

A Public Hearing was conducted by the Georgia State Board of Cosmetology on Monday – March 26, 2007 at the Professional Licensing Boards Division office site.

Those present were:

From The Board

Martha Harris, Chairperson
Cynthia Stein
Betty Carlisle
Wanda Brooks
John Siggers
Kay Kendrick
Evelyn Reid
Don Westbrook

From The Staff

Eleanor Surrency, Executive Director
Angela Price, Investigative Assistant
Annette Wimberly, Board Secretary
Janet Jackson, Assistant Attorney General

Martha Harris called the hearing to order at 9:15 am.

Comments and discussion were received from the audience.

The hearing was adjourned at 10:05 am.

Martha Harris called for votes on the adoption of rules.

Don Westbrook moved, Wanda Brooks seconded, and the Board voted unanimously to adopt Chapter 130-2 Administrative rule revisions posted as follows:

130-2-.01 Application for School License. Amended.

Any person desiring to operate a school of cosmetology, school of hair design, school of esthetics, or school of nail care in the State of Georgia is required to make application for a license to operate the school, using the form furnished by the Georgia State Board of Cosmetology, and show by such application that applicant has met all the requirements of the ~~laws and the requirements~~ rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- (a) character references for the persons interested in operating such school;
- (b) a floor plan of the proposed premises drawn to approximate scale, showing the arrangement of the classrooms, locker space, separate rest room facilities for male and female students, approximate placing of equipment, the entrances and exits, ventilation and lighting, and adequacy of floor spaces;
- (c) list of ~~various~~ all items of equipment ~~to be used~~ required by laws and rules;
- (d) satisfactory evidence of proper provisions for duly licensed teachers.

(e) Each student enrolled shall be supplied with a basic kit for appropriate level of instruction as required by rule (see Administrative Rules 130-3-.01, 130-3-.03, 130-3-.07, 130-3-.10)

Authority O.C.G.A. §§ 43-10-2, 43-10-8, 43-10-10, 43-10-11, 43-10-12, and 43-10-13.

130-2-.02 Preliminary Required Inspections and Licensing. Amended.

~~(1) If, upon acceptance of the application examination of such documents and evidence the application, provisions prove to be satisfactory, the the acceptance of the application a preliminary inspection of the proposed premises shall be inspected conducted by an inspector for the Board and a Board Member all prior to the acceptance of the application and licensing of the same final inspection and issuance of a license.~~

~~(2) After applicant has met all Board requirements for facility, equipment, and consumable supplies, A a second final inspection shall be made conducted by an inspector for the Board and a Board member after the equipment has been installed, the facilities are completed and before the school is permitted to begin operation. When the above has been approved Upon approval by the Board, a the appropriate license to conduct shall be issued to operate a school of cosmetology, school of hair design, school of esthetician school, or school of nail care will be issued, and such The license will be permitted to be retained and renewed only as long as the school continues to meet all of the current requirements laws and rules of the Georgia State Board of Cosmetology State of Georgia cosmetology laws. Such licenses are not transferable from person to person.~~

~~(3) The Board shall have a reasonable period of time to process any application and its attending documents in order to carry out an investigation for verification of any or all facts stated therein and conduct inspections.~~

Authority O.C.G.A. §§ 43-10-2, 43-10-8, 43-10-11, and 43-10-12.

130-2-.03 Licensing License to Operate a School, Ownership, or Relocation. Amended.

(1) A license to operate a school carries with it the approval of the Georgia State Board of Cosmetology and is valid only for the owner or owners specified on the application for the school and no other person. Any request for expansion, relocation, or change of in the school's name or school's owners location must comply with statutory and regulatory provisions applicable to new schools.

(2) Any person, firm, corporation or establishment which accepts, directly or indirectly, compensation for teaching more than one person any branch of cosmetology will be classified as a school and will be required to comply with all the provisions of the Georgia laws and rules and regulations of the Board.

(3) Any person, firm, corporation or establishment licensed hereunder shall furnish to the Georgia State Board of Cosmetology a copy of the school rules and regulations policies and procedures at the time of application for a school license, and in the event any such rules and regulations policies and procedures are thereafter changed, a copy of same shall be filed with the Board.

(4) Each school is required to notify the Board within ten (10) days, in writing, of any change in its supervising instructor or instructors.

(5) Schools shall be required to supply each student with a basic kit containing sufficient implements for the learning of cosmetology, hair design, esthetics, or manicuring nail technology, as listed below and Cosmetology. such schools Schools are required to comply with all sanitation rules adopted by this Board and shall instruct the students in the importance of complying with all sanitary sanitation rules and regulations of this Board (see 130-3-01, 130-3-.03, 130-3-.07, 130-3-.10).

~~(a) The basic kit for cosmetology students shall contain the following:~~

1. ~~basic combs~~
2. ~~seissors~~
3. ~~razor and blades~~
4. ~~brushes~~
5. ~~rollers~~
6. ~~clips~~
7. ~~comb-out capes~~
8. ~~perm rod~~
9. ~~curling iron~~
10. ~~blow dryer~~
11. ~~manicuring kit~~
12. ~~tweezers~~
13. ~~thinning shears~~
14. ~~one (1) workbook~~
15. ~~fumigant for each kit~~
16. ~~esthetician kit~~

~~(b) The basic kit for esthetic students shall contain the following:~~

1. ~~tweezers~~
2. ~~comedone extractors~~
3. ~~cleansers~~
4. ~~liquid and bar soap~~
5. ~~skin freshners (toners)~~
6. ~~astringents~~
7. ~~moisturizers~~
8. ~~emollient creams~~
9. ~~foundation~~
10. ~~corrective sticks~~
11. ~~blusher~~
12. ~~lipstick~~
13. ~~powder~~
14. ~~eye shadow~~
15. ~~mascara~~
16. ~~eyeliners~~
17. ~~eyebrow pencils~~
18. ~~sponges~~
19. ~~standard textbook~~
20. ~~one (1) workbook~~
21. ~~fumigant for each kit.~~

~~(c) The basic kit for manicuring students shall contain the following:~~

1. closed cotton container
2. manicure tray
3. small glass implements container
4. two (2) emery boards
5. metal pusher
6. manicure scissors
7. buffer
8. orangewood stick
9. cuticle nipper
10. nail file
11. standard textbook
12. one (1) workbook
13. fumigant for kit
14. finger bowl
15. nail brush
16. spatula
17. toe nail clipper.

6) All schools of cosmetology, hair design schools, esthetician schools and schools of nail care shall maintain a library which includes at least one each of the following: medical dictionary, book on first aid, book on cosmetic chemistry, history book on hair styles, history book on esthetics, history book on nail care, book on basic nutrition ~~and basic hormones~~, book on theory and practices of beauty culture, book on theory and practices of esthetics, book on theory and practices of nail care, book on personality and charm, book on primary art, sketching, etc., and at least one book on business management.

(7) All schools must be properly lighted and well ventilated.

(8) All schools must have a supply of clean, sanitary drinking water, separate toilet facilities for male and female students, and provide sufficient beauty equipment for the number of students enrolled.

(9) All schools must post the laws and rules and regulations furnished by the Board in an prominent place open area in each school.

(10) When, and if, the school's enrollment increases beyond its capacity of properly caring for the original fifteen (15) students as to classroom, lockers, equipment and floor space, the school shall, for the purpose of good student training, public protection and safety, enlarge such school to meet the needs of the number of students enrolled.

(11) When closing a cosmetology, hair design, esthetics or manicuring nail care, or ~~esthetician~~ school, the Board shall be notified in writing of the closure and all student records shall be released to the Board no later than 30 days prior to the closure date.

Authority O.C.G.A. §§ 43-10-2, 43-10-8, 43-10-11, 43-10-12, and 43-10-13.

130-2-.06 Student and Apprentice Records.

(1) A weekly work sheet 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. Student Records

(a) A weekly work sheet signed in black ink and or electronic signature by the student and the instructor shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September and shall be subject to review by the Georgia State Board of Cosmetology at any time.

(2) (b) Student attendance records, and grades and financial records must shall be maintained in the on school premises by 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) (c) Progress Reports on students' 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. 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. shall be made available for inspection by the Georgia State Board of Cosmetology at all times. Should a student withdraw for any purpose, a notarized transcript of total school hours for that student shall be signed by the school's owner or manager and submitted to the Georgia State Board of Cosmetology within thirty (30) days of withdrawal.

(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.

(e) Certification of completed training shall be included with the examination application.

(2) Apprentice Records

(a) A weekly work sheet completed and signed in black ink and/or electronic signature by the apprentice, the salon/shop owner/manager, and the training master shall be kept for each apprentice indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January , April ,June , and September and shall be subject to review and available to the Georgia State Board of Cosmetology for inspection at any time.

(b) Salon/shop owners/managers must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, and available to the Georgia State Board of Cosmetology for inspection at all times.

(c) Should an apprentice change salon/shop or master cosmetologist, hair designer , esthetician, or nail technician, a notarized transcript of total hours accumulated shall be signed by both the salon/shop owner/manager and the master cosmetologist, hair designer, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology within thirty (30) days of the change.

(d) Certification of completed training shall be included with the examination application.

Authority O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13, and 43-10-14.

130-2-.07 Application for Cosmetology License at the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Level. Amended

(1) Any person desiring to practice cosmetology at the master cosmetologist, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the laws and the requirements rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) ~~If schooling or training was received out of the State of Georgia, certification from the state board of cosmetology, where schooling or training was received, is required.~~ Proof of passing a written and practical examination from Board's designated agent;

(b) required fee;

(c) any other information requested by the Board required for licensure by law or rule.

