

2006

SCHOOL

PROCEDURE

REFERENCE

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ENROLLMENT OF STUDENTS

•311. Reporting student hours

- A. Schools shall register students within 60 days after the student starts school. The maximum number of hours which will be accepted by the Board at the time of registration is the number of hours earned within 60 days preceding registration.

§315. Responsibilities of Schools

- A. Upon enrollment of a student the school must provide the following to the Board:

1. the student enrollment application;
 - a. *A photocopy of this form is acceptable*
 - b. *See A-1 for a properly completed form*
2. a birth certificate, birth card or driver's license;
 - a. *A photocopy of the birth certificate or birth card together with a statement from the school representative verifying that they saw the original document and the date the copy was made.*
 - b. *A photocopy of the student's government-issued drivers license is acceptable*
3. proof of completion of education equal to the tenth grade;
 - a. *The following is accepted as proof of education:*
 1. *A high school diploma from an approved high school*
 2. *A transcript with a raised seal and signature of principal/administrator from an approved high school showing proof of completion of 10th grade*
 3. *Official transcript showing a passing score of a US Department of Education approved Ability-To-Benefit Test*
 4. *A GED diploma or official transcript with a raised seal showing passing scores*
4. a photograph of the student; and
5. the student enrollment fee of \$10.00 due upon entering the course which includes one "in-state transfer"

- J. All student registrations must be posted in a conspicuous place.

TRANSFER STUDENTS

§313. Transfer Students

- A. The Board will accept student hours certified by out-of-state schools provided that the hours are transferred to a Louisiana school. The Louisiana school shall evaluate the student's transcript and determine how many hours of the curriculum have been completed by the student. The school shall submit to the Board a verification of the number of transferable hours which shall include supporting data, a certificate from the out-of-state school and a certificate from the state board which supervises the school.

- B. When enrolling a transfer student from another school within the state of Louisiana

the school owner must provide the Board with the following:

1. Student Enrollment Application indicating on the application that it is a re-registration;
2. Certification of payment of contractual fees owed to the former school, unless the former school is unable to certify payment of contractual fees owed due to temporary or permanent closure or loss of records; however, any student who transfers without certifying payment of contractual fees owed, shall provide certification of payment of contractual fees owed to the former school prior to applying for an examination, certificate of registration, license or renewal of the certificate of registration or license in accordance with §309.
3. If the student has transferred schools more than once, a re-registration fee of \$10 Must accompany the application;

C. Any student transferring hours from one school to another is required to submit a Notice of Termination Form within 30 days of student's dropout date (see form A-2).

Out of State Transfers

A. Upon enrollment of a student transferring hours earned in another state, the school must provide the following to the Board:

1. the student enrollment application;
 - a. *A photocopy of this form is acceptable*
 - b. *See A-1 for a properly completed form*
2. a birth certificate, birth card or driver's license;
 - a. *A photocopy of the birth certificate or birth card together with a statement from the school representative verifying that they saw the original document and the date the copy was made.*
 - b. *A photocopy of the student's government-issued drivers license is acceptable*
3. proof of completion of education equal to the tenth grade;
 - a. *The following is accepted as proof of education:*
 5. *A high school diploma from an approved high school*
 6. *A transcript with a raised seal and signature of principal/administrator from an approved high school showing proof of completion of 10th grade*
 7. *Official transcript showing a passing score of a US Department of Education approved Ability-To-Benefit Test*
 8. *A GED diploma or official transcript with a raised seal showing passing scores*
4. a photograph of the student; and
5. the student enrollment fee of \$10.00 due upon entering the course which includes one "in-state transfer"
6. an evaluation of the student's transcript including the number of hours of the curriculum completed by the student which are transferable to Louisiana signed by the school owner;
7. a certification from the out-of-state school; and
8. a certification from the state board which supervises the out of state school. *If the student transferring from a state that the board does not track student hours until licensure, a certification letter from the state board must be submitted stating that the state board does not track student hours until licensure.*

In State Transfers

A. Upon enrollment of a student transferring hours earned in another state, the school must provide the following to the Board:

1. the student enrollment application;
 - c. *A photocopy of this form is acceptable*
 - d. *See A-1 for a properly completed form*
2. Certification of payment of contractual fees owed to former school (see A-3)
3. If the student has transferred schools more than once, a re-registration fee of \$10 must accompany the application;

When a student transfers from one school to another, the school is required to submit a Notice of Termination Form within 30 days of student's drop date.

