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Secretary of State

Professional Licensing Boards Division
237 Coliseum Drive
Macon, Georgia 31217-3858
478.207.1430

Cathy Cox
SECRETARY OF STATE
www.sos.state.ga.us

Mollie Fleeman
DIVISION DIRECTOR
Professional Licensing Division

THE GEORGIA STATE COSMETOLOGY BOARD

Martha Harris, Chairperson

June 20, 2005

10:00 AM

Meeting Called To Order

Executive Director's Report

Review of Updated Cosmetology Examination Schedule

**Update Report Regarding Implementation of NIC
Examinations**

Discussion of RFP For Out Source Examination Provider

Appearing Before The Board

Sherrie Hobbs

Review Applications, Requests, Etc

Old Business

Finalize Revisions To Salon/School Inspection Sheets

Revision of Cos. Rules Affecting Salon inspection Sheets

Revision of Rules For Salons

Guidelines For Salon Names

Revisions To Salon Application

Adjournment



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Martha Harris, Chairperson

June 20, 2005

SUMMARY

Martha Harris called the meeting to order at 10:00 a.m.

The Executive Director presented a monthly report.

An Executive Session was conducted.

Old business was conducted.

The meeting was adjourned at 4:15 pm.

A meeting of the Georgia State Cosmetology Board was held on Wednesday – June 20, 2005 at the Professional Licensing Boards Division office – 237 Coliseum Drive – Macon, Georgia.

Those present were as follows:

From The Board

Martha Harris, Chairperson

Pauline Cornelius

Cynthia Stein

Wanda Brooks

John Siggers

Betty Carlisle

From The Staff

Eleanor Surrency, Executive Director

Janet Jackson, Assistant Attorney General

Dianne Yawn, School/Inspection Supervisor

Angela Price, Board Secretary

Martha Harris established a quorum and called the meeting to order at 10:00 a.m.

Executive Director's Report

Eleanor Surrency's report included the following:

1. Review of Updated Cosmetology Examination Schedule.
Betty Carlisle moved, Pauline Cornelius seconded, and the Board voted unanimously to accept four additional master cosmetology examination dates for the year 2005 requesting an estimated number of 78 candidates per examination as follows: Tuesday – August 9, 2005, Monday d- August 22, 2005, Tuesday – August 23, 2005, Tuesday – October 25, 2005.
Dr. Femi Ajayi attended the discussion of examination issues and the Board requested the following:
 - a. more examiners are secured for examinations.
 - b. The modified skills on the examination that the Board requested are implemented by August 1, 2005.
 - c. The Board is informed when the test skills analysis is completed.
2. Update report regarding implementation of NIC examinations:
The Division Director informed the Board that reverting to NIC exams at this time is not feasible because the cost was not included in the current budget. She stated that she is committed to out-sourcing the exams and moving the RFP forward for approval.

3. Discussion of RFP for Out Source Examination Provider:

Ms. Surrency distributed copies of the document with changes that the Board discussed at the June 8, 2005 Board meeting as follows:

Section II.A - Using tests supplied by the NIC, the successful bidder will register and schedule qualified candidates to take the appropriate NIC examinations on dates and locations as approved by the Board and or Licensing Authority. The successful bidder will administer examinations to test qualified candidates in the following categories of licensure:

Section II B - The successful bidder will only use the NIC national examinations that have been accepted by the Licensing Authority. Examination instruments, ~~including but not limited to~~, the NIC national written and practical exams for all licensing categories shall be acquired directly from NIC by the successful bidder for examination utilization. Any costs associated for examination instruments and material is the responsibility of the successful bidder. The written and practical exams will comply with the provisions of Georgia state laws, rules, and regulations.

Section II D - The successful bidder shall schedule and administer examinations on dates and locations within the State of Georgia as approved by the Board and or Licensing Authority. At a minimum, the exam locations shall include the Georgia city cities of Macon, Atlanta, Savannah, Valdosta, Columbus, and Augusta. Other sites may be added in the future as deemed necessary to accommodate timely administration of examinations for applicants as approved by the Board and Licensing Authority. The bidder shall submit a schedule to the Licensing Authority of proposed ~~locations~~ and number of examinations such bidder can administer.

Section II E - The successful bidder shall have had prior experience in administering NIC national written and practical cosmetology examinations.

Section II F(2) - The successful bidder shall prepare and make available upon request an application packet for distribution to prospective candidates and licensed Georgia schools shall be prepared and made available upon request. The packet shall include, at a minimum, a Candidate Information Bulletin (hereinafter CIB) for the written and practical examination, NIC Blood Spill Procedures, and the Scheduling Request Form (hereinafter SRF) with a listing of examination dates and deadlines by which candidates must file for each specified examination administration. Candidates shall be able to request Scheduling Request Forms (SRF's) from licensed Georgia schools only and Candidate Information Bulletins (CIB's) by e-mail. Contact information regarding the successful bidder for examination purposes will be made available on the board's website.