Authority O.C.G.A. 43-10-2, 43-10-8, and 43-10-9.

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

(1) Any person at least 17 years of age desiring to train as an apprentice in a cosmetology, ~~skin care or nail care~~ salon/ shop ~~or salon~~, under the direct supervision of a master cosmetologist, hair designer, 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 permit using the form furnished by the Georgia State Board of Cosmetology.

(2) Apprentice hours are accumulated according to the actual number of credit/clock 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 salon/shop owner/manager ~~supervising master cosmetologist, esthetician or nail technician~~ to keep an accurate record of the apprentice credit/clock hours. ~~The master shall submit to the Board quarterly reports of credit hours accumulated by the apprentice.~~ Credit WILL NOT be allowed for any hours received prior to ~~registering with the Board.~~ issuance of the apprentice certificate of registration.

Credit hours are defined in Rules 130-3-.023, 130-3-.06 and 130-3-.089 and 130-3-.12.

(3) Apprentice training is required as follows:

Minimum No. of Months Minimum No. of Hours

Cosmetologist 18 months and 3,000 hours

Hair Designer 14 months and 2650 hours

Esthetician 18 months and 2,000 hours

Nail Technician 8 months 1,000 and 1050 hours

(4) Each time the apprentice changes supervising master cosmetologist, hair designer, esthetician or nail technician, or shop/salon salon/shop; a new application must be filed with the Board office. ~~The salon/shop owner/manager~~ Master must notify the Board that this apprentice is not training in the salon/shop under the master licensee and submit a notarized transcript of total hours accumulated by apprentice within thirty (30) days of termination of the apprenticeship. ~~under them.~~

(5) ~~The maximum time for holding an apprentice license(s) is four (4) years.~~ The apprentice permit may be held for two (2) years and renewed one (1) time only for an additional two (2) years.

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

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

1. ~~station (dresser with mirror);~~
2. ~~sanitation~~ wet disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant;
3. ~~basic combs;~~ closed container for storage of disinfected implements
4. ~~seissors;~~ mannequin
5. ~~razor and blades;~~ basic combs
6. ~~brushes;~~ scissors/shears and thinning shears
7. ~~rollers;~~ razor with guard and disposable blades
8. ~~clips;~~ brushes
9. ~~comb-out capes;~~ rollers
10. ~~perm rods;~~ clips
11. ~~curling iron;~~ protective capes
12. ~~blow dryer;~~ disposable neck strips, disposable or reusable gloves
13. ~~tweezers;~~ perm rods and end papers
14. ~~thinning shears;~~ marcel curling iron / flat iron
15. ~~standard textbook;~~ blow dryer
16. ~~one (1) work book;~~ consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.
17. ~~nail technician materials;~~ consumable supplies for all esthetic services
18. ~~esthetician materials;~~ manicuring kit
19. standard textbook
20. one (1) workbook
21. a current copy of the laws and rules of the Georgia State Board of Cosmetology
22. autoclave is an acceptable method of sterilization

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

1. ~~station;~~ tweezers
2. ~~sanitation container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant;~~ comedone extractors
3. ~~tweezers;~~ cleansers
4. ~~cleansers;~~ liquid soap
5. ~~liquid and bar soap;~~ skin freshners (toners)
6. ~~skin fresheners;~~ astringent
7. ~~astringents;~~ moisturizers
8. ~~comedone extractors;~~ emollient creams
9. ~~moisturizers;~~ foundation
10. ~~emollient creams;~~ concealor
11. ~~foundation;~~ blusher;

12. corrective sticks; lipstick;
 13. blusher; powder;
 14. lipstick; eye shadow;
 15. powder; mascara;
 16. eyeshadow; eyeliners;
 17. mascara; eyebrow pencils;
 18. eye liners; professional pencil sharpener;
 19. eye brow pencils; disposable sponges and applicators, q-tips, round cotton pads, rectangular rolled cotton and cotton balls; disposable gloves
 20. sponges; standard textbook
 21. standard textbook; one (1) workbook
 22. one (1) workbook. a current copy of the laws and rules of the Georgia State Board of Cosmetology
 24. one lavatory
 25. one (1) set of facial equipment per each four (4) work stations or positions to include, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current, decrustation machine, spray or mister,
one (1) set of facial equipment per each two (2) work stations or positions to include steamer, one magnification lamp and sufficient trays for facial supplies;
 26. one (1) covered container for soiled or disposable towels; also closed container for soiled linens
 27. one (1) properly lighted make up area
 28. one (1) head form
 29. wet sterilizer
 30. closed cabinet for clean linen
 31. one (1) facial chair
 32. autoclave sterilizer is an acceptable method of sterilization
- (c) The basic materials equipment and kit for the nail technician apprentice manicuring, pedicuring, and sculptured nails shall consist of the following:
1. station with adequate light; nail station and chair with adequate light
 2. sanitation container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; proper paraffin wax machine and paraffin wax
 3. closed cotton container; uv gel light
 4. manicure tray; wet disinfection container for complete submersion of sanitized implements
 5. two (2) emery boards; sealed container for storage of disinfected implements
 6. metal pusher; supply tray
 7. manicure seissor; finger bowl with nail brush
 8. buffer; closed container with cotton
 9. orangewood sticks; nail implements (disinfection required)
 - a. steel cuticle pusher
 - b. metal nail file
 - c. manicure scissors
 - d. cuticle nippers
 - e. acrylic nippers
 - f. finger nail clipper

g. toenail clipper

h. spatula

i. tweezers and metal tongs

10. ~~cuticle and acrylic nippers~~; nail care supplies (disposable items)

a. emery boards

b. nail buffers

c. orangewood sticks

d. foot file or paddle

e. pedicure slippers

f. toe separators

11. ~~nail file~~; nail polish

a. colored nail enamel

b. base coat and top coat

12. ~~finger bowl~~; polish remover

13. ~~nail brush~~; cuticle remover and cuticle oil

14. ~~spatula~~; hand cream

15. ~~toenail clipper~~; mannequin hand and/or practice fingers

16. ~~materials for artificial nail applications for the following~~; materials for acrylic sculptured nails

17. ~~nail polish~~; pedicure supplies:

a. footbath

b. antiseptic foot spray

c. liquid soap

d. massage lotion

(i) ~~sculpted nails~~;

(ii) ~~silk nail wraps~~.

(i) ~~colored~~;

(ii) ~~base and top coats~~.

18. ~~cuticle conditioner and cuticle oil~~; standard textbook

19. ~~standard textbook~~; one (1) workbook

20. ~~one (1) workbook~~; a current copy of the laws and rules of the Georgia State Board of Cosmetology

21. autoclave is an acceptable method of sterilization

(d) The basic equipment and kit for the hair designer apprentice shall consist of the following:

1. station with mirror;

2. wet disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant;

3. closed container for storage of disinfected implements

4. mannequin

5. basic combs

6. scissors/shears and thinning shears

7. razor with guard and disposable blades

8. brushes

9. rollers

10. clips

- 11. protective capes
- 12. disposable neck strips, disposable or reusable gloves
- 13 perm rods and end papers
- 14. marcel curling iron/ flat iron
- 15. blow dryer
- 16. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.
- 17 standard textbook
- 18. one (1) workbook
- 19 a current copy of the laws and rules of the Georgia State Board of Cosmetology
- 20. autoclave is an acceptable method of sterilization

~~17. A current copy of the laws, rules, and regulations of the Georgia State Board of Cosmetology~~ Apprenticeship training shall include the curriculum required for students in the respective levels of cosmetology, hair design, esthetics, or nail technician.

~~18. Apprenticeship training shall include the curriculum required for students in the respective levels of cosmetology, hair design, esthetics, or nail technician.~~

(7) ~~18.~~ Apprenticeship training shall include the curriculum required for students at in the respective levels of cosmetology. ~~in the respective levels of cosmetology, hair design, esthetics, or nail technician technology.~~

~~(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. §§ 43-10-2, 43-10-9, 43-10-12, 43-10-13, and 43-10-14.

130-2-.11 Application for Cosmetology Salon/Shop. Amended.

(1) Any person or persons desiring to operate a salon/shop which offers and performs cosmetology services shall submit an application for a license using the

form furnished by the Georgia State Board of Cosmetology and shall meet all the requirements of the law and ~~the requirements~~ rules of the Board.

(2) Any salon/shop must be registered with the Board prior to its opening.

Change of salon /shop ownership or change in the tenant leasing must be registered with the Board by filing an application for licensure within thirty (30) days of the purchase of said salon /shop. Business names of salon/shop shall include the word salon or shop and shall not contain terms which would tend to mislead the public as to the operation of cosmetology establishment.

(3) The salon/shop license shall be displayed in ~~the reception~~ an open area of the registered salon/shop so as to be easily read by customers and available for inspection by the Board at all times.

(4) It shall be prohibited to allow pets in salons/shops except guide and assistance dogs as permitted under Title 30 Of the Georgia Code.

(5) Salons/shops shall comply with the rules for sanitation, health and disinfectants in Chapter 130-5 of the Rules of Georgia State Board of Cosmetology.

Authority O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-8, and 43-10-11.

130-2-.12 Continuing Education. Amended.

(1) Number of Continuing Education Hours Required for Renewal or Reinstatement of License.

