INFORMATION FOR OPENING A NEW SCHOOL

Louisiana State Board of Cosmetology
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REQUIRMENTS FOR OPENING A NEW SCHOOL

SCHOOL NAME:_____

_____1. Notify Board in writing of intent to open. Provide business plan and financial statements. (These must be approved prior to moving forward.)

_____2. 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 of each are.

_____3. Pay the fee for initial school premises inspection - $100.00

_____4. Identify the maximum number of students to be enrolled at any time.

_____5. Receive an inspection report from the Board indicating that the floor space is adequate.

_____6. Submit a copy of the lease if property/building is to be leased.

_____7. Submit a report from the local fire safety inspector indicating the fire safety requirements have been met.

_____8. Submit a notarized statement from each registered teacher to be employed, verifying His/Her agreement to teach, if the school receives its certification of registration.

_____9. Submit a copy of the proposed curriculum(s) and daily schedule for the course of study.

_____10. Submit a Surety Bond in the amount of $30,000 in favor of the State of Louisiana.

_____11. Submit a final inspection fee of $300.00

_____12. Submit new school application fee of $315.00

Title 46
PROFESSIONAL AND OCCUPATIONAL STANDARDS
Part XXXI. Cosmetologists

Chapter 1. General Provisions

§101. Definitions

A. As used in this Part, the following words shall have the meaning herein ascribed to each, unless the context clearly indicates otherwise.

Alternative Hair—any hair which is not a person's own hair including synthetic hair, wiggery, braids, postich or any applied hair.

Alternative Hair Design—the practice of styling hair by twisting, wrapping weaving, extending, locking or braiding the hair by either the use of hands or mechanical devices or appliances. The practice of alternative hair design shall include the application of antiseptics, powders, oils, clays, lotions or tonics to the alternative hair but shall not include the application of dyes, reactive chemicals or other preparations to alter the structure or style of the natural hair.

Client—a person who receives a cosmetology, esthetics or manicuring service.

Dermis—underlying or inner layer of the skin; the layer below the epidermis; the corium or true skin, including papillary layer, capillaries, tactile corpuscles, melanin (pigment), subcutaneous tissue, adipose or subcutis, arteries and lymphatics.

Disposable—an item which cannot be sanitized. All disposable items shall be discarded after a single use. The following items shall be considered disposable: facial tissues, sponges, cloths, extraction tissue, lancets, gloves, wax strips and sticks, tissues, cotton pads and emery boards.

Epidermis—the outermost layer of the skin; the outer epithetical portion of the skin including stratum corneous, stratum lucidum, stratum granulosum, stratum spinosum (prickle cell layer), stratum mucosum, and stratum germinativum.

Exfoliate or Exfoliation—the process of sloughing off, removing or peeling dead skin cells of the epidermis using chemicals or devices.

Natural Hair—any hair which is a person's own which has grown on the person's body and has not been separated from the person's body.

Sanitize or Sanitization—the process of using heat, steam or chemicals to destroy microbial life, including highly resistant bacterial endospores. Sanitization shall be performed using EPA registered hospital grade disinfectant or a sterilization device which uses heat or steam in accordance with the manufacturer's instructions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A)(2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:325 (March 2003).

Chapter 3. Schools and Students

§301. Cosmetology Course Requirements

A. Curriculum. The cosmetology curriculum shall consist of at least 1500 hours of instruction which shall include but not be limited to the following:

1. scientific concepts:
   a. infection control;
   b. osha requirements;
   c. human physiology;
   d. chemical principles;
   e. hair and scalp;
   f. nails;
   g. hair removal by cosmetic preparations, threading, waxing or other similar means;
2. physical services:
   a. shampoo;
   b. draping;
   c. rinses and conditioners;
   d. scalp;
   e. esthetics;
   f. makeup;
   g. manicuring and pedicuring;
3. chemical services:
   a. hair coloring;
   b. hair lightening;
   c. chemical waving;
   d. chemical relaxing;
4. hair designing and styling;
   a. hair shaping;
   b. hair cutting;
   c. alternative hair design/braiding;

5. Louisiana Cosmetology Act and rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A)(7).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (March 2003), amended by the Office of the Governor, Board of Cosmetology, LR 44:909 (May 2018).