DROPPED STUDENTS

§311. Reporting student hours

E. Schools are required to provide to the board office the names of the students who drop from their rolls within 30 days and to provide the number of hours earned during the student's attendance

Once it has been determined that a student has dropped from your school (unless the student is on approved leave of absence), submit the following to the board office within 30 days of student's last date of attendance:

1. a pink notice of termination form (see A-3 for a properly completed form)
2. a blue certification of contractual fees form (see A-3 for properly completed form)
3. the original student license (both portions)

A student on an approved leave of absence does not have to be dropped from your school for six months. If the leave of absence is longer than six months, the student must be dropped from your school in accordance with the above directions. If the dropped student is able to return to school at some point in the future, please follow the directions for ENROLLMENT OF STUDENTS on Page 1.

REPORTING STUDENT HOURS

•311. Reporting student hours

A. Schools shall register students within 60 days after the student starts school. The maximum number of hours which will be accepted by the Board at the time of registration is the number of hours earned within 60 days preceding registration.

B. Hours. Schools must register each student's hours with the board no later than on the tenth of the month for hours earned by each student in the prior month.

C. School owners must certify the student's attendance for hours reported to the Board. No overtime or double time shall be permitted. Only hours devoted to the prescribed curriculum shall be included. Students shall not earn more than forty-eight hours of training in any one calendar week.

D. The hour report submitted by the schools to the Board shall be signed by the senior teacher, or in the absence of the senior teacher, the report shall be signed by the person in charge, who shall designate his capacity as acting senior teacher. The report shall include a list of the current instructors.

Hours may be submitted to the board office on the Supplemental Hour Report Form or by a computer generated printout of the school's student tracking software:

1. Monthly Hour Report
The monthly hour Report Form must be completed and submitted to the Board Office by the tenth day of the following month.
2. Computer generated printout of the school's tracking software indicating the number of hours completed by the student. The printout include a history of the student's hours from the date of registration until the student reached the number of hours required to be reported.

The print out must be signed by the senior instructor, or in the absence of the senior instructor, the report shall be signed by the person in charge, who shall designate his capacity as acting senior instructor.

Additionally, a list of instructors must be attached to the hour report.

§315. Responsibilities of Schools

B. Schools must maintain hour reports for a minimum of three years;

M. Schools must post a monthly summary of hours earned by each student.

TRIPS, SEMINARS, WORKSHOPS, SHOWS & COMMUNITY SERVICE

•319. Field Trips

A. School are permitted but not required to offer to their students an opportunity to earn hours for cosmetology related field trips, seminars, workshops, shows and community service.

The maximum number of hours which may be earned for cosmetology related field trips, seminars, workshops, show and community service is:

1. 40 hours for cosmetology students;
2. 15 hours for manicuring students;
3. 20 hours for esthetics students; and credit.
4. 20 hours for instructor students.

- B. In order for students to receive credit for cosmetology related field trips, seminars, workshops, shows or community service, the school must annotate the course outlines to reflect the maximum hours, which may be earned. Example: Cosmetology Course Outline - 40 hours during the length of the course are assigned to cosmetology-related field trips, seminar, workshops and community service.
- C. Participation in field trips, seminars, workshops, shows or community service by students is voluntary. Students who chose not to participate in field trips must be given other related assignments.
- D. An instructor must accompany students on any field trip. Attendance shall be monitored at the beginning, midpoint and close of the function and documented by the instructor. Travel time shall not be included in the hours credited for the field trip.
- E. Schools must retain documentation of field trips, and community service hours.
- F. No school or student shall accept any compensation for cosmetology related field trips or community service. All money collected for community service must be paid to the charity for which the function was sponsored.