(a) Renewal after January 1, 2003. In order to renew a license after January 1, 2003, each licensee shall provide to the Board proof of completion of five (5) continuing education (CE) hours in a form acceptable to the Board. If audited, the licensee shall submit written proof from the CE provider of attendance and/or completion of each CE course submitted for credit.

1. Three (3) hours of the total five (5) hours must be satisfied by a course in health and safety developed by the Department of Technical and Adult Education (DTAE).

2. Two (2) hours of the total five (5) hours must be in a course previously registered with the Board in any of the following areas: industry or trade show, health and safety, industry trends, computer skills, business management, or the licensee's area of practice.

(b) Exemption from CE Requirements.

1. A licensee that meets any of the following exemptions shall not be required to complete the CE requirements set out in this Rule;

(i) Licensees who have held a license for 25 years or more and can submit documentation thereof to the satisfaction of the Board;

(ii) Licensees who submit to the Board proof of hardship based upon:

(I) Age; proof of attainment of age 65;

(II) Disability, medical or otherwise; a documented permanent disability, copy of an award letter of disability benefits such as Social Security, Railroad retirement or DD214;

(III) Illness; or temporary disability documented by the appropriate physician specialist stating the disability, anticipated duration and physical or mental limitation(s);

IV) Other circumstances as the Board may determine on a case by case basis.

2. Licensees who claim an exemption shall submit to the Board a sworn, written statement, signed by the licensee before a notary public, setting out the facts supporting each exemption claimed. An exemption request form may be obtained from the Board or

a written request may be submitted in a form otherwise acceptable to the Board.

(c) First Renewal of License. The holder of a license who is renewing a license for the first time shall not be required to meet the CE requirements.

(d) Reinstatement of a lapsed license. In order to reinstate a license after expiration, the applicant shall pay all fees required by law or rule, including the reinstatement fee, and shall submit documentation of completion of all CE hours required for renewal. ~~since the date of expiration~~. A license shall be issued upon completion of all requirements of the laws and rules and O.C.G.A. §§ 43-10-9 and 43-10-10.

(e) Rollover of CE Credits:

1. ~~Master Cosmetologists: For the first license renewal period after January 1, 2003, the Board shall allow a maximum of five (5) hours credit for any CE courses taken between March 31, 2000 and January 1, 2002. Thereafter, no excess CE hours shall be credited toward the CE requirement for any other renewal period.~~

2. ~~Nail Technicians: For the first license renewal period after January 1, 2003, the Board shall allow a maximum of five (5) hours credit for any CE courses taken between August 31, 1999 and January 1, 2002. Thereafter, no excess CE hours shall be credited toward the CE requirement for any other renewal period.~~

3. ~~Estheticians: For the first license renewal period after January 1, 2003, the Board shall allow a maximum of five (5) hours credit for any CE courses taken between August 31, 1999 and January 1, 2002. Thereafter, no excess CE hours shall be credited toward the CE requirement for any other renewal period.~~

(e) CE Requirements For Hair Designers: For the first license renewal period after September 1, 2010, the Board shall allow a maximum of five (5) hours credit for any CE courses taken between August 31, 2006 and September 30, 2008.

(2) Provider Registration of Continuing Education Courses.

(a) The curriculum of any CE course not developed by the DTAE or not offered as a course by any of the institutions listed in paragraph (2)(e) of this Rule must be registered with the Board and must comply with Board rules.

(b) Industry or trade show registration. Providers of industry or trade show courses that wish to register courses for CE credit must supply the following information to the Board prior to registration:

1. Date and location;
2. Form to be used as written proof of course attendance or completion for licensee participants.

(c) Course of study registration. Providers of courses of study that wish to register courses for CE credit must submit the following information to the Board prior to registration:

1. Outline of subject matter;
2. List of persons teaching;
3. Summary of qualification of teachers;
4. Number of hours for each course;
5. Date and location of course;
6. Form to be used as written proof of course completion for licensee participants.

7. Course evaluation form

(d) Internet, electronic or home study course. Providers of Internet, electronic or home study courses must submit the same ~~or substantially equivalent~~ information for

registration with the Board as the providers of courses listed in paragraph (2)(c) of this Rule.

(e) Exempt courses. Courses in cosmetology, hair design, nail technology, esthetics, computers, business, or health and safety issues offered by schools under the jurisdiction of the Board of Regents of the University System of Georgia, the Department of Technical and Adult Education, the Department of Education, or any accredited postsecondary institution shall satisfy the continuing education requirement without a request to the Board for approval or registration.

(f) The curriculum developed by DTAE in health and safety shall be revised as necessary to incorporate new developments upon request by the Board, interested parties or licensees. DTAE shall make the curriculum available to other providers of continuing education.

(g) Requirements for all course providers.

1. No private providers shall represent themselves as the Georgia State Board of Cosmetology or the Georgia Office of the Secretary of State. The prohibition against such representations shall include all promotional material including, but not limited to, provider name, course or business name, websites, advertisements, e-mails or mailings.

2. No testing of knowledge or skills shall be required as proof of completion of any CE course.

3. All licensees shall receive written proof from the course provider of attendance and completion of a CE course. The provider's registration number issued by the Board must be included on the certificate of completion.

(3) CE Courses Not Registered With the Board. Any licensee may request Board approval of an unregistered industry or trade show or other unregistered course of study for CE credit. The Board, in its discretion, may approve such course on a case by case basis. All licensees shall receive written proof of attendance and/or completion of CE courses from the provider; and the licensee shall submit such proof to the Board.

(4) Private providers of continuing education courses must include their registration number issued by the Board on all promotional material including, but not limited to information about courses, websites, advertisements, emails or mailings.

(5) CE providers must renew their registration by submitting a new CE provider application to the board beginning April of an even year.

Authority O.C.G.A. §§ 43-10-2, and 43-10-10.

Kay Kendrick moved, Wanda Brooks seconded, and the Board voted unanimously, that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the Cosmetology Board statutes.

Kay Kendrick moved, Wanda Brooks seconded, and the Board voted unanimously, that it is not legal or feasible to meet the objectives of the Cosmetology Board statutes to adopt or implement differing actions for businesses as listed in O.C.G.A. §50-13-4(3)(A)(B)(C)(D). The formulation of these rules will impact every licensee in the same

manner and each licensee is independently licensed, owned and operated in the field of Cosmetology, Hair Design, Esthetics, and Nail Technology.

Kay Kendrick moved, Cynthia Stein seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.02 Cosmetology School Curriculum. Amended.

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and fifteen hundred (1,500) credit hours for training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain **250** total hours of training before the student performs clinical services on a client. Of these 250 hours, of which 200 hours shall be theory and training on mannequins, fifteen (15) hours shall be on skin care, ten (10) hours on nail care, and the final 25 hours shall be on live models in the curriculum as stated below.

For the purposes of this Rule, one (1) credit hour equals one (1) clock hour for the first 250 hours of training.

Level 1

1. Theory = **(50)** — (50 credit hours/50 clock hours: Shall include instruction by a licensed instructor in the following subjects related to cosmetology:)

- (i) chemistry;
- (ii) sanitation and sterilization;
- (iii) introduction to skin care and nail care.
- (iv) EPA; OSHA; Infection Control Standards; bloodspill procedures;
- (v) AIDS; HIV; and communicable diseases.

2. Theory of Permanent Waving = **(20)** — (20 credit hours/20 clock hours:) Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of permanent wave solution and its reaction;
- (ii) the chemistry of relaxers and its reaction
- (iii) the principles of permanent wave rod placement.

3. Theory of Hair Coloring = **(45)** — (45 credit hours/45 clock hours:) Shall include instruction by a licensed instructor in the following subjects:

- (i) chemistry of color;
- (ii) principles of color application;
- (iii) the chemical action of hair color.

4. Theory of Hair and Scalp Treatments and Conditioning = **(20)** — (20 credit hours/20 clock hours:) Shall include instruction by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp condition;
- (iii) treatments;
- (iv) analysis, condition and treatments ~~especially in regard to braiding.~~

5. Theory of Hair cutting = **(30)** — (30 credit hours/30 clock hours: Shall include instruction by a licensed instructor in the following subjects:)

- (i) proper handling and care of instruments.

6. Theory of Shampooing = **(15)** — (15 credit hours/15 clock hours: Shall include instruction by a licensed instructor in the following subjects:)

- (i) proper procedure of shampooing;

- (ii) knowledge of shampoo formulas;
- (iii) water temperature.

7. Theory of Hairdressing ~~(including braiding)~~ =(45)— (45 credit hours/45 clock hours: Shall include instruction by a licensed instructor in the following:)

- (i) 20 hours training on mannequins;
- (ii) 25 hours training on live models (without compensation).

8. Theory of Nail Care and Skin Care =(25) — (25 credit hours/25 clock hours.)

- (i) concepts and principles of nail care procedures and correct handling of instruments --(10 credit hours/10 clock hours);
- (ii) concepts and principles of skin care procedures and techniques — (15 credit hours/15 clock hours) :

LEVEL 1 total: 250

(b) When student has completed 250 credit hours (250 clock hours) in the above curriculum, with a minimum passing score of 75 percent, the student is prepared to progress to the clinic floor to perform clinical services on patrons. AFTER COMPLETION OF THE FIRST 250 CREDIT HOURS ~~(250 CLOCK HOURS)~~ OF **Level 1** TRAINING THE CURRICULUM SHALL BE AS FOLLOWS:

1. Theory =(100) — (100 credit hours/100 clock hours: Shall include instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology:)

- (i) sterilization and sanitation;
- (ii) physiology;
- (iii) electricity;
- (iv) safety precautions;
- (v) chemistry of beauty products, actions, reactions, and the composition of tints, dyes and bleaches;
- (vi) salesmanship;
- (vii) telephone ~~conversation~~ etiquette and ethics;
- (viii) salon department: consisting of instruction in courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules ~~Rules and Regulations and Laws~~ =(50)— (50 credit hours/50 clock hours.)

