



Body Art Technician Licensing System – Supervisor/Sponsor Training

Temporary Technician and Guest License License
February 2021

Learning Objectives

At the end of this presentation, a body art technician supervisor/sponsor will understand:

- How to claim their license and set up their account
- How to successfully review and affirm a temporary technician or guest artist license
- The final steps of the application process when a technician is able to print their license

Step 1: Claim Your License

The screenshot shows the 'Claim My Licenses' page on the Minnesota Department of Health website. The header includes the MDH logo and navigation links for Home, License Search, and Log out. The main heading is 'Claim My Licenses'. Below it, instructions state: 'Enter your Minnesota Body Art license number and social security number to claim your full technician or temporary technician license. Only enter the numbers as indicated on your printed license. Do not enter any letters.' A note specifies: 'Guest license numbers cannot be claimed. Please create new application if you are a guest artist.' There are two input fields: 'License Number' and 'Social Security Number', both marked as 'REQUIRED'. A blue 'Claim License' button is positioned below the License Number field.

- To activate your account with MDH, you need to claim your license.
- You will only need to do this step once.
- Enter your license number and social security number.
- Click “Claim License” to continue.

Step 1: Claim Your License



m DEPARTMENT OF HEALTH Home Licen

License Claimed X
You have claimed license [redacted]

Claim My Licenses

Enter your Minnesota Body Art license number and social security number to claim your full technician or temporary technician license. Only enter the numbers as indicated on your printed license. Do not enter any letters.

Guest license numbers cannot be claimed. Please create new application if you are a guest artist.

License Number REQUIRED Social Security Number REQUIRED

[Claim License](#)

- When you've successfully claimed your license, the message appears.
- Click "Home" to go to your dashboard.
- If you receive an error message, contact us at health.batls@state.mn.us for assistance

Step 2: Your Dashboard

The screenshot shows the 'Dashboard' page for the Department of Health. At the top, there is a navigation bar with the logo and links for 'Home', 'License Search', and 'Log out'. Below the navigation bar, the title 'Dashboard' is centered. There are two yellow callout boxes: one for users already licensed with a 'Claim Your License' button, and another for first-time applicants with a 'New Application' button. The 'Your Licenses' section contains a table with one row of license data. The 'Your Affirmations' section contains a table with two rows of affirmation data. In the 'Your Affirmations' table, the 'License Category' column and the 'review' buttons in the 'Actions' column are circled in blue.

DEPARTMENT OF HEALTH Home License Search Log out

Dashboard

Already licensed as a full or temporary technician? Please click below to claim your license.

[Claim Your License](#)

First time applicants and guest artists: please click below to start the application process.

[New Application](#)

Your Licenses

License #	License Status	Dates Effective	License Category	License Type	Pending Application	Actions
	Active	2/24/20 - 3/31/21	Technician: Full	Tattooist	No	Renew Print Certificate

Your Affirmations

Date Received	Type	License Category	Licensee Name	Actions
2021-02-18	Piercer	Technician: Temporary		review
2021-02-18	Tattooist	Technician: Guest		review

- All of your licenses are listed
- You can print a copy of your license, or
- If your license is due for renewal within 60 days, you may renew it
- If you have been identified as a supervisor by a temporary technician applicant, you must affirm the application.
- Click “Review” to view the application

Step 3: Affirm the Temporary Technician Application

Affirmation

Application Affirmation

I certify that I am a licensed body art technician and that I will supervise this applicant in a licensed establishment. I have read Minnesota Statutes, Chapter 146B. I understand that a temporary technician license expires one (1) year from issuance. I understand that I am responsible the below applicant until MDH receives my written and signed statement that I wish to cease supervision or until the expiration of the temporary technician license.

Affirmation Decision ▾

Affirm
Do not Affirm

Applicant Information

Last Name	First Name	Middle Name
Addresses		
Home:		
Preferred Phone	Email Address	

Other Names
No other name provided.