The proper procedure for documenting and reporting student field trips, workshops, shows and community service:

The hours that a student earns for attending a field trip, seminar, workshop, show or community service must be included in the total number of hours earned by a student during the month that the hours were earned. We have created a new form for schools to use to document the hours students earned on field trips, seminars, workshops, shows or community service (see form A-7).

1. *Include any field trip, seminar, workshop, show or community service hours earned in the total number of hours reflected on the supplemental hour report submitted to the board office.*
2. *Complete the "Hours Earned on a Field Trip, Seminar, Workshop, Show or Community Service" Form and attach it to the supplemental hour report. (See A-4)*

EXAMINATIONS

•309. Examination of Applicants

- A. The following persons shall be eligible to take the written and practical examinations after receiving a clearance from the school last attended and a clearance from the Board:
1. Cosmetology students who have completed 1500 hours and 36 weeks of school; however, cosmetology students who have completed 1000 hours may take the written examination;
 2. Esthetic students who have completed 750 hours of school;
 3. Manicuring students who have completed 500 hours of school;
 4. Instructor students who have completed 500 hours of school;
 5. Persons holding a cosmetology, esthetics, manicuring or instructor license issued by another state; and
 6. Persons holding a cosmetology, esthetics, manicuring or instructor license issued by another country who have received Board approval.

B. Applications for examinations must be accompanied by a student registration certificate, a photograph of the student, and the \$25 initial license fee.

C. Fees

1. All fees contractually owed by an applicant to a cosmetology school from which they graduated must be paid before applying for an examination, for a certificate of registration or for a license. If the school attended by the applicant is unable to issue a certification due to temporary or permanent closure or loss of records, the applicant shall not be required to provide the certification required by this section in order to apply for an examination, for a certificate of registration or for a license.

2. Any applicant who does not provide the certification required by this Section prior to applying for an examination must provide the certification prior to issuance of a certificate of registration or a license, if the cosmetology school from which they graduated is able to issue the certification prior to issuance of the certificate of registration or license.

3. Any applicant who does not provide the certification required by this section prior to issuance of a certificate of registration or a license, shall provide the certification required by this subsection prior to renewing the certificate of registration or license, if the cosmetology school from which they graduated is able to issue the certification prior to renewal of the certificate of registration or license.

D. Any student who fails to appear for their scheduled examination without proper notification will be required upon reapplication to submit a \$25 administrative fee. Proper notification shall be made by contacting the Board office seven days prior to the scheduled examination or in the case of an emergency 24 hours prior to the scheduled examination.

E. Students must bring a mannequin with the head styled for a comb-out to the examination. Students will be required to perform further practical work on the mannequin during the examination.

Further practical work on the mannequin will include all of the following:

Phase 1 - Set Examination

Phase 2 - Comb Out Examination

Phase 3 - Wet Work Examination

A. Finger waves:

B. Brush waves:

C. Skip Waves:

D. Rollers: {on base, ½ base, off base and roller in shaping}

E. Back Section on base, ½ base, off base and pincurl in a shaping.

F. Pincurls:

Phase 4 - Chemical Examination

A. Permanent Wave Technique:

B. Foil Hi-lites

C. Virgin Bleach:

D. Haircolor Retouch:

E. Relaxer Retouch:

Phase 5 – Haircut Examination – basic layered cut

Examination of students with Special Needs.

Requests for special accommodations for students with disabilities or special needs must be

submitted on the proper forms (see A-9). Only original signatures will be accepted, no faxed or photo copies will be allowed.