§303. Esthetics Course Requirements

A. Curriculum. The esthetics curriculum shall consist of at least 750 hours of instruction which shall include but not be limited to the following:

1. scientific concepts:

a. sanitation and sterilization;

b. human physiology and anatomy;

c. skin histology;

d. skin diseases and disorders;

e. nutrition;

f. general chemistry;

2. services:

a. skin analysis;

b. draping;

c. product selections;

d. cleansing procedure;

e. selecting and employing massage;

f. selecting and employing mask therapy;

g. electricity and various electrical apparatus;

h. hair removal by cosmetic preparations, threading, waxing or other similar means;

i. hazards to skin;

j. aromatherapy;

k. spa;

l. makeup;

3. Louisiana Cosmetology Act and rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A)(7).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (March 2003), amended by the Office of the Governor, Board of Cosmetology, LR 44:909 (May 2018).

§305. Manicuring Course Requirements

A. Curriculum. The manicuring curriculum shall consist of at least 500 hours which shall include but not be limited to the following:

1. scientific concepts:

a. basic human physiology;

b. nail composition;

c. chemistry;

d. sanitizing and sterilizing;

2. procedures:

a. supplies and implements;

b. artificial and natural nail technology;

c. manicure;

d. pedicure;

e. basic massage;

3. application and repair of artificial and natural nails;

4. safety and infection control;

5. Louisiana Cosmetology Act and rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A)(7).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (March 2003).

§307. Instructor Course Requirements

A. Curriculum. The curriculum for cosmetology instructors, esthetics instructors and manicuring instructors shall consist of at least 500 hours and shall include but not be limited to the following:

1. teaching methods:

a. classroom preparation;

b. teaching methods;

c. speech;

2. effectiveness of instruction:

a. purpose and types of tests;

b. selection of appropriate testing methods;

c. validity and reliability of teaching methods via tests;

3. instructor qualities:

a. proper conduct of instruction;

b. classroom supervision and control;

4. learning environment:

a. classroom conditions;

b. keeping record;

c. motivation;

d. assessing students' needs;

e. utilization of safety procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A)(7).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (March 2003).

§308. Blow-Dry Technician Course Requirements

A. Curriculum. The blow dry technician curriculum shall consist of:

1. at least 500 hours of theory instruction including but not be limited to the following:

a. scientific concepts;

b. infection control:

i. safety;

ii. sanitation;

iii. electricity;

c. OSHA requirements;

d. human physiology;

e. hazards to hair and scalp;

2. at least 500 hours of clinical instruction during which the student shall perform the following services:

a. cleaning hair;

b. arranging, curling, dressing and other similar procedures with the use of a blow dryer;

3. Louisiana Cosmetology Act and rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A)(17)(a).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Cosmetology, LR 44:909 (May 2018).

§309. Examination of Applicants

A. Eligibility. 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 the cosmetology curriculum; however, cosmetology students who have completed 1000 hours of the cosmetology curriculum may take the written examination;

2. esthetics students who have completed 750 hours of the esthetics curriculum;

3. manicuring students who have completed 500 hours of the manicuring curriculum;

4. instructor students who have completed 500 hours of the instructor curriculum;

5. persons holding a cosmetology, esthetics, manicuring or instructor license issued by another state;

6. persons holding a cosmetology, esthetics, manicuring or instructor license issued by another country who have received board approval; and

7. blow-dry technician students who have completed 1000 hours of the blow-dry technician curriculum.

B. Applications. Applications for examinations must be accompanied by a student registration certificate, cumulative hours' report, a color photograph of the student, the $25 initial license fee, and all applicable examination fees.

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. All requirements must be met prior to applying for the national theory and practical examinations.