3. Laboratory =(50) — (50 credit hours/50 clock hours:) Shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out =(280) — 280 credit hours) Shall include shampoos, comprising dry, soapless, oil and reconitioner, finger waving, wet curls, thermocurling, blow drying, hair styles, combouts and all types of pressing; hot combs and chemicals; ~~and braiding the hair by hairweaving; interlocking, twisting; plaiting; wrapping by hand, chemical or mechanical devices; or using natural or synthetic fiber for extensions to the hair.~~

5. Hair Cutting and Shaping =(125) — (125 credit hours ~~(166 applications)~~:-)

6. Permanent Waving =(180) — (180 credit hours ~~(60 applications)~~:-)

7. Chemical Hair Relaxing =(100) — (100 credit hours ~~(50 applications)~~:-)

8. Hair Coloring and Hair Lightening = **(140)** — (140 credit hours: Shall include the following:)

(i) temporary color-rinses and semi permanent color — (10 credit hours ~~((40 /12 applications))~~);

(ii) hair lightening — (25 credit hours ~~((/10 applications))~~);

(iii) virgin tints — (40 credit hours ~~((/20 applications))~~);

(iv) retouches — (60 credit hours ~~((/30 applications))~~);

(v) predisposition tests — 2 ½ credit hours;

(vi) dye and tint removal — 2 ½ credit hours.

9. Scalp and Hair Treatment ~~to include braiding~~ = **(50)** — (50 credit hours ~~((/66 applications))~~ which shall include brushing and manipulations, corrective treatments, reconditioning treatments, ~~and treatments pertaining to braiding.~~

10. Facial Treatment, Make-up and Hair Removal = **(55)** — (55 credit hours=)

(i) facial treatments — (30 credit hours/~~#30 applications~~);

(ii) make-up ~~treatments applications~~ — (20 credit hours/~~to applications~~);

(iii) brow and lash tint — (5 credit hours/~~5 applications~~);

11. Hair Removal = **(30)** — (30 credit hours=)

(i) lip, chin and face — (10 credit hours/~~20 applications~~);

(ii) brow tweezing — (10 credit hours/~~20 applications~~);

(iii) brow waxing — (10 credit hours/~~20 applications~~);

12. Manicures, Pedicures and Nail Sculpting = **(90)** — (90 credit hours=)

(i) manicures with hand and forearm massage — (25 credit hours/~~25 applications~~);

(ii) pedicures with foot and leg massage — (20 credit hours/~~20 applications~~);

(iii) nail sculpting — (45 credit hours/~~15 applications~~);

Level 2 Total Hours: 1500

Total Hours: 1,500 credit hours/1,500 clock hours.

Authority O.C.G.A. ~~43-10-1~~, 43-10-2 and 43-10-12.

130-3-.03 Cosmetology School Curriculum Credit Hours. Amended.

(1) Credits will be allowed to student as listed below. **Work Performed by Students**

(a) one cold or heat wave (including shampoo and set) — **3 hours**;

(b) ~~one bleach (including shampoo and set) — 2 ½ hours~~; one chemical relaxer (including shampoo and set — 2 hours

(c) ~~one shampoo, set and comb out, or one pressing, curling and and comb out — 1 ½ hours~~; bleach (including shampoo and set) — 2 ½ hours;

(d) ~~one facial — 1 hour~~; one shampoo, set and comb out, or one pressing, curling and comb-out — 1 ½ hours;

(e) ~~one brow and lash tint — 30 minutes~~; one facial — 1 hour;

(f) ~~one color other than bleach (including shampoo and set) — 2 hours~~; one brow and lash tint — 30 minutes;

(g) ~~one hair cut — 45 minutes~~; one color other than bleach (including shampoo and set) — 2 hours;

(h) ~~one shampoo — 15 minutes~~; one hair cut — 45 minutes;

(i) ~~one arch — 15 minutes~~; one shampoo — 15 minutes;

(j) ~~one temporary rinse — 45 minutes~~; one arch — 15 minutes;

(k) ~~one scalp treatment — 1 hour; one temporary rinse/semi permanent color — 45 minutes;~~

(l) ~~one manicure — 1 hour; one scalp treatment — 1 hour;~~

(m) ~~one pedicure — 1 hour; one manicure — 1 hour;~~

(n) ~~one chemical relaxer (including shampoo and set) — 2 hours. one pedicure — 1 hour;~~

(o) ~~one full set of sculptured nail application – 3 hours~~

(2) A weekly work sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept ~~on~~ for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September and subject to review by the inspector at any time.

(3) Any student shall have the right to refuse to attend classes for more than eight (8) hours in one day.

Authority O.C.G.A. §§ 43-10-2, 43-10-6 and 43-10-12.

130-3-.04 Esthetician School Equipment. Amended.

(1) Each esthetician school must provide the following minimum equipment:

(a) ~~School Signs: — front entrance sign must clearly indicate type of school; secured metal filing cabinets for school and student records;~~

(b) ~~metal filing cabinets for school and student records; sufficient chalkboards;~~

(c) ~~sufficient chalkboards; one lavatory bowl for up to fifteen students;~~

(d) ~~one lavatory bowl for enrollment up to fifteen students; eight facial chairs or cushioned massage tables;~~

(e) ~~eight facial chairs or cushioned massage tables; one work station or position per two students;~~

(f) ~~one work station or position per two students; one (1) set of facial equipment per each four (4) work stations or positions to include, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current, decrustation machine, spray or mister,~~

(g) ~~one set of facial equipment per each two work stations or positions to include manual, mechanical, or electrical apparatus (at least one each of the following): electrical heating mask, steamer, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current (prohibited faradic), decrustation machine, spray or mister, one magnification lamp; one (1) set of facial equipment per each two (2) work stations or positions to include steamer, one magnification lamp; and~~

(h) ~~sufficient trays for facial supplies; one covered container for soiled or disposable towels; also, container for soiled linen;~~

(i) ~~one dry sterilizer per two work stations or positions; locker space must be furnished for each student;~~

(j) ~~one covered waste paper basket container for soiled or disposable towels; one properly lighted make-up area;~~

(k) ~~locker space must be furnished for each student; one head form or chart per class;~~

(l) ~~one lighted make-up area one head form or chart per class~~

(m) ~~one head form or chart per class; school minimum floor space—1800 sq. ft.;~~

(n) ~~student sign: — sign must be displayed reading "Service by Students Only"; wet sterilizer for each station~~

- (o) ~~sign prohibiting pets~~; closed cabinet for clean linen;
- (p) ~~school minimum floor space—1800 sq. ft.~~; locker space must be furnished for each student
- (q) audio visual aids;
- (r) wet sterilizer for each station;
- (s) closed cabinet for clean linen;
- (t) separate rest rooms for males and females;
- (u) adequate ventilation;
- (v) proper lighting;
- (w) hot and cold running water;
- (x) facilities for clean sanitary drinking water;
- (y) library.
- (z) autoclave is an acceptable method of sterilization

A basic kit for each esthetician student:

1. tweezers;
2. comedone extractors;
3. cleansers;
4. liquid soap;
5. skin fresheners (toners);
6. astringents;
7. moisturizers;
8. emollient creams;
9. foundation;
10. concealer;
11. blusher;
12. lipstick;
13. powder;
14. eye shadow;
15. mascara;
16. eyeliners;
17. eyebrow pencils;
18. professional pencil sharpener;
19. disposable sponges and applicators; and q-tips. Round cotton pads, rectangular rolled cotton and cotton balls, wooden spatula, muslin strips, disposable gloves .
20. one (1) textbook
21. one (1) workbook
22. a current copy of the laws and rules of the Georgia State Board of Cosmetology

(2) All of the above equipment must be standard equipment and maintained in good and safe working condition at all times.

(3) Each cosmetology school desiring to specialize in esthetics and having more than 15 students in the specialized course is required to obtain necessary equipment listed in this chapter.

Authority O.C.G.A. §§ 43-10-2 and 43-10-12.

130-3-.05 Esthetician School Curriculum. Amended.

The curriculum for students enrolled in an esthetician school for a complete course of at least nine (9) months and 1,000 credit hours of training shall be as follows:

(a) No school or licensed instructor shall permit a student to render clinical services until the student has completed 250 credit/ clock hours of training in the following curriculum:

Level 1

1. Professional Practices = **150** — (150 credit/clock hours:)

- (i) bacteriology, sterilization, and sanitation;
- (ii) personal hygiene;
- (iii) public health and safety;
- (iv) EPA; OSHA' infection controls standards; and bloodspill procedures;
- (v) AIDS; HIV and communicable diseases;
- (vi) methods;
- (vii) facility hygiene; clean-up applications and procedures.

2. professional ethics = **20** — (20 credit/clock hours:)

- (i) personal attitude;
- (ii) personal image.