Applications for students who are eligible to take the examinations shall be submitted as follows:

1. Cosmetology Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
 - i. an Application for National/State Exams (see A-5)
 - ii. the bottom portion of the student registration license
 - iii. a photograph of the student
 - iv. the \$25.00 examination fee per exam (\$50.00 total)
 - v. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - vi. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
 - i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)
 - All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with •309.C - Examination of Applicants.*
 - iii. The top portion of the student registration license
 - iv. a photograph of the student
 - v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
 - vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

2. Manicurist Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
 - vii. an Application for National/State Exams (see A-5)
 - viii. the bottom portion of the student registration license
 - ix. a photograph of the student
 - x. the \$25.00 examination fee per exam (\$50.00 total)
 - xi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - xii. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
 - i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)

All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with •309.C - Examination of Applicants.

- iii. The top portion of the student registration license
- iv. a photograph of the student
- v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
- vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

NOTE: One money order or school check for \$100.00 can be submitted for the complete examination (National, State, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

3. Esthetician Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
 - xiii. an Application for National/State Exams (see A-5)
 - xiv. the bottom portion of the student registration license
 - xv. a photograph of the student
 - xvi. the \$25.00 examination fee per exam (\$50.00 total)
 - xvii. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - xviii. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
 - i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)
 - All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with •309.C - Examination of Applicants.*
 - iii. The top portion of the student registration license
 - iv. a photograph of the student
 - v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
 - vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

NOTE: One money order or school check for \$100.00 can be submitted for the complete examination (National, State, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

4. Instructor Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
 - xix. an Application for National/State Exams (see A-5)
 - xx. the bottom portion of the student registration license

- xxi. a photograph of the student
 - xxii. the \$25.00 examination fee per exam (\$50.00 total)
 - xxiii. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - xxiv. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
- i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)
 - All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with •309.C - Examination of Applicants.*
 - iii. The top portion of the student registration license
 - iv. a photograph of the student
 - v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
 - vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

NOTE: One money order or school check for \$100.00 can be submitted for the complete examination (National, State, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

PERMIT EXAMINATION INSTRUCTIONS WILL FOLLOW AT A LATER DATE

EXAMINATION RETAKES

Submit the following for each examination retake:

- A. A copy of the applicant's failure letter
- B. See A-8 for properly completed form
- C. \$25.00 fee for each examination retake

EXAMINATION CANCELLATIONS

Submit the following for each examination cancellation:

- A. Notice must be received by the Board office at least seven days prior to the scheduled examination or in the case of an emergency 24 hours prior to the scheduled examination. Please fax notices of the examination cancellation to (225) 756-3410.
 - The following are the acceptable exceptions:*
 1. *If a student's clearance was faxed to the school or mailed to a school that does not have a fax machine less than 7 days before the date of the examination, we will accept faxed notifications no*

later than the Friday before the exam. To eliminate any confusion, the testing department will date stamp the clearance papers with the date the clearance was faxed.

- 2. If an emergency occurs within 24 hours of the scheduled examination, every effort should be made to fax a notification to the Board Office prior to the exam. If this is not possible, the notification MUST be faxed within 24 hours following the scheduled exam.*

NOTE: Because of the increased number of students requesting examinations and then rescheduling them and/or not showing up on the scheduled examination date, we will have to strictly enforce these regulations and grant only the acceptable exceptions listed above.

- B. A completed application for Retake & no Show Exam Form (See A-8 for properly completed form)
- D. A fee of \$25.00 for each examination (National/State or Practical Exam) is due if a student is scheduling to retake an examination.

For Example:

1. **A Cosmetology Student** who does not show up for a national and state Examination scheduled the same day would owe a \$25.00 fee.
2. **A Cosmetology Student** who does not show up for a practical examination would owe a \$25.00 fee.
3. **A Cosmetology Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
4. **A Manicuring Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
5. **An Esthetician Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
6. **An Instructor Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.