3. Any applicant who attended a school unable to issue a certification due to temporary closure 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. Cancellation. 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. Examination. Students must bring a mannequin to the examination. Students will be required to perform practical work on the mannequin during the examination.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A) (4) and R.S. 37:586.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:327 (March 2003), amended LR 32:834 (May 2006), amended by the Office of the Governor, Board of Cosmetology, LR 44:909 (May 2018), LR 45:542 (April 2019).

§310. Requirements for High School Cosmetology Courses

A. Curriculum. High schools approved by the Louisiana Department of Education may be approved by the board to offer up to 500 hours of cosmetology theory instruction transferable to a cosmetology school approved by the board.

B. Registration. High schools may register students who are:

1. enrolled within the school system;

2. at least 16 years of age; and

3. completed the tenth grade (11 credits).

C. Faculty. Each faculty member who teaches cosmetology theory must have an active Louisiana cosmetology instructor license. At least one active Louisiana cosmetology instructor must be available for substitution in the event the regular instructor is unavailable.

D. Classrooms. A detailed floor plan of the proposed classroom, drawn to scale, shall be submitted to the board for approval. The cosmetology theory classroom shall be at least 400 square feet, have equipment necessary for demonstration and have adequate ventilation. No cosmetology instructor shall teach more than 20 students at any class period. No clinic shall be operated in a high school. No services shall be performed for the public or on paying clients at a high school.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A) (7).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Cosmetology, LR 45:542 (April 2019).

§311. Reporting Student Hours

A. Registration. Schools shall register students with the board by submitting an accurate and completed registration application as well as the required supporting documentation within 45 days after the students start 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 45 days preceding registration. Completed registration applications received by the board more than 45 days after the student started school shall be considered late. The board's staff is authorized to register the student and credit hours earned upon payment of the following fine for the late student registration if the school waives its right to a hearing before the board.

Days from Student's Start Date to Board's Receipt of Completed Application	Days Late	Fine
46-74	1-29	$250
75-104	30-59	$500
105-134	60-89	$1000
135-164	90-119	$1500
165+	120+	$2500

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 enrolled student in the prior month. Any student who did not earn any hours during the month shall be included on the report and the number of hours earned shall be reported as zero. Schools may correct hours submitted to the board within the preceding 60 days. Corrections to hours submitted more than 60 days prior may be corrected by the staff upon payment of a fine of $50 per month for each student record corrected if the school waives its right to a hearing before the board.

C. Attendance. A representative of the school designated by the school owner 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 48 hours of training in any calendar week.

D. Reports. The hour report submitted by the school to the board shall 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. The report shall include a list of the current instructors.

E. Dropped Students. Schools are required to provide to the board 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.

F. All applicants must wear solid black or white colored garments as outlined in §321.C while testing.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A)(4) and R.S. 37:586.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:327 (March 2003), amended LR 32:835 (May 2006), LR 33:1628 (August 2007), amended by the Office of the Governor, Board of Cosmetology, LR 44:909 (May 2018), LR 45:543 (April 2019).

§313. Transfer Students

A. Out-of-State. The board will accept student transfer hours certified by the board supervising the out-of-state or if supervising board does not register student hours from the school provided that the hours are transferred to a Louisiana school and were earned within the preceding three years. Certifications of hours must be mailed to the board from the appropriate entity. 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.

B. In-State. When enrolling a transfer student from another school within 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;

3. if the student has transferred schools more than once, a re-registration fee of $10 must accompany the application.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:598(A)(4).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:327 (March 2003), amended LR 32:834 (May 2006), amended by the Office of the Governor, Board of Cosmetology, LR 44:910 (May 2018).

§315. Responsibilities of Schools

A. Enrollment. Upon enrollment of a student, the school must provide the following to the board:

1. student enrollment application;

2. the student's birth certificate, birth card or driver's license;

3. proof of completion of education equal to the tenth grade;

a. for non-postsecondary cosmetology schools proof of completion of education equal to the tenth grade; or any documentation listed in Subparagraph b of this Paragraph:

b. for postsecondary schools:

i. proof of a high school diploma from an approved high school;

ii. general equivalency diploma; or

iii. education equivalent of a diploma from an approved high school;

4. a color photograph of the student;

5. the student registration fee; and

6. copy of Social Security card.