3. business practices = **80** — (80 credit/clock hours:)

- (i) State Board Rules Laws and Regulations and Law Rules;
- (ii) esthetician salon development;
- (iii) business insurance;
- (iv) client records;
- (v) confidential ethics;
- (vi) medical record keeping;
- (vii) write your resume;
- (viii) the job interview.

Level 1 Total 250 Hours

(b) When the student has successfully completed 250 credit/clock hours in the above curriculum with a minimum passing score of 75 percent, the student may progress to the clinic floor to perform clinical services on patrons. After completion of the first 250 credit/ clock hour of **Level 1** training, the curriculum shall be as follows:

Level 2

1. Sciences = **320** — (320 credit/clock hours:)

- (i) histology of skin;
 - (I) cell;
 - (II) tissue;
- (ii) dermatology and physiology:
 - (I) structure of the skin and glands;
 - (II) functions of the skin and glands;
 - (III) conditions and disorders of the skin;
 - (IV) physiology of color;
 - (V) morphology.
- (iii) Theory: ~~introduction to microdermabrasion:~~
 - (I) medical terminology;
 - (II) medical charting;
 - (III) clinical sanitation and sterilization;
 - (IV) patient psychology;

(V) customer service;

(VI) advanced skin analysis/diseases;

(VII) camouflage make-up.

2. Body treatment = 75 — (75 credit hours (75 applications):

(i) massage;

(ii) wraps;

(iii) cellulite;

(iv) aromatherapy;

(v) reflexology.

3. Facials = 115 — (115 credit hours (115 applications):

(i) client consultations and skin analysis;

(ii) manipulations;

(iii) cleansing;

(iv) toning;

(v) post-op therapy;

(vi) pre-op therapy;

(vii) spa facials.

(I) European Massage: The use of all five (5) basic massage movements in a systematic procedure that will improve and promote skin rejuvenation and relaxation;

(II) Aromatherapy: The use of essential oils in masks, massage, and diffusion to correct and promote relaxation;

(III) Product Therapy: The use of epidermabrasion product treatment solution in the form of serum, powders, or infusions for rejuvenation ~~and correction~~ of the skin;

(IV) Mask Therapy: The use of thermo, fleece, botanicals, anti-aging, and pore cleansing specialty masks to rejuvenate ~~and correct~~ the skin;

(V) Machines: The use of spa/salon machines that include galvanic, high frequency, brushing, vacuum, and vaporizers for aiding in skin rejuvenation ~~and correction~~. This does not include the use of the microdermabrasion machine in the school/student environment unless it is a FDA guideline class 1.

4. Make-up = 90 — (90 credit hours (90 applications):

(i) client consultation and skin analysis;

(ii) contouring;

(iii) application;

(iv) color accent;

(v) camouflage make-up.

5. Hair removal = 75 — (75 credit hours):

(i) lip, chin, face — 20 credit hours (40 applications);

(ii) leg waxing — 10 credit hours (5 applications);

(iii) bikini waxing — 10 credit hours (20 applications);

(iv) brow arching — 35 credit hours (70 applications);

(I) brow tweezing — 15 credit hours (30 applications);

(II) brow waxing — 15 credit hours (30 applications);

(III) brown and lash tinting — 5 credit hours (10 applications).

6. Spa/Salon Management = 75 — (75 credit/clock hours):

(i) front desk;

(ii) marketing: business, client, product;

- (iii) managerial responsibilities;
- (iv) client retention and tracking;
- (v) business management;
- (vi) business record management;
- (vii) profit and loss statement management.

Level 2 Total 750

Total hours — 1,000 credit hours.

Authority O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9 and 43-10-12.

130-3-.06 Esthetician School Curriculum Credit Hours. Amended.

(1) Credits will be allowed to students as listed below:

Work Performed by Students

- (a) one facial — **1 credit hour;**
- (b) one body treatment — **1 credit hour;**
- (c) one make-up — **1 credit hour;**
- (d) one hair removal or waxing (lip, chin, face) — **½ credit hour;**
- (e) one hair removal (leg) - **2 credit hours;**
- (f) one hair removal (bikini)- **½ credit hour**
- (g) one arching – **½ credit hour;**
- (h) brow and lash tinting - **1 credit hour.**

(2) A weekly work sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept on each student which shows the number of hours or training in each subject, ~~and~~ this work sheet will be sub-totaled in January, April, June, and September and will be subject to review by the inspector at any time.

(3) Any student shall have the right to refuse to attend classes for more than eight (8) hours in one day.

Authority O.C.G.A. §§ 43-10-2, 43-10-9 and 43-10-12.

Kay Kendrick moved, Wanda Brooks seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.07 Nail Care School Equipment. Amended.

(1) Each school of nail care must provide the following minimum equipment:

- (a) School Signs:— front entrance sign must clearly indicate type of school; exit sign; Secured metal filing cabinet for school and student records;
- (b) ~~metal filing cabinet for school and student records;~~ sufficient chalkboards;
- (c) ~~sufficient chalkboards;~~ audio visual aids;
- (d) ~~at each work station one dry sterilizer and one wet sanitation container which allows for complete submersion of implements in hospital grade disinfectant;~~ Locker space must be furnished for each student;
- (e) ~~a minimum of four handwashing sinks separate from restrooms for enrollment up to fifteen (15) students and one additional sink for each fifteen (15) students or fraction thereof;~~ school minimum floor space 1,500 sq. ft.;
- (f) ~~advanced department will have adequate chairs for patrons; also, adequate ventilation for work area;~~ a minimum of four handwashing sinks separate from restrooms for enrollment up to fifteen (15) students and one additional sink for each fifteen (15) students;

- (g) ~~fifteen (15) work tables or one work space with adequate light must be provided for every student; fifteen (15) nail stations with adequate light and two (2) chairs for each student;~~
- (h) ~~covered waste containers for each work station; Wet disinfectant container for complete immersion of implements in hospital grade disinfectant for each station;~~
- (i) ~~covered container for soiled or disposable towels for each work station; Sealed container for storage of disinfected implements. Ultraviolet (UV) sanitizers are acceptable storage containers;~~
- (j) ~~finger bowl for each student — manicure brushes; Covered waster containers for each station;~~
- (k) ~~sufficient trays for manicuring supplies; Closed cabinet for clean towels;~~
- (l) ~~one set mannequin hands per student; Covered container for soiled or disposable towels;~~
- (m) ~~manicuring kit for each student containing sufficient implements for manicures and pedicures; Proper paraffin wax machine and paraffin wax;~~
- (n) ~~implements to perform application of artificial nails; Sufficient trays for nail supplies.~~
1. ~~nail sculpting;~~
 2. ~~nail wraps;~~
 3. ~~nail tip application;~~
- (o) ~~four pedicure stations; Closed container with cotton;~~
- (p) ~~sign must be displayed reading "Service by Students Only"; Fingerbowl with nail brush for each student;~~
- (q) ~~sign prohibiting pets; One set of mannequin hands and/or practice fingers per student;~~
- (r) ~~school minimum floor space 1,500 sq. ft.; One (1) whirlpool pedicure spa (with fixed plumbing) and three (3) footbaths;~~
- (s) ~~audio visual aids; Professional electric nail file/drill;~~
- (t) ~~closed cabinet for clean linens; UV Gel light;~~
- (u) ~~locker space for student's personal items; an autoclave is an acceptable method of sterilization;~~
- (v) ~~hot and cold running water; The basic kit and supplies for nail technology students shall contain the following:~~
- 1 a. metal cuticle pusher
 - b. metal nail file
 - c. manicure scissors
 - d. cuticle nippers
 - e. nail implements
 - f. metal drill bits
 - g. finger nail clipper
 - h. toenail clipper
 - i. tweezers and metal tongs
 2. nail care supplies (disposable)
 - a. emery boards
 - b. nail buffers
 - c. orangewood sticks
 - d. cotton balls, q-tips
 - e. sponges applicators

- f. wooden spatula
- g. foot file or paddle
- h. pedicure slippers and toe separators
- i. disposable gloves
- 3. nail polish
- 4. polish remover
- 5. cuticle remover and cuticle oil
- 6. hand cream
- 7. materials for acrylic/gel sculptured nails, gel nails, nail wraps and nail tip applications
- 8. sanitizing foot soak
- 9. massage lotion
- 10. antiseptic foot spray
- 11. Copy of the laws and rules of the Georgia State Board of Cosmetology;
- 12. one (1) textbook
- 13. one (1) workbook

~~(w) facilities for clean sanitary drinking water;~~

~~(x) library;~~

~~(y) adequate ventilation which complies with local, state, and federal requirements;~~

~~(z) separate rest rooms for males and females.~~

(2) All of the above equipment must be standard equipment and maintained in good working condition at all times.

(3) Each cosmetology school desiring to teach a separate course in nail care and having more than fifteen (15) students in the specialized course is required to obtain necessary equipment listed in this chapter.

Authority O.C.G.A. §§ 43-10-2 and 43-10-12.

Cynthia Stein moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.08 Nail Care Curriculum. Amended.