REQUIRED EQUIPMENT

•317. Equipment Required in Cosmetology Schools

- A. Every cosmetology school must have a practical work room and working equipment including:
 1. Six shampoo bowls;
 2. Six hair dryers
 3. Three manicuring tables
 4. Cold wave equipment sufficient for six permanents
 5. Sufficient trays for supplies;
 6. Covered waste containers sufficient to maintain sanitation in the school
 7. One wet and dry sanitizer for each occupied station;
 8. Six mannequins;
 9. Twenty working stations;
 10. Covered containers for soiled towels; and
 11. Locker space for each student.
- B. Every cosmetology school must have a classroom with a minimum of 400 square feet, entirely separate from the practical work room, equipped with the following:

1. Modern anatomy charts;
2. Marker or chalkboard, minimum 4 feet by 6 feet;
3. Sufficient seating with facilities for classroom work, such as taking notes.

C. The area designated for classrooms or practical workrooms shall not be used for any other purpose.

RESPONSIBILITIES OF STUDENTS

•321. Responsibilities of Students

A. Students, except for student instructors, shall not be allowed to perform any professional cosmetology work until they have completed training, taken the state Board examination, and received the initial license. Any student found to be in violation of this rule will forfeit all hours completed in beauty school and the school knowingly permitting the violation of this provision will place its license in jeopardy.

B. Students attending beauty schools shall not provide cosmetology services whether for a fee or not in any licensed beauty salon or anywhere. This regulation applies even though the student's immediate family or the students themselves might be owner or have an interest in the beauty salon in question, or jeopardy of the student's losing a portion of or all of their hours.

C. School Uniforms. Students attending schools shall maintain a professional image and shall wear clean uniforms.

1. Female students may wear pants or skirts; however, skirt hemlines must not be shorter than just above the knee.

2. Students may wear white lab coats with white shirt and black trousers.

3. Students must wear clean, enclosed shoes with sock and/or hose.

4. Students shall wear a nametag with their name and the word student.

5. The following items may not be worn:

- | | |
|--|----------------------------------|
| a. leggings; | b. capri pants; |
| c. tube tops; | d. jeans; |
| e. shorts; | f. jogging suits; |
| g. undershirts; | h. sandals; |
| i. flip flops; | j. low waist pants; |
| k. tank tops; | shirts which expose the midriff; |
| m. tops with spaghetti straps; | |
| n. clothing which is made of see through fabric. | |

D. Testing. Students taking examinations shall wear school uniforms as required by this Section except no nametag shall be worn while testing.

•1709. Picture Identification

A. All licensees shall have in their possession a picture identification at any time at which a service is being performed.

•1713. Cheating on Examinations

A. Any person who cheats on an examination administered by the Board shall be disqualified from taking the test for a period of at least three months. Any person who cheats on a subsequent examination shall be ineligible to register for any examination administered by the Board without Board approval.

RESPONSIBILITIES OF SCHOOLS

•315. Responsibilities of Schools

A. Upon enrollment of a student the school must provide the following to the Board:

1. the student enrollment application;
2. a birth certificate, birth card or driver's license;
3. proof of completion of education equal to the tenth grade;
4. a photograph of the student; and
5. the student registration fee.

B. Schools must maintain hour reports for a minimum of three years;

C. Schools must furnish to each student, at a nominal fee, a mannequin upon which the student may practice and may use for the practical examination.

D. Schools shall not have professional departments within the school, nor shall any school owner own or operate a professional salon in connection with a school. School staff members shall not practice in an adjoining salon, while school is in session. There shall be no unsealed connecting doors between schools and salons under the same roof.

E. All schools must maintain a faculty of at least one instructor per every 20 students enrolled. Each faculty shall include a senior instructor who shall have at least 18 months teaching experience in an accredited school of cosmetology. The senior teacher shall supervise all other faculty members.

F. In the event that the senior instructor resigns or takes a leave of absence, the school shall advise the Board monthly of their efforts to employ a new senior instructor.

G. Any school owner which intends to close any school shall notify the Board in writing as soon as practicable. Copies of documents relative to closure must be provided to the Board office, including, but not limited to teach-out plans and teach-out agreements. The Board shall be the custodian of records for any school which closes.

H. Schools shall post a legible sign not smaller than 6" x 10", at the entrance of each school reading: "Student Work Only".