Section II F(3b) - Include a list of ~~suggested~~ supplies needed.

Section II F(4) - The successful bidder shall process applications within three business days of receipt. Improperly completed application packages will be returned to the candidate with a written explanation. Copies of written communications shall be retained by the successful bidder for five years.

Section II I(2) - Members of the Cosmetology Board, Licensing Authority and designated staff of the Professional Licensing Boards Division will be permitted to observe, without notice, the administration of any examination at any time. School owners, instructors, or any master cosmetologists, estheticians, or nail technicians ~~who are training apprentices~~ are excluded from observing the examinations. The successful bidder is not responsible for the per diem and expenses of board members or designated staff observing or monitoring the examination.

Section II I(4) - Upon completion of an examination administration, the successful bidder shall return the examination material, including answer sheets, to the appropriate entity as identified by NIC ~~for Scoring shall be done electronically and sent to the NIC vendor by~~ the successful bidder.

Section II J(1) - The successful bidder shall arrange and pay for any necessary accommodations required by ~~handicapped~~ examination candidates pursuant to the Americans with Disability Act. ADA approvals are arranged and paid for by the administration company. The Licensing Authority shall approve all such accommodations in advance of the examinations.

Section III E - Candidates taking the Cosmetology and Nail Technician (manicuring) examination shall use mannequins. The Estheticians examination must be done on a live model or per NIC guidelines and standards.

Ms. Surrency urged the Board to set a goal of July 13, 2005 board meeting to ratify the RFP.

Cynthia Stein moved, Pauline Cornelius seconded, and the Board voted unanimously to enter Executive Session in accordance with O.C.G.A. c43-1-2(k) and 43-1-9(h) to deliberate on applications and enforcement matters and to receive information on applications and investigative reports. Voting in favor of the motion were Cynthia Stein, Wanda Brooks, Pauline Cornelius, and John Siggers, and Betty Carlisle.

The Board concluded Executive Session in order to vote on these matters and to continue with public session.

The Board requested Dr. Femi Ajayi to notify Tyneshia Williams examiner that she is not invited to the July 2005 standardization.

Pauline Cornelius moved, Cynthia Stein seconded, and the Board voted unanimously to approve the application of HCK/mascosreinstate attaching a consent order that the license is placed on probation until August 9, 2005 and the licensee must immediately report any future arrests or convictions to the Board.

Betty Carlisle moved, Pauline Cornelius seconded, and the Board voted unanimously to request that the file of JDM-A is presented for review at the July 13, 2005 Board meeting.

Pauline Cornelius moved, Cynthia Stein seconded, and the Board voted unanimously to approve the application of MDB/mascosreinstate without discipline.

Pauline Cornelius moved, John Siggers seconded, and the Board voted unanimously to approve the application of CDW/mascosreinstate attaching a consent order that the license is placed on probation until October 21, 2007 and the licensee must immediately report any future arrests or convictions to the Board.

Betty Carlisle moved, John Siggers seconded, and the Board voted unanimously to approve the application of KAB/mascosreinstate attaching a consent order that the license is immediately placed on suspension for three months.

Old Business

Revisions to Salon Inspection Sheets & Corresponding Rules

Pauline Cornelius moved, John Siggers seconded, and the Board voted unanimously to approve item one on the Salon/Shop Inspection Report/Citation Sheet as written.

John Siggers moved, Betty Carlisle seconded, and the Board voted unanimously to approve item two on the Salon/Shop Inspection Report/Citation Sheet as written, and to approve referenced Administrative rule 130-4-.08 as written.

John Siggers moved, Betty Carlisle seconded, and the Board voted unanimously to approve item three on the Salon/Shop Inspection Report/Citation Sheet as written, and change the referenced Administrative rule from 130-2-.11(3) to 130-4-.08(1).

Wanda Brooks moved, John Siggers seconded, and the Board voted unanimously to approve item four on the Salon/Shop Inspection Report/Citation Sheet as written, and amend Administrative rule 130-2-.06 as follows:

- (1)(a). A weekly work sheet completed signed in ~~black~~ ink by the student and the instructor ~~or the apprentice and the supervising licensee~~ shall be kept for each student ~~or apprentice~~ indicating the number of hours of training in each subject. This work sheet shall be subject to review by the inspector at any time.
- ~~(2) (b) Student attendance records, and grades and financial records must be maintained in the school as part of the permanent record for each student for a period of five (5) years. Licensees who supervise apprentices must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, current and available to the Georgia State Board of Cosmetology for inspection at all times.~~
- ~~(3) © Progress Reports on students' hours, attendance, and grades and financial status shall be current and submitted by the school to the Georgia State Board of Cosmetology each January 1, April 1 and September 1 and shall be made available for inspection by the Georgia State Board of Cosmetology at all times. 1. Progress reports on apprentices' hours of performance and training in the shop or salon shall be submitted to the Board by the supervising licensee on January 1, April 1, and September 1.~~
- (4)(d) Each school shall have a curriculum guide and lesson plan as used by each instructor for each course taught. Such curriculum guides and lesson plans shall be made available to the Georgia State Board of Cosmetology for inspection at all times.

(2) (a). A weekly work sheet completed signed in ink by the apprentice and the supervising licensee shall be kept for each -apprentice indicating the number of

hours of training in each subject. This work sheet shall be subject to review by the inspector at any time.

(b)-Licensees who supervise apprentices must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, current and available to the Georgia State Board of Cosmetology for inspection at all times.

© Progress reports on apprentices' hours of performance and training in the shop or salon shall be submitted to the Board by the salon owner or manager on January 1, April 1, and September 1.

Authority O.C.G.A. Sec. 43-10-12.; 43-10-14 **History.** Original Rule entitled "Application for Instructor Trainee License" was filed on February 25, 1986; effective March 17, 1986. **Repealed:** New Rule entitled "Student and Apprentice Records" adopted. F. Jul. 20, 1993; eff. Aug. 9, 1993.

Pauline Cornelius moved, John Siggers seconded, and the Board voted unanimously to approve item five on the Salon/Shop Inspection Report/Citation Sheet as written, and change the referenced Administrative rule from 130-4-.08 to 130-4-.06 and 130-2-.09, and amend Administrative Rule 130-2-.09 as follows:

130-2-.09 Application for Apprentice License. Amended.

(1) Any person at least 17 years of age desiring to train as an apprentice in a cosmetology, skin care or nail care shop or salon, under the direct supervision of a master cosmetologist, esthetician, or nail technician, who holds a current Georgia license and has been licensed at least thirty-six (36) months, may make application for an apprentice license using the form furnished by the Georgia State Board of Cosmetology.

(2) Apprentice hours are accumulated according to the actual number of credit hours of performance and training in the shop or salon after being registered with the Board as an apprentice. It is the responsibility of the supervising master cosmetologist, esthetician or nail technician to keep an accurate record of the apprentice credit hours. ~~The master~~ salon/shop owner or manager shall submit to the Board ~~quarterly~~ reports of credit hours accumulated by the apprentice on January 1, April 1, and September 1.

Credit WILL NOT be allowed for any hours received prior to registering with the Board.

Credit hours are defined in Rules 130-3-.02, 130-3-.06 and 130-3-.08.

(3) Apprentice training is required as follows:

Minimum No. of Months Minimum No. of Hours

Cosmetologist 18 3,000

Esthetician 18 2,000

Nail Technician 8 ~~4,000~~ 1050

(4) Each time the apprentice changes master cosmetologist, esthetician or nail technician, or shop/salon; a new application must be filed with the Board office. Master licensee, shop/Salon Owner or Manager must notify the Board that this apprentice is not training in the salon/shop under ~~them~~ the master licensee.

(5)The maximum time for holding an apprentice license(s)is four (4)years.

(6)The master ~~cosmetologist~~ licensee shall be required to supply each apprentice with the basic materials for the learning of cosmetology, esthetics, or ~~manicuring~~ nail technology as listed below ~~and .~~Such master ~~cosmetologist~~ licensee is required to comply with all ~~sanitation~~ rules adopted by this Board and shall instruct the apprentice in the importance of complying with all ~~sanitary~~ rules and regulations of this Board.

(a)The basic materials for the cosmetology apprentice shall consist of the following:

- 1.station (~~dresser~~ with mirror);
- 2.~~sanitation~~ disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; dry disinfectant
- 3.basic combs;
- 4.scissors; shears
- 5.razor and blades;
- 6.brushes;
- 7.rollers;
- 8.clips;
- 9.comb-out capes; protective cape, towels, neck strips
- 10.perm rods;
- 11.curling iron;
- 12.blow dryer;
- 13.tweezers;
- 14.thinning shears;
- 15.standard textbook;
- 16.one (1)work book;
- 17.nail technician materials;
- 18.esthetician materials.

(b)The basic materials for the esthetics apprentice shall consist of the following:

- 1.station; towels, linens
- 2.~~sanitation~~ disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; dry disinfectant
- 3.tweezers;
- 4.cleaners;
- 5.liquid and bar soap;
- 6.skin fresheners;
- 7.astringents;
- 8.comedone extractors;
- 9.moisturizers;
- 10.emollient creams;
- 11.foundation;
- 12.corrective sticks;
- 13.blusher;
- 14.lipstick;
- 15.powder;
- 16.eyeshadow;
- 17.mascara;

- 18. eye liners;
 - 19. eye brow pencils;
 - 20. sponges;
 - 21. standard textbook;
 - 22. one (1) workbook.
- (c) The basic materials for the nail technician apprentice shall consist of the following:
- 1. station with ~~adequate light~~ adjustable lamp;
 - 2. ~~sanitation~~ disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; dry disinfectant
 - 3. closed cotton container; towels
 - 4. manicure tray;
 - 5. two (2) emery boards; buffer
 - 6. metal pusher;
 - 7. manicure scissor;
 - 8. ~~buffer~~; cuticle softener; cuticle oil
 - 9. orangewood sticks;
 - 10. cuticle and acrylic nippers;
 - 11. nail file;
 - 12. finger bowl;
 - 13. nail brush;
 - 14. spatula;
 - 15. ~~toenail~~ nail clipper;
 - 16. materials for artificial nail applications for the following:
 - (i) sculpted nails;
 - (ii) silk nail wraps.
 - 17. pedicure supplies
 - (i) pedicure bath
 - (ii) disinfectant foot files
 - (iii) toenail clipper
 - (iv) antiseptic / antifungal foot spray
 - (v) soap
 - (vi) foot powder
 - (vii) pedicure slippers
 - 17 18. nail polish:
 - (i) colored;
 - (ii) base and topcoats.
 - 18. ~~cuticle conditioner and cuticle oil~~;
 - 19. standard textbook;
 - 20. one (1) workbook.
- (7) Apprentice training shall include the curriculum required for students at the respective levels of cosmetology.
- (8) ~~A student enrolled in a Board approved school prior to July 1, 2000 may register with the Board as an apprentice for the purpose of earning additional credit hours required by law after July 1, 2000, if the student satisfies all of the following conditions:~~
- (a) ~~the student has graduated from a Board approved school; and~~

~~(b)the student has completed the total number of school credit hours that were required prior to July 1,2000 to become licensed as an esthetician or nail technician in Georgia; and~~
~~(c)the student is required by law to complete additional credit hours to be eligible for examination in Georgia; and~~
~~(d)the student registers with the Board as an apprentice, and substantially complies with the provisions of this Rule with the exception of paragraph three (3)regarding the maximum number of hours for apprentice training; and~~
~~(e)the additional credit hours earned by the student while registered as an apprentice shall:~~

- ~~1.comply with the curriculum stated in the Rules for obtaining an esthetician or nail technician license; and~~
- ~~2.be completed in no more than four (4)months from the date of registration by the student as an apprentice; and~~
- ~~3.total no less than 250 additional credit hours in esthetics or total no less than 205 additional hours in nail care.~~

Authority O.C.G.A.Secs.43-10-2,43-10-9,43-10-14.**History.**Original Rule entitled “Application for Apprentice License ”
adopted.F.Feb.25,1986;eff.Mar.17,1986.**Amended:**F.Sept.11,1991;eff.Oct.1,1991.**Repealed:**New Rule of same title
adopted.F.Jan.12,2001;eff.Feb.1,2001.**Amended:**F.June 19,2002;eff.July 9,2002.

The Board voted to the following actions on applications, requests, etc:

Name	Request	Action
Mubaraka F Martinez	Reciprocity – Cos Inst WADC	More Info
T Mike Sayeh	Renew Cos Apprentice Lic.	Approved
Jeannie J Sharon	Waive Reinstatement Fee/CE	Denied

There was no further business. The meeting adjourned at 4:15 p.m.

Martha Harris, Chairperson – The Georgia State Cosmetology Board

Mollie Fleeman, Division Director – The Professional Licensing Boards

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING

OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A. §50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. §50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

Comes now Martha Harris, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Cosmetology.

2. I am over the age of 18 years of age and in all other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.

3. On June 20, 2005 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.

4. The legal authority for the closure of this meeting was:
O.C.G.A. § 43-1-2(k), 43-1-9(h)

5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are: receiving disciplinary reports; reviewing applications.

FURTHER THE AFFIANT SAYETH NOT.

PRESIDING OFFICER

**Sworn and subscribed before me
This 20th day of June, 2005**

Notary Public

January 14, 2007
My Commission Expires

