Community College. Please review the deposit details outlined below:

- For graduates of the Northeast Texas Community College Cosmetology Operator Program from the immediately preceding year, the deposit may be waived if you are transitioning directly into the Manicurist Program. This waiver applies only to the prior year's graduates and does not extend to those who leave and return at a later time. Please contact us to discuss your specific situation and eligibility.

We look forward to welcoming you to the program. For further inquiries or clarification, please reach out to Erin Robles.

- Your entire deposit of \$100.00 will be refunded back to you upon graduation. (Deposits are refunded in the 2-week period after graduation)
- Those students who paid a \$100.00 deposit will forfeit their deposit if any of the following occurs: the student drops out, is removed, or does not complete the course and cannot graduate for any reason.
- At the time of refund, if there is an amount owed on your NTCC account, the deposit will go toward those charges first. If there are any remaining funds, after the charges are paid, the remaining amount will be refunded to you.

**By signing this document, you understand that the \$100.00 deposit you are submitting to Northeast Texas Community College is to secure your space in the Manicurist class. This money will not be refunded unless you complete the course and successfully graduate from the NTCC Manicure program.**

**Printed Name of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_