- Review the applicant's name to verify you agree to be the technician's supervisor
- As a supervisor, you are responsible for the temporary technician until the license expires or you provide written notice ceasing your supervision
- Select "Affirm" to agree to being identified as the technician's supervisor.
- If you disagree with being the supervisor, select "Do Not Affirm"

Step 3: Affirm the Guest Artist Application

Affirmation

Application Affirmation

I certify that I am a licensed body art technician and that I will sponsor this applicant in a licensed establishment. I have read Minnesota Statutes, Chapter 146B. I understand that a Guest Artist cannot work for more than 30 days in one calendar year period without applying for a technician license. I understand that I am responsible the below applicant until MDH receives my written and signed statement that I wish to cease sponsorship or until the expiration of the Guest Artist license.

Affirmation Decision ▾

Affirm
Do not Affirm

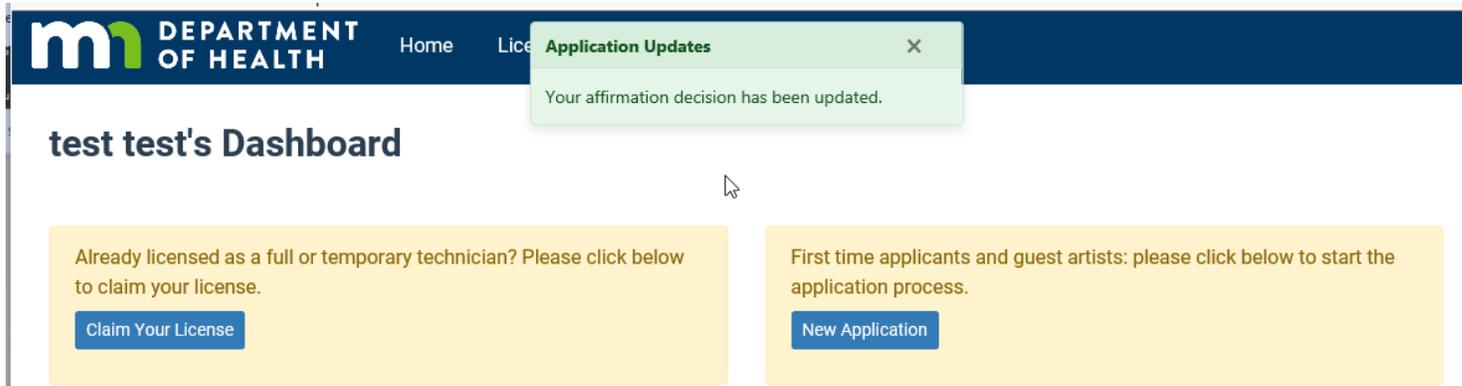
Applicant Information

Last Name	First Name	Middle Name
Addresses		
Home:		
Preferred Phone	Email Address	

Other Names
No other name provided.

- Review the applicant’s name to verify you agree to be the guest artist’s sponsor.
- As a sponsor, you are responsible for the guest artist until the license expires or you provide written notice ceasing your sponsorship.
- Select “Affirm” to agree to being identified as the artist’s sponsor.
- If you disagree with being the sponsor, select “Do Not Affirm”

Step 3: Confirmation Notice



- After you make your selection, the system will generate this notice.
- Select “Home” to return to your Dashboard
- If you’re done, you may log out of the system

Next Steps for the Applicant

- If you selected “Affirm”, MDH will complete their review of application and ensure all the proper documentation has been submitted.
- Once the reviews are complete and the documentation meets all requirements, the application will be approved. MDH will send an email to the applicant informing them their license is approved and ready for printing.
- If you selected “Do not Affirm”, MDH staff will contact you for further information.
- If MDH staff has questions about the application, they will contact the applicant.

Questions?

- If you have questions at any point, please contact our office at health.batls@state.mn.us.
- Please refer to our website for FAQs at [Body Art: https://www.health.state.mn.us/facilities/providers/bodyart/index.html](https://www.health.state.mn.us/facilities/providers/bodyart/index.html)
- If you are not receiving body art notices from our office, we encourage you to register at [Body Art Updates: https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_322](https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_322)