

Complaint form process

The Wyoming Board of Cosmetology regulates the practice of cosmetology to protect public health, safety and welfare. A licensee has a property right interest in their license under Wyoming law and therefore is afforded the right of due process. Anonymous complaints are not accepted by the Board of Cosmetology.

THIS DOCUMENT IS A GENERAL OVERVIEW OF THE DISCIPLINARY/CONTESTED CASE PROCESS. TO THE EXTENT THAT IT'S APPLICATION IN ANY GIVEN SITUATION CONTRADICTS THE BOARD'S RULES AND REGULATIONS, THE BOARD'S PRACTICE ACT, THE WYOMING ADMINISTRATIVE PROCEDURES ACT, ANY COURT ORDER, FEDERAL OR STATE LAW, THE LATTER SHALL CONTROL.

The entire complaint review, investigation and legal review process may take an extended period of time depending on the complexity of the case and the pending case load of the Board.

How complaints are processed

All complaints must be in writing on an approved Complaint Form. Complaints involving allegations which are not within the jurisdiction of this Board may be referred to other agencies which may be better able to assist the complainant.

ANONYMOUS COMPLAINTS CANNOT BE ACCEPTED. All Complaints must be signed and notarized by the complainant.

An assigned Investigative Board Committee, Investigative Board Member or specially assigned investigator along with the Committee/Member who act as an impartial, fact finding third party will investigate the allegation(s). They may provide a copy of the signed and notarized complaint form to the licensed agent whom a complaint has been filed, so that the licensee may respond to the complaint allegations.

Disciplinary process

After the investigation is complete, the Investigative Board Committee/Member make a recommendation to proceed with disciplinary action or dismiss the complaint.

Default

The Board may enter an order based on the allegations of a complaint in any case where the licensee or the licensee's representative has not appeared at a scheduled hearing of which the licensee had notice (Board Rules and Regulations, Chapter 11).

Please provide the Authorization for Release of Medical Records for evidentiary purposes (if applicable).