(1) One (1) credit hour EQUALS one (1) clock hour unless the credit is being given for an application. The curriculum for students enrolled in a nail care school for a complete course of at least four (4) months and 525 credit/525 clock hours of training shall be as follows:

(a) No school or licensed instructor shall permit a student to render clinical services until the student has successfully completed 140 credit/140 clock hours of training with a minimum passing score of 75 percent in the following:

Level 1

1. Theory = **(140)** — (140 credit/140 clock hours):

(i) Personal hygiene, professional ethics, and customer relations;

(ii) Sanitation and sterilization, public health and safety, infection control and bacteriology;

(iii) AIDS, HIV, and other communicable diseases;

(iv) EPA, OSHA, other government standards; bloodspill procedure;

(v) Physiology and anatomy, including that of the hands, arms feet and legs;

(vi) The art of massage and massage techniques, introduction to reflexology;

(vii) Nail composition and structure, nail disorders and nail diseases;

- (viii) Chemistry, including product knowledge, composition, usage, safety, and hazardous materials;
- (ix) Methods and procedures and implements, including their usage and safety;
- (x) Salon Business:
 - (I) Salon development and business operations;
 - (II) Client consultations;
 - (III) Business development;
 - (IV) Marketing, advertising and retailing;
 - (V) Career/business planning, including preparation for interviews, resume writing, and goal setting.
- (xi) Georgia State Board of Cosmetology laws, and rules and regulations, a copies of which shall be provided to students.

Level 1 total: 140

(2) After the student has successfully completed 140 credit/140 clock hours in the above curriculum with a passing score of 75 percent, the student may progress to the clinic floor to perform clinical services on patrons. **Note: Hours and applications are to apply to a full set only.** After the completion of the first 140 credit/140 clock hours of **Level 1** training, the curriculum shall be as follows:

- (a) Manicure with hand and forearm massage (basic, hot oil, and various spa manicures) = **(70)** — (70 credit hours/70 applications);
- (b) Pedicure with foot and leg massage (basic and various spa pedicures) = **(60)**-(60 credit hours/60 applications);
- (c) Nail Sculpting = **(90)** — (90 credit hours/30 applications);
- (d) Artificial tip application with overlay = **(60)**-(60 credit hours/20 applications);
- (e) Nail wrapping (silk, linen, etc. on natural nails only) = **(20)** - (20credit hours/20 applications);
- (f) Fill-in application = **(30)**-(30 credit hours/30 applications);
- (g) Artificial nail removal/nail repair = **(10)**-(10 credit hours/20 applications);
- (h) Professional nail drill usage with professional drill designed for fingernails only = **(5)** -(5 credit hours/10 applications);
- (i) Nail art techniques = **(10)** – (10 credit hours/10 applications);
- (j) Airbrush nail art = **(5)** - (5 credit hours/5 applications);
- (k) Paraffin treatments on hands and feet = **(5)** - (5 credit hours/10 applications);
- (l) Student competition: advanced techniques and related subjects = **(20)**-(20 credit hours).

Level 2 Total: 385

TOTAL HOURS -525 credit/clock hours.

Authority O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9 and 43-10-12.

Wand Brooks moved, Kay Kendrick seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.09 Nail Care School Curriculum Credit Hours. Amended.

(1) Credits will be allowed to students as listed below:

Work Performed by Students

- (a) Manicure with hand and forearm massage — 1 credit hour;

- (b) Pedicure with foot and leg massage — 1 credit hour;
 - (c) Nail sculpting — 3 credit hours;
 - (d) Artificial tip application with overlay — 3 credit hours;
 - (e) Nail Wrapping (silk, linen, etc.) on natural nails only — 1 credit hour;
 - (f) Fill in application — 1 credit hour;
 - (g) Nail repair or artificial nail removal — ½ credit hour;
 - (h) Professional nail drill usage — ½ credit hour;
 - (i) Nail art and airbrush techniques — 5 minutes per nail or 1 credit hour/full set;
 - (j) Natural nail overlay — 1 credit hour;
 - (k) Paraffin treatment — ½ credit hour.
- (2) A weekly work sheet, signed in black ink or electronic signature by the student and the instructor, shall be kept on each student ~~showing~~ which shows the number of hours of training in each subject, ~~and~~ †This work sheet shall be sub-totaled in January, April, June, and September and subject to review by the inspector at any time.
- (3) Any student shall have the right to refuse to attend classes for more than eight (8) hours in one day.
- Authority O.C.G.A. §§ 43-10-2, 43-10-9 and 43-10-12.

Kay Kendrick moved, Don Westbrook seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

~~130-3-.10 Curriculum for Cosmetology Instructor Training at the Master Level. Amended.~~

- ~~(1) Persons receiving instructor training in a cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor. (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.~~
- ~~(a) Persons receiving instructor training shall be furnished an instructor training manual.~~
- ~~(3) The curriculum in a school of cosmetology for an instructor training course at the master level, must include at least one year and 1500 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.~~
- ~~(a) General Education — 500 credit /500 clock hours: All classroom instruction must be by a licensed instructor in the theory and practice of all required subjects of cosmetology, nail care, and esthetics. State Cosmetology Board — 50 credit/50 clock hours:~~
- ~~(i) Laws, rules and regulations.~~
 - ~~2. Principles of teaching cosmetology — 300 credit/300 clock hours;~~
 - ~~3. Principles of teaching nail care — 75 credit/75 clock hours;~~
 - ~~4. Principles of teaching esthetics — 75 credit/75 clock hours.~~
- ~~(b) Teaching techniques and audio visual aids — 450 credit/450 clock hours:~~
- ~~1. Curriculum development;~~
 - ~~2. Lesson plans and presentations;~~
 - ~~3. Classroom management and discipline;~~
 - ~~4. Demonstrations and lecturing;~~
 - ~~5. Testing and examinations.~~
- ~~(c) Practice teaching — 550 credit/550 clock hours.~~
- ~~(4) The above 1,500 credit/1,500 clock hours curriculum for a complete cosmetology~~

~~instructor training course at the master level shall be posted in a prominent place in all cosmetology schools at all times.~~

~~Authority O.C.G.A. Secs. 43-10-2, 43-10-12.~~

130-3-10 Hair Designer School Equipment..

(1) Each school desiring to teach hair design must provide the following minimum equipment:

(a) secured metal filing cabinets for school and student records;

(b) sufficient chalkboards;

(c) one (1) wet disinfectant container for each work station;

(d) a minimum of four (4) shampoo basins for enrollment up to fifteen (15) students, and one (1) additional shampoo basin for each additional fifteen (15) students or fraction thereof;

(e) a minimum of seven (7) hair dryers for enrollment up to fifteen (15) students and one (1) additional dryer for each additional five (5) students;

(f) work stations with mirrors for each individual student;

(g) sufficient closed containers for soiled or disposable towels;

(h) one mannequin per student

(i) one closed container per station for clean implements only

(j) one closed towel container to adequately store clean linens.

(k) locker space for personal items must be furnished for each student;

(l) school minimum floor space: 1800 sq. ft.;

(m) audio visual aids

(n) an autoclave is an acceptable method of sterilization

(o) a current copy of the Laws and Rules of the Georgia state Board of Cosmetology

(p) The basic kit for hair design students shall contain the following:

1. mannequin with hair at least 6-7 inches long

2. basic combs

3. scissors/shears/ and thinning shears

4. razor with guard and disposable blades

5 brushes

6. rollers

7. clips

8. protective capes

9. disposable neck strips

10. perm rods and end papers

11. marcel iron/ flat iron

12. blow dryer

13. consumable supplies for esthetics

14. standard textbook

15. one (1) workbook

(2) All of the above equipment must be standard beauty equipment and maintained in good and safe working condition at all times.

(3) Any cosmetology school desiring to teach a separate course in cosmetology, esthetics or nail care technology and having more than fifteen (15) students in an cosmetology,

esthetics or nail technology each course must shall provide all necessary equipment and supplies for each such school course.

Authority: O.C.G.A. §§43-10-2 and 43-10-12.

Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

~~130-3-.11 Curriculum for Esthetician Instructor Training. Amended.~~

~~(1) Persons receiving esthetician instructor training in a cosmetology or esthetician school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or schools at any time without the direct supervision of a licensed instructor.~~

~~(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.~~

~~(a) Persons receiving instructor training shall be furnished a teacher's training manual.~~

~~(3) The curriculum in a cosmetology or esthetician school, for an instructor training course, of at least nine (9) months and 1,000 credit hours of training as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.~~

~~(a) The Professional Teacher — 200 credit/200 clock hours:~~

~~1. The Teacher:~~

~~(i) Personality;~~

~~(ii) Technical Knowledge;~~

~~(iii) Teacher's Characteristics;~~

~~(iv) Teachers as Professionals.~~

~~2. Preparation for Teaching:~~

~~(i) Planning the Course/Curriculum Development;~~

~~(ii) Preparing Lesson Plans:~~

~~(I) Objectives;~~

~~(II) Outline;~~

~~(III) Student Activities.~~

~~(iii) Steps of Teaching:~~

~~(I) Preparation;~~

~~(II) Presentation;~~

~~(III) Application;~~

~~(IV) Testing.~~

~~(b) Student Motivation and Learning — 200 credit/200 clock hours:~~

~~1. State Board of Cosmetology Requirements and Record Keeping;~~

~~2. Student Motivation;~~

~~3. Student Participation;~~

~~4. Student Personalities;~~

~~5. Individual Differences:~~

~~(i) Slow Learner;~~

~~(ii) Gifted Learner.~~

~~(c) Methods, Management and Material — 225 credit/225 clock hours:~~

~~1. Methods, Procedures and Techniques of Teaching;~~

~~(i) Lectures and Discussions;~~

~~(ii) Demonstrations;~~

~~(iii) Conducting Practice Activities;~~
~~(iv) Questioning Techniques;~~
~~(v) Results;~~
~~(vi) Special Situations.~~
 2. Classroom Management:
~~(i) Physical Environment;~~
~~(ii) Administrative Duties;~~
~~(iii) Student Discipline;~~
~~(iv) Class Supervision;~~
~~(v) Classroom Routine;~~
~~(vi) Corrective Measures.~~
 3. Teaching Materials:
~~(i) Audio Visual Aids;~~
~~(ii) Values of Different Teaching Aids;~~
~~(iii) Correct Usage;~~
~~(iv) Miscellaneous Teaching Materials:~~
~~(I) Textbooks;~~
~~(II) Workbooks;~~
~~(III) Reference Books;~~
~~(IV) Creative Aids.~~
 (d) Testing and Evaluation — 125 credit/125 clock hours:
 1. Testing:
~~(i) Purpose;~~
~~(ii) Performance Tests;~~
~~(iii) Written Tests;~~
~~(iv) Standardized Tests.~~
 2. Evaluation:
~~(i) General Student Abilities;~~
~~(ii) Student Achievement;~~
~~(iii) Teacher Evaluation.~~
 (e) Education (Vocabulary Development) — 250 credit/250 clock hours.
 Total Hours — 1,000 credit/1,000 Clock hours.