7. Schools shall verify all student registration documents required by this Section within 30 days after the student starts school. If the school is not in possession of all documentation required for registration within 30 days of the student starting school, the student shall not be permitted to attend classes for course credit and the school shall not charge the student any fee for attending class.

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

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

E. Faculty. No school shall permit an instructor who has an expired or inactive instructor's license to teach cosmetology courses for course credit. All schools must maintain a faculty of at least one instructor per every 20 students enrolled. Each faculty shall include at least two instructors, 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 18 months. The school shall be supervised by a registered teacher of cosmetology in active practice, with at least 24 months of teaching experience in an accredited school of cosmetology approved by the board. An instructor roster must be submitted on a quarterly basis.

F. Senior Instructor. 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. School Closing. Any school owner who intends to close any school shall notify the board in writing as soon as possible. Electronic 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. Student Work. Schools shall post a legible sign not smaller than 6 inches by 10 inches, at the entrance of each school reading: "Student Work Only."

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

J. Registrations. All student registrations must be posted in a conspicuous place or kept in a binder in a place accessible to students during regular school hours.

K. Text Books. Schools must provide a textbook to each student upon registration.

L. Hours. Schools must adopt a policy for the recordation of student hours and shall verify that all equipment used in the process is in working order. Each school shall post a monthly summary of hours earned by each student.

M. Cosmetology Services. 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.

N. Dropped Students. Schools shall provide to the board a completed notice of termination form, a contractual fee form indicating either a payment or nonpayment and the student's registration within 30 days of the student's termination date for each student who is no longer enrolled at the school.

O. Clinic Floor. Students must have a student registration and have completed a minimum of 100 hours in the curriculum prior to performing services on the clinic floor. Students shall perform services only within the curriculum on the student registration certificate.

P. Uniform Policy. On or before July 1, 2019, each school shall adopt and implement a uniform policy consistent with LAC 46:XXX.321(C).

Q. Changes. Any change including but not limited to the curriculum, class schedules, or hours of operation which

impact students must be requested in writing to the board for approval prior to implementing the requested change unless the change is due to an emergency. The school shall notify the board of any change due to an emergency as soon as possible.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A) (9) and R.S. 37:595.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:327 (March 2003), amended by the Office of the Governor, Board of Cosmetology, LR 44:910 (May 2018), LR 45:543 (April 2019).

§317. Equipment Required in Cosmetology Schools

A. Equipment. Every cosmetology school must have a practical work room and working equipment including:

1. six shampoo bowls;
2. three hair dryers;
3. three manicuring tables;
4. cold wave equipment sufficient for six permanents;
5. covered waste containers sufficient to maintain sanitation in the school;
6. sanitizing station with an adequate supply of wet sanitizer;
7. six extra mannequins for teaching purposes;
8. twenty working stations with space for working and supplies;
9. covered containers for soiled towels; and
10. locker space for each student.

B. Classroom. Every cosmetology school must have a minimum of 3,500 square feet. Every classroom must be a minimum of 400 square feet, entirely separate from the practical work room, equipped with the following:

1. anatomy charts;
2. marker or chalk board, dry erase, or electronic board for teaching
3. sufficient seating with facilities for classroom work, such as taking notes.

C. Use of Rooms. The area designated for classrooms or practical work rooms shall not be used for any other purpose.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:595(A) (1) and R.S. 37:595(A).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:328 (March 2003), amended LR 45:544 (April 2019).

§319. Field Trips; Seminars; Workshops; Shows and Community Service

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

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

B. Documentation. 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, seminars, workshops and community service.

C. Participation. Participation in field trips, seminars, workshops, shows or community service by students is voluntary. Students who choose not to participate must be given other related assignments.

D. Monitoring. 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. Documentation. Schools must retain documentation of field trips, seminars, workshops, shows and community service hours.

