



**APPLICATION FOR LASER HAIR REMOVAL CERTIFYING ENTITIES**

TEXAS DEPARTMENT OF STATE HEALTH SERVICES  
RADIATION SAFETY LICENSING BRANCH (RSLB)  
Mail Code 2835  
P.O. Box 149347  
Austin, Texas 78714-9347

Complete the application and submit with required documentation. For further questions, contact the RSLB at (512)834-6688, ext. 2225.

Legal Name of Facility: \_\_\_\_\_  
*The legal name of the facility as filed with the Texas Secretary of State Office.*

Doing Business As name (if applicable): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Mailing Address: (Street/City/State/Zip) \_\_\_\_\_ Physical Address: (Street/City/State/Zip)  
*If different from Business Location*

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

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Person E-mail address: \_\_\_\_\_

Contact Person Mailing address: \_\_\_\_\_  
*(Not residential address)*

**Type of Action: (Check all that apply)**

- New Application
- Amendment
- Name Change
- Contact Person Change
- Address Change

In accordance with 25 TEXAS ADMINISTRATIVE CODE (TAC) §289.302 (mm)(1)-(4), certifying entities, certifying programs, and examinations for Laser Hair Removal must meet certain requirements to be approved by the agency. In addition to submitting this completed application, submit documents showing how the certifying entity meets the requirements on pages 2 and 3.

**Certification: I certify that the information is true and correct to the best of my knowledge.**

**SIGNATURE of the applicant or person duly authorized to act on behalf of applicant:**

(Example: President, Registered Agent, CEO, CFO, Partner, Owner)

\_\_\_\_\_  
SIGNATURE TITLE DATE

\_\_\_\_\_  
PRINTED NAME TITLE DATE

PRIVACY NOTIFICATION: If you are applying as an individual, with few exceptions, you have the right to request to be informed about information the State of Texas collects on you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004).

# TEXAS DEPARTMENT OF STATE HEALTH SERVICES RADIATION SAFETY LICENSING BRANCH

## CERTIFYING ENTITY REQUIREMENTS FOR LASER HAIR REMOVAL

In accordance with 25 Texas Administrative Code (TAC) §289.302 (mm)(1)-(4) certifying entities, certifying programs, and examinations for Laser Hair Removal must meet certain requirements to be approved by the agency. Documents showing how the certifying entity meets these requirements must be submitted:

### A. Certifying Entity

1. Must be a non-governmental organization such as a society or association, whose members participate in, or have interest in, the field of laser hair removal.
2. Must make its membership available to the general public nationwide that is not restricted because of race, color, religion, age, national origin or disability.
3. Must have a certification program open to nonmembers, as well as members.
4. Must be an incorporated, nationally recognized organization in good standing that is involved in setting national standards of practice within its fields of expertise.
5. Must have an adequate staff, a viable system for financing its operations, and a policy- and decision-making review board.
6. Must have a set of written organizational by-laws and policies that provide adequate assurance of lack of conflict of interest and a system for monitoring and enforcing those by-laws and policies.
7. Must have a committee, whose members can carry out their responsibilities impartially, to review and approve their certification guidelines and procedures, and to advise the organization's staff in implementing the certification program.
8. Must have a committee, whose members can carry out their responsibilities impartially, to review complaints against certified individuals and to determine appropriate sanctions.
9. Must have written procedures describing all aspects of its certification program, maintain records of the current status of an individual's certification and the administration of its certification program.
10. Must have procedures to ensure that certified individuals are provided due process with respect to the administration of a certification program, including the process of becoming certified and any sanctions imposed against certified individuals.
11. Must have procedures for proctoring examinations, including qualifications for proctors. These procedures shall ensure that the individuals proctoring each examination are not employed by the same company or corporation (or a wholly-owned subsidiary of such company or corporation) as any of the examinees.
12. Must exchange information about certified individuals with the agency and other certifying entities and allow periodic review of its certification program and related records by the agency.
13. Must provide a description to the agency of its procedures for choosing examination sites and for providing an appropriate examination environment.

## B. Certification Program

1. Must require applicants for certification to:
  - a. receive training in the topics specified in subsection (j)(18) of 25 Texas Administrative Code (TAC) §289.302 and
  - b. satisfactorily complete a written examination covering these topics.
2. Must require applicants for certification to provide documentation that demonstrates that the applicant has:
  - a. receive training in the topics specified in subsection (j)(18) of 25 Texas Administrative Code (TAC) §289.302 and
  - b. satisfactorily completed a minimum period of on-the-job training.
3. Must include procedures to ensure that all examination questions are protected from disclosure.
4. Must include procedures for denying an application and revoking, suspending, and reinstating a certificate.
5. Must provide a certification period of not less than 3 years nor more than 5 years.
6. Must include procedures for renewing certifications and, if the procedures allow renewals without examination, require evidence of recent full-time employment and continuing education unites as specified in subsection (r) of 25 Texas Administrative Code (TAC) §289.302.
7. Must provide a timely response to inquiries, by telephone or letter, from members of the public, about an individual's certification status.

## C. Examinations

1. Shall be designed to test an individual's knowledge and understanding of at least the topics specified in subsection (j)(18) of 25 Texas Administrative Code (TAC) §289.302.