Authority O.C.G.A. §§ 43-10-2, 43-10-12.

Rule 130-3-.11 Hair Designer School Curriculum.

The curriculum for students enrolled in a school of hair design for a complete course of a minimum of seven (7) months and thirteen hundred twenty five (1325) credit hours for training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain **250** total hours of training before the student performs clinical services on a client. Of these 250 hours, **200** hours shall be theory and training on mannequins, and the final **50** hours shall be on live models in the curriculum as stated below.

For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Level 1

1. Theory = (50) — (50 credit hours/50 clock hours): Shall include instruction by a licensed instructor in the following subjects related to hair design:
 - (i) chemistry;
 - (ii) sanitation and sterilization;
 - (iii) EPA; OSHA; Infection Control Standards; bloodspill procedures;
 - (iv) AIDS; HIV; and communicable diseases.
2. Theory of Permanent Waving = (20) — (20 credit hours/20 clock hours): Shall include instruction by a licensed instructor in the following subjects:
 - (i) the chemistry of permanent wave solution and its action / reaction;
 - (ii) the chemistry of relaxers and its action/reaction
 - (iii) the principles of permanent wave rod placement.
3. Theory of Hair Coloring = (45) — (45 credit hours/45 clock hours): Shall include instruction by a licensed instructor in the following subjects:
 - (i) chemistry of color;
 - (ii) principles of color application;
 - (iii) the chemical action/reaction of hair color.
4. Theory of Hair and Scalp Treatments and Conditioning = (20)— (20 credit hours/20 clock hours): Shall include instruction by a licensed instructor in the following subjects:
 - (i) hair analysis;
 - (ii) scalp condition;
 - (iii) treatments;
 - (iv) analysis, condition and treatments.
5. Theory of Hair cutting = (30) — (30 credit hours/30 clock hours): Shall include instruction by a licensed instructor in the following subjects:
 - (i) proper handling and care of instruments.
6. Theory of Shampooing = (15) — (15 credit hours/15 clock hours): Shall include instruction by a licensed instructor in the following subjects:
 - (i) proper procedure of shampooing;
 - (ii) knowledge of shampoo formulas;
 - (iii) water temperature.
7. Theory of Hairdressing/hairstyling = (70) — (70 credit hours/ 70 clock hours): Shall include instruction by a licensed instructor in the following:
 - (i) 20 hours on mannequin
 - (ii) 50 hours training on live models (without compensation).

Level 1 total: 250

(b) When a student has completed 250 credit hours (250 clock hours) in the above Level 1 curriculum, with a minimum passing score of 75 percent, the student is prepared to progress to the clinic floor to perform clinical services on patrons. AFTER COMPLETION OF THE FIRST 250 CREDIT HOURS (250 CLOCK HOURS) OF Level 1 TRAINING THE CURRICULUM SHALL BE AS FOLLOWS:

1. Theory = (100) — (100 credit hours/100 clock hours): Shall include instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology:
 - (i) sterilization and sanitation;
 - (ii) physiology;
 - (iii) electricity;

- (iv) safety precautions;
 - (v) chemistry of beauty products actions/ reactions, and the composition of tints, dyes and bleaches;
 - (vi) salesmanship;
 - (vii) telephone etiquette and ethics;
 - (viii) salon deportment: consisting of instruction in courtesy, neatness and professional attitude in meeting the public.
2. Social Skills, Reception or Desk Work, Art and Ethics, State Board Laws and Rules = (50) — (50 credit hours/50 clock hours).
3. Laboratory = (50) — (50 credit hours/50 clock hours): Shall include practical training in preparing germicidal solutions, shampoos, tints and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.
4. Hairdressing/Hairstyling, Shampoo and Comb-out = (140) — (140 credit hours): Shall include shampoos, comprising dry, soapless, oil and reconditioner, finger waving, wet curls, blow drying ,thermocurling, hair styles, comb outs , and all types of pressing; hot combs and chemicals;
5. Hair Cutting and Shaping = (160) — (160 credit hours /120applications).
6. Permanent Waving = (215) — (215 credit hours (60 applications).
7. Chemical Hair Relaxing = (135) — (135 credit hours /50 applications).
8. Hair Coloring and Hair Lightening = (175) — (175 credit hours): Shall include the following:
- (i) temporary rinses and semi-permanent color— 10 credit hours (12 applications);
 - (ii) hair lightening — 60 credit hours (24 applications);
 - (iii) virgin tints — 60 credit hours (30 applications);
 - (iv) retouches — 40 credit hours (20 applications);
 - (v) predisposition tests — 2 ½ credit hours;
 - (vi) dye and tint removal — 2 ½ credit hours;
9. Scalp and Hair Treatment = (50) — (50 credit hours (50 applications) which shall include brushing and manipulations, corrective treatments, and reconditioning treatments.
- Level 2 Total hours: 1075**
- Total hours 1325
- Authority O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9 and 43-10-12.

John Siggers moved, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.12 Curriculum for Nail Care Instructor Training.

- (1) Persons receiving nail care instructor training in a cosmetology or nail care school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
- (a) Persons receiving instructor training shall be furnished a teacher's training manual.
- (3) The curriculum in a cosmetology or nail care school for an instructor training course must include a minimum of at least four (4) months and 525 credit hours of training as

stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.

(a) Course planning and instructions — 225 credit/225 clock hours:

1. curriculum development;
2. lesson planning and presentations;
3. teaching principles;
4. teaching methods;
5. teaching aids and materials;
6. understanding different learning styles.

(b) Lecture and demonstration — 100 credit/100 clock hours:

1. lesson planning;
2. preparation;
3. vocabulary and instruction;
4. voice and clarity.

(c) Classroom management — 115 credit/115 clock hours:

1. student motivation;
2. student participation;
3. disciplinary procedures;
4. classroom supervision;
5. record keeping.

(d) Testing and evaluations — 25 credit/25 clock hours.

(e) Developing student activities and projects — 50 credit/50 clock hours;

(f) State board of cosmetology: rules, regulations and laws — 10 credit/10 clock hours:

1. rules, regulations, and laws;
2. student quarterly progress.

Total Hours — 525 credit/525 clock hours.

Authority O.C.G.A. §§ 43-10-2, 43-10-12.

Rule 130-3-.12 Hair Designer School Curriculum Credit Hours.

(1) Credits will be allowed to student as listed below. Work Performed by Students

(a) one cold or heat wave (including shampoo and set) — 3 hours;

(b) one chemical relaxer (including shampoo and set – 2 hours

(c) bleach (including shampoo and set – 2 ½ hours;

(d) one shampoo, set and comb out, or one pressing, curling and comb out – 1 ½ hours;

(e) one color other than bleach (including shampoo and set) – 2 hours;

(f) one hair cut – 45 minutes;

(g) one shampoo – 15 minutes;

(h) one temporary rinse/semi permanent color – 45 minutes;

(i) one scalp treatment – 1 hour;

(2) A weekly work sheet, signed in black ink or electronic signature by the student and the instructor, shall be kept on each student which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June and September and subject to review by the inspector at any time.

(3) Any student shall have the right to refuse to attend classes for more than eight (8) hours in one day.

Authority O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9 and 43-10-12.

Betty Carlisle moved, Cynthia Stein seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

~~130-3-.13 Posting of Licenses, Rules, Reports and Citations.~~

~~(1) Each Cosmetology, Esthetic, and/or Nail Care School shall post in a conspicuous place the current school license issued to them by the Georgia State Board of Cosmetology.~~

~~(2) Each school shall post in a conspicuous place the Georgia State Board of Cosmetology rules and regulations, the sanitary regulations, and the most recent inspection report or citation.~~

~~(3) All student permits shall be posted in a conspicuous place for public view on school premises.~~

~~(4) All Master licenses and Master Instructor(s), Esthetician Instructor(s) and Manicurist Instructor(s) licenses issued to licensees by the Georgia State Board of Cosmetology must be posted in a conspicuous place for public view on school premises.~~

~~Authority O.C.G.A. Sec. 43-10-2.~~

Rule 130-3-.13 Curriculum for Cosmetology Instructor Training.

(1) Persons receiving instructor training in a cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

Persons receiving instructor training shall be furnished an instructor training manual.