F. Compensation. No school or student shall accept any compensation for cosmetology related field trips, seminars, workshops, shows or community service. All money collected for community service must be paid to the charity for which the function was sponsored.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A)(2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:328 (March 2003).

§321. Responsibilities of Students

A. Students. Students shall not be allowed to perform any professional cosmetology work for which the student does not possess a license, prior to completion of the curriculum, passing the examination administered by the board and receipt of an initial license. Any student found to be in violation of this rule will forfeit all hours completed in beauty school, and any school knowingly permitting a serious violation of this Section shall be subject to suspension or revocation of its license.

B. Services. Students attending beauty school shall not provide cosmetology services, whether for a fee or not, in any licensed beauty salon or shop or in any premises that is not licensed unless the student possesses a license to perform such services. This regulation applies even though the student's immediate family or the student has an ownership interest in the beauty shop/salon in question. Any student found to be in violation of this rule will be in jeopardy of losing a portion of their hours.

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

1. 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 socks.

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

D. Students must adhere to the school's uniform policy.

E. Hours. Student hours shall become invalid six years after the date the hours were earned if the student does not complete the curriculum. Earned hours do not expire if the student completed the curriculum.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A) (2).
HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:329 (March 2003), amended LR 29:2781 (December 2003), LR 32:835 (May 2006), LR 33:1628 (August 2007), LR 45:544 (April 2019).

Chapter 5. Licensees

§501. Booth Renters (Formerly LAC 46:XXXI.1103)

A. Agreement. Any individual performing cosmetology services in a salon who is not paid by commission, an hourly rate, or salary must obtain a booth renter's permit. A copy of the executed agreement between the salon owner and the cosmetologist shall be submitted to the board at the time of application for a booth rental permit. A booth renter's permit shall be issued after an inspection of the booth prior to services being performed in the rented booth. Booth renter permits are non-transferable.

B. Form. The board will furnish a contractual agreement form for a nominal fee. In the event an agreement is not on the form supplied by the board, the agreement shall contain the following information:

1. a statement indicating that both parties agree that the cosmetologist is not an employee of the salon;

2. a statement indicating the salon owner has no right to control the methodology used by the cosmetologist to produce a given result; and

3. a statement indicating the basis of the cosmetologist's compensation.

AUTHORITY NOTE: Promulgated in accordance with R.S.37:592 and R.S.37:593.
HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:329 (March 2003), amended LR 45:544 (April 2019).

§502. Managers

A. For purposes of R.S. 37:589, a shop owner or mobile salon owner shall be required to employ a manager, if absent from his shop more than two days per week who shall be a registered cosmetologist and who shall obtain a certificate of registration as a manager. However, a registered manicurist may manage a manicuring salon, and a registered esthetician may manage an esthetics salon. A registered manager shall be present at the salon during all hours of operation and shall be responsible for ensuring that all persons practicing within the facility are appropriately licensed and follow all applicable laws and rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A)(2).
HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 32:835 (May 2006), amended by the Office of the Governor, Board of Cosmetology, LR 44:910 (May 2018).

§503. School Licenses Issued to Legal Entities

A. School License. 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 of Louisiana;

2. a financial statement which includes a profit and loss statement, balance sheet and three-year forecast;

3. the articles of incorporation, articles of organization, partnership agreement or other organizational documentation;

4. the names, addresses and percentage interest of each partner, member or stockholder, 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; and

5. the name and address of individual managing officer or partner.

B. Ownership Change. A change of ownership of 35 percent or greater shall require submission of all information required by Subsection A.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:575(A)(2).
HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:329 (March 2003), amended by the Office of the Governor, Board of Cosmetology, LR 44:910 (May 2018).

§505. Cosmetology Instructors

A. Instructors. No person shall teach a cosmetology, manicuring, esthetics, or any course required for licensure without an active instructor's license for the curriculum.

B. Master Instructors. All instructors with a minimum of five consecutive years teaching experience and who attend 16 hours of approved continuing education for five consecutive years will receive a master instructor license with an official title, MCI.