I. Schools shall not pay commission or any other compensation, discount or fee to a cosmetology, esthetics or manicuring student for work in training done by them.

J. All student registrations must be posted in a conspicuous place.

- K. Schools must provide a textbook to each student upon registration.
- L. Schools must maintain a library, which shall be available to all students.
- M. Schools must post a monthly summary of hours earned by each student.
- N. No employee or owner of a school shall knowingly permit students to perform any professional cosmetology work for which they do not possess a license.

A quarterly report listing all current instructors must be submitted by each school at the end of March, June, September and December of each year. See A-5 for a properly completed form.

SAFETY AND SANITATION REQUIREMENTS

•701. Sanitation Requirements for Cosmetology Salons and Cosmetology Schools

- A. Beauty salons and cosmetology schools are declared to be businesses affecting the public health, safety and welfare, therefore, sanitation procedures must be followed. Every salon and school shall be adequately lighted, well ventilated and kept in a clean and sanitary condition at all times.
- B. Supplies. All beauty shops and salons and cosmetology schools shall have available sterilizers or sanitizers which shall be used in accordance with the manufacturer's instructions. All instruments, including disposable equipment shall be kept clean and sanitized..
- C. Combs and brushes must be thoroughly cleaned with soap and water, after each patron has been served, and then immersed in one part water to 10 parts of sodium hypochlorite (bleach), EPA hospital grade disinfectant and or some equally efficient disinfectant according to the manufacturer's instructions.
- D. Shampoo boards and bowls must be kept clean at all times.
- E. Towels used for patrons shall be clean and freshly laundered and kept in a closed cabinet designated for clean towels only.
- F. Soiled towels should be kept in a container.
- G. Cosmetologists shall wash their hands with soap and fresh water immediately before serving each patron.
- H. Fluids and powders shall be applied to a patron from a shaker type dispenser so as to prevent the bottle or shaker from contacting the client.
- I. Floor, walls and fixtures must be kept in a clean and sanitary condition at all times.
- J. Carpet or floor cloth shall not be used in any work area.
- K. No facility licensed by the Board shall permit any live animal to be present on the premises except in the case of an animal certified to assist a disabled person.

- L. All facilities shall have an adequate supply of both hot and cold running water and a sufficient number of wash basins on the facility premises.
- M. Hair clipping on the floor must be swept up after each client and shall be disposed of in a covered container.
- N. All tools and implements which come in direct contact with a client shall be sanitized or disposed of after each use.
- O. New and/or sanitized and cleaned tools and implements shall be stored separately from all others.
- P. Storage cabinets, workstations and vanities shall be cleaned after each client.
- Q. Blood spill kits must be available in every salon and school.

SCHOOL LICENSING

Louisiana Revised Statute 37:594(A) prohibits the operation of a school of cosmetology without a certificate of registration.

- **503. School Licenses Issued to Legal Entities**

- A. Any corporation, association, partnership or other legal entity applying for a license to operate a school shall provide the following to the Board:
 1. the name and address of each place of business maintained by the entity in the state;
 2. a financial statement;
 3. articles of incorporation, articles of organization, partnership agreement or other organizational documentation;
 4. names, addresses and interests of partners, members or stockholders; for the purpose of this subsection a landlord or lessor of equipment paid a percentage exceeding 20 percent shall be considered an owner or partner;
 5. name and address of individual managing officer or partner;
- B. A change of ownership of thirty-five percent or greater shall require submission of all information required by this subsection A.

Louisiana Revised Statute 37:590. Renewal of certificates of registration

A.(1) Every beauty shop owner, booth renter, manager of a beauty shop, and school shall, on or before January thirty-first of each calendar year, renew his or its certificate of registration. Every certificate of registration which has not been timely renewed shall expire on the following first day of March, at which time the holder of such certificate of registration may have his

certificate renewed only upon fulfilling the requirements provided for by this Chapter and paying the restoration fee provided in R.S. 37:599.