(3) The curriculum in a school of cosmetology for an instructor training course shall be completed within one (1) year and 750 hours of training as stated below.

For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

(a) General Education = (250)—(250 credit / 250 clock hours): All practice teaching must be supervised by a licensed instructor.

1. Cosmetology Laws, rules and regulations —(25 credit/25 clock hours.)

2. Principles of teaching cosmetology — (150 credit/ 150 clock hours ;)

3. Principles of teaching nail care — (37.50 credit/ 37.50 clock hours ;)

4. Principles of teaching esthetics — (37.50 credit/ 37.50 clock hours.)

(b) Teaching techniques and audio visual aids = (225)—(225 credit/ 225 clock hours):

1. Curriculum development;

2. Lesson plans and presentations;

3. Classroom management and discipline;

4. Demonstrations and lectures;

5. various methods of evaluation.

(c) Practice teaching =(275)—(275 credit/ 275 clock hours.)

Total Cosmetology Instructor Training Hours: 750

Authority O.C.G.A. §§ 43-10-2 and 43-10-12.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

~~130-3-.14 Curriculum Requirements for Barber to Become Master~~

Cosmetologist.

In order to be licensed as a master cosmetologist, a person licensed to practice barbering must meet all the requirements of O.C.G.A. § 43-10-9(h) and pass the master cosmetologist examination. Before taking the examination, a barber must submit proof of successfully completing 250 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Hairstyling—100 credit hours:

1. hair cutting and shaping—10 credit hours required (3/4 credit hours for 1 application);
2. roller placement; shampoo; set and comb out; blow drying; one pressing; curling and comb out—25 credit hours required (11/2 credit hours for 1 application);
3. fingerwaves—20 credit hours required (1 credit hour for 1 application);
4. pin curls—20 credit hours required (1 credit hour for 1 application);
5. braiding—25 credit hours required (1 credit hour for 1 application);

(b) Nail care—30 credit hours (hours and applications are to apply to full sets only):

1. manicure—10 credit hours (1 credit hour/1 application);
2. pedicures—5 credit hours (1 credit hour/1 application);
3. nail sculpting—15 credit hours (3 credit hours/1 application).

(c) Hair lightening and color removal—70 credit hours:

1. hair lightening—40 credit hours (21/2 credit hours/1 application);
2. virgin lightening—20 credit hours (1 credit hour/1 application);
3. virgin tint—30 credit hours (2 credit hours/1 application);
4. retouch tint—30 credit hours (1 credit hour/1 application);

(d) Permanent waving—20 credit hours (1 credit hour/1 application);

(e) Chemical relaxing—20 credit hours (1 credit hour/1 application);

(f) Skin care—10 credit hours comprised of 1 credit hour per application or facial given.

Total Hours—250 credit hours.

Authority O.C.G.A. Secs. 43-10-2, 43-10-9.

130-3-.14 Curriculum for Hair Designer Instructor Training.

(1) Persons receiving instructor training in a hair design school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

(a) Persons receiving instructor training shall be furnished an instructor training manual.

(3) The curriculum in a school of hair design for an instructor training course shall be completed within one (1) year and 750 hours of training as stated below.

For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

(a) General Education = (225) — (225 credit / 225 clock hours):

All practice teaching must be supervised by a licensed instructor.

(b) Cosmetology Laws and rules = (25) - (25 credit/25 clock hours.)

(c) Principles of teaching hair design = (100) —100 credit/ 100 clock hours;

(d) Teaching techniques and audio visual aids = (225) — (225 credit/ 225 clock hours):

1. Curriculum development;

2. Lesson plans and presentations;
 3. Classroom management and discipline;
 4. Demonstrations and Theory lectures;
 5. various methods of evaluation.
- (e) Practice teaching = (175) — (175 credit/ 175 clock hours).
Total Hair Designer Instructor Hours: 750
Authority O.C.G.A. §§ 43-10-2 and 43-10-12.

Wanda Brooks moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-15 Curriculum for Esthetician Instructor Training.

- (1) Persons receiving esthetician instructor training in a cosmetology or esthetician school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or schools at any time without the direct supervision of a licensed instructor.
- (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
- (3) Persons receiving instructor training shall be furnished a teacher's training manual.
- (4) The curriculum in a cosmetology or esthetician school, for an instructor training course, must be completed within nine (9) months and 500 credit hours of training as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.
- (a) The Professional Teacher = (100) — (100 credit/100 clock hours:)
1. The Teacher:
 - (i) Personality;
 - (ii) Technical Knowledge;
 - (iii) Teacher's Characteristics;
 - (iv) Teachers as Professionals.
 2. Preparation for Teaching:
 - (i) Planning the Course/Curriculum Development;
 - (ii) Preparing Lesson Plans:
 - (I) Objectives;
 - (II) Outline;
 - (III) Student Activities.
 - (iii) Steps of Teaching:
 - (I) Preparation;
 - (II) Presentation;
 - (III) Application;
 - (IV) Testing.
- (b) Student Motivation and Learning = (100) — (100 credit/100 clock hours:)
1. State Board of Cosmetology Requirements and Record Keeping;
 2. Student Motivation;
 3. Student Participation;
 4. Student Personalities;
 5. Individual Differences:
 - (i) Slow Learner;

(ii) Gifted Learner.

(c) Methods, Management and Material = (115) — (115 credit/115 clock hours:)

1. Methods, Procedures and Techniques of Teaching:

(i) Lectures and Discussions;

(ii) Demonstrations;

(iii) Conducting Practice Activities;

(iv) Questioning Techniques;

(v) Results;

(vi) Special Situations.

2. Classroom Management:

(i) Physical Environment;

(ii) Administrative Duties;

(iii) Student Discipline;

(iv) Class Supervision;

(v) Classroom Routine;

(vi) Corrective Measures.

3. Teaching Materials:

(i) Audio-Visual Aids;

(ii) Values of Different Teaching Aids;

(iii) Correct Usage;

(iv) Miscellaneous Teaching Materials:

(I) Textbooks;

(II) Workbooks;

(III) Reference Books;

(IV) Creative Aids.

(d) Methods of Testing and Evaluation = (60) — (60 credit/60 clock hours:)

1. Testing:

(i) Purpose;

(ii) Performance Tests;

(iii) Written Tests;

(iv) Standardized Tests.

2. Evaluation:

(i) General Student Abilities;

(ii) Student Achievement;

(iii) Teacher Evaluation.

(e) Education (Vocabulary Development) = (125) — (125 credit/125 clock hours.)

Total Hours —500credit/500Clock hours.

Authority O.C.G.A. §§ 43-10-2 and 43-10-12.

Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-16 Curriculum for Nail Care Instructor Training.

(1) Persons receiving nail care instructor training in a cosmetology or nail care school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

Persons receiving instructor training shall be furnished a teacher's training manual.

(3) The curriculum in a cosmetology or nail care school for an instructor training course be completed within four (4) months and 250 credit hours of training as stated below. For the purposes of this Rule, (1) credit hour equals one (1) clock hour.

(a) Course planning and instructions = (100) — (100 credit/100 clock hours):

1. curriculum development;
2. lesson planning and presentations;
3. teaching principles;
4. teaching methods;
5. teaching aids and materials;
6. understanding different learning styles.

(b) Lecture and demonstration = (50) — (50 credit/ 50 clock hours):

1. lesson planning;
2. preparation;
3. vocabulary and instruction;
4. voice and clarity.

(c) Classroom management = (57) — (57 credit/ 57 clock hours):

1. student motivation;
2. student participation;
3. disciplinary procedures;
4. classroom supervision;
5. record keeping.

(d) various method of evaluations = (13) — (13credit/ 13clock hours).

(e) Developing student activities and projects = (20)— (20credit/ 20clock hours);

(f) State Board of Cosmetology: Laws and rules = (10)— (10 credit/10 clock hours):

1. Laws and rules;
2. student quarterly progress.

Total Hours — 250 credit/250 clock hours.

Authority O.C.G.A. §§ 43-10-2, and 43-10-12.

John Siggers, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.17 Posting of Licenses, Rules, Reports and Inspections.

(1) Each School shall post in an open area, the current school license issued to them by the Georgia State Board of Cosmetology.

(2) Each school shall post in an open area, available for public view, the Georgia State Board of Cosmetology Laws and rules, the sanitation regulations, and the most recent inspection report.

(3) A complete current copy of the law, O.C.G.A. §§43-10-1 through 43-10-20, and the Laws and rules of the Board, Chapters 130-1 through 130-11, shall be available upon request.

(4) All Instructor(s) licenses issued to licensees by the Georgia State Board of Cosmetology must be posted in an open area for public view on school premises.

(5) A sign shall be displayed at the school's front entrance reading: "Service by Students Only".

(6) A sign shall be displayed at the school's front entrance prohibiting pets, except guide and assistance dogs as permitted by Title 30 of the Georgia Code.

(7) The following signs shall be posted in an open area of each school and shall be available for public view at all times:

(a) All cosmetology services shall only be performed on intact, healthy scalp, skin, and nails.

(b) Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection.

(c) Any razor-like implement, such as credo blades, shall not be used to prevent the risk of injury or infection.

(d) Pumice stones shall not be reused from one customer to another to prevent the spread of bacteria.

(8) The following signs shall be posted in the pedicure service area of a school and shall be available for public view at all times:

(a) Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection.

(b) Any razor-like implement, such as credo blades, shall not be used to prevent the risk of injury or infection.

(c) Pumice stones shