

## Chapter H 12

## SCHOOLS OF COSMETOLOGY

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**H 12.01 Evidence of responsibility.** Whenever application is made for a certificate or registration for a newly organized school, evidence must be furnished as to the responsibility, financial and otherwise, of the persons interested in the school.

**H 12.02 Limitations of instructor.** Any person who acts as an instructor in a school of cosmetology shall not practice cosmetology in any school except to demonstrate for students. Changes in instructors must be reported promptly to the board.

**H 12.03 Ratio of instructors to students.** (1) A full-time instructor is an instructor who teaches a minimum of 32 hours a week.

(2) A part-time instructor is an instructor who teaches less than 32 hours a week.

(3) There shall be at least one full-time instructor, as defined in subsection H 12.03 (1) for each 16 students or fraction thereof receiving training in a school of cosmetology.

(4) Only full-time instructors can be counted for the purpose of enrollment to maintain a ratio of one instructor to each 16 students or fraction thereof receiving training. Part-time instructors are not considered for the purposes of enrollment.

(5) A ratio of one instructor to each 16 students or fraction thereof shall be maintained at all times a school of cosmetology is open for instruction.

(6) Each instructor may be allowed 12 days of sick leave in a calendar year and 12 days of vacation in a calendar year without being replaced by a substitute instructor. However, the vacation and sick leave cannot be taken consecutively. If a total of 12 days of sick leave in a year and 12 days of vacation in a year are exceeded, it will be necessary to employ a substitute instructor for any additional days of absence. In a school that has 16 or less students and requires only one instructor, the instructor shall always be replaced immediately when that instructor is absent.

(7) There shall be one full-time instructor present on each day that the school is open for instruction, and in addition such other instructors, full-time or part-time, as compliance with subsection (5) of this rule shall require.

(8) In order to facilitate the proper administration of this rule, an attendance report for each instructor of each school of cosmetology

must be received by the board no later than the tenth working day after the end of each month the school is open for instruction. The instructor attendance report, which shall be signed by the instructor and the school of cosmetology operator or his designated representative, shall be submitted to the board on forms furnished by the board.

**History:** 1-2-56; renun. (2) to be H 12.06 (4); r. and recr. (1); cr. (2), (3), (4), (5), (6), (7), (8), Register, March, 1961, No. 63, eff. 4-1-61.

**H 12.04 School premises; textbook.** Adequate room space shall be provided which is well-lighted and well-ventilated with proper equipment for practical work for three classes of students and for lecture and demonstration purposes. Each student shall have a textbook, the name of which shall be submitted to the board.

**H 12.05 Freshman, junior and senior periods.** (1) Students shall not practice on patrons or models for the first 160 hours of their course. In addition, the next 160 hours shall be limited to actual practice by students on other students, models, transformations or other devices in the classroom. At least one-third of the junior period is to be devoted to classroom instruction in the various cosmetology services. The students shall be classed as freshmen for at least the first 320 hours, as juniors for at least the next 480 hours, and as seniors for the remainder of the 1500-hour course.

(2) A badge or insignia bearing the name of the student must be provided by the school and worn by each student in colors as follows: freshmen, yellow; juniors, red; seniors, blue.

(3) Combs, brushes, nets, clips, pins, metal curlers, etc., used by students must be kept in sanitary cabinets when not in use.

**H 12.06 Theory and practice.** (1) Regular class hours shall be maintained with daily schedules showing at what hours classes are held. Such schedules are to be submitted to the board annually by September 30 of each year and posted in a conspicuous place in the school. Any changes in the daily schedules are to be submitted to the board.

(2) Students, with the exception of those taking the manicurist course shall take the complete course, unless they hold operators' or managers' licenses.

(3) The theoretical instruction shall include instruction in the following subjects as they relate to the practice of cosmetology: disinfecting and sanitation, personal hygiene, shampooing, scalp treatments, permanent waving, facial massage and cosmetic use, manicuring, hair tints, bleaches and color rinses, hair styling, hair shaping, finger waving, anatomy and physiology, skin, scalp and hair disorders, electricity, cosmetic chemistry, cosmetology law and rules, and basic business principles as provided in the syllabus set forth in section H 12.10.

(4) Practical instruction in the classroom shall consist of demonstrations, class work, and individual instruction under the direct supervision of an instructor in all phases of the cosmetology services but shall be limited to actual practice by students on other students, models, transformations, or other devices for the purpose of acquiring the fundamentals and the techniques of such services.

(5) Students shall receive instruction and practice in the usual cosmetology services which shall include but not necessarily be limited to: scalp treatments, hair cutting and shaping, shampooing, permanent waving, finger waving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, facial massage and cosmetic use, eye grooming, manicuring, and sanitary practices.

(6) The 1500-hour course of instruction shall be divided to include theoretical classroom instruction, practical classroom instruction, and the minimum number of acceptable assignments as follows:

**THEORETICAL INSTRUCTION—185 HOURS (PREFERABLY 5 HOURS EACH WEEK)**

Subjects	Minimum number of hours in practical class instruction (Freshmen and Juniors only)*	Minimum number of acceptable patron assignments to be completed during the senior period	
		Number	Time per Assignment
Scalp Treatments (electrical devices included)...	25	35	1/2 hour
Hair cutting and shaping.....	10	40	1/2 hour
Shampooing.....	30	100	1 1/4 hour
Permanent waving.....	70	60**	1 1/4 hour
Fingerwaving (fingerwaving to mean plain wave)	50	40	1 1/8 hour
Hair Styling (includes dressing and finishing)...	100	132	3/4 hour
Hair tinting and bleaching.....	40	12	1 1/4 hour
Facials (massage, electrical devices included; use of cosmetic preparations).....	35	***	1 hour
Manicuring.....	30	30	3/4 hour
To be distributed at option of school.....	25		
Sanitary practices.....	Included in every assignment every day		

\*Additional hours for classroom instruction as needed during the senior period.

\*\*60 to include heat waving and cold waving.

\*\*\*Sufficient number to demonstrate proficiency.

**History:** 1-2-56; am. Register, January, 1959, No. 37, eff. 2-1-59; renum. (4) and (5) to be (5) and (6), and renum. H 12.03 (2) to be H 12.06 (4), Register, March, 1961, No. 63, eff. 4-1-61.

**H 12.07 Examinations.** (1) At the completion of each freshman, junior and senior period of training, a written examination shall be given. The questions and answers shall be retained by the schools for at least 6 months subsequent to the date when the student was first admitted to a board examination for licensure. Such examinations shall be available to the board and its official representatives.