Violations:

Louisiana Revised Statutes 37:595(A) provides:

- A. All schools registered by the board shall do the following:
 - (1) Possess apparatus and equipment sufficient for the ready and full teaching of its entire curriculum.
 - (2) Have a total floor space of not less than thirty-five hundred square feet with a minimum of four hundred square feet of floor space for each classroom.
 - (3) Be supervised by a registered teacher of cosmetology in active practice, with at least eighteen months of teaching experience in an accredited school of cosmetology approved by the board.
 - (4) Employ as instructors persons who are teachers registered by the board, at least one of whom shall have been a registered teacher and in active practice for at least eighteen months.
 - (5) Maintain a record of the attendance of each student and a record of the progress of each student in achieving the required proficiency.
 - (6) Establish a grading system and require passage of examinations for issuance of diplomas.
 - (7) Maintain facilities as required by the board.

The employment of an unlicensed instructor or an inactive instructor in a teaching position is in violation of Louisiana Revised Statute 37:595(A)(4). Any teacher holding an inactive certification must activate his certification by providing evidence of completion of the required continuing education courses in that same year, Louisiana Revised Statute 37:589.

GUIDELINES FOR A SCHOOL CLOSING

•315. Responsibilities of Schools

G. Any school owner which intends to close any school shall notify the Board in writing as soon as practicable. Copies of documents relative to closure must be provided to the Board office, including, but not limited to teach-out plans and teach-out agreements. The Board shall be the custodian of records for any school which closes.

GUIDELINES FOR A SCHOOL CHANGING LOCATION OR CHANGE OF OWNERSHIP AND DESTRUCTION OF PREMISES AND REMODELING

Change of Location

Louisiana Revised Statute 37:594(C) provides:

C. Any licensed school shall notify the board in writing of the intent to relocate the school and give the proposed location and a description of any proposed improvements to be made to the site, including the approximate square footage. Upon approval of the location, the school shall

comply with the requirements set forth in Paragraphs (2) through (7) of Subsection B of this Section and submit a change of address notice fee in accordance with R.S. 37:599.

Louisiana Revised Statute 37:594 (B) (2) through (7) provide:

§594. Application for school certificate of registration; change of location; change of ownership

B. Any person desiring to operate a cosmetology school shall:

- (1) Notify the board in writing of his intent to open a new school and identify the maximum number of students to be enrolled at any time and the proposed location of the school. The applicant shall provide a description of any proposed improvements to be made to the site, including the approximate square footage.
- (2) Pay the fee for the initial school premises inspection set forth in R.S. 37:599.
- (3) Receive an inspection report from the board indicating that the floor space is adequate.
- (4) Receive approval of the location by the board.
- (5) Submit a detailed floor plan drawn to scale, including the arrangement of classrooms, placement of equipment, electrical outlets, ventilation equipment, plumbing and lighting, the locations of all outside entrances and exits, and the square footage for each area.
- (6) Submit a copy of the lease, if the space is to be leased.
- (7) Submit approval from the local fire safety inspector indicating that fire safety requirements have been met.

§1705. Destruction of Premises

A. When any school or salon made unusable by virtue of storm, fire, flood or any other act of God or by virtue of expropriation proceedings and the premises selected to permanently replace such facility will be inspected without an inspection fee, provided that such facility is replaced within six months of its destruction.

B. Any school or salon which is repaired or replaced in its exact location will be Acceptable provided that it is reconstructed in no less size that existed prior to its Destruction.

C. When temporary premises are necessary for the continuance of operation during the repair, the board member for the area involved may approve such premises provided such premises are temporary with a specific termination date set forth for their use and further provided that such premises are sanitary and sufficient for use during the state time period.

§1707. Remodeling

A. When any school or salon desires to remodel its premises, application shall be made to the Board. If remodeling requires the use of temporary premises for the continuance of operation during remodeling, the Board member for the area may approve such premises as are adequate provided such premises are sanitary and sufficient for use during the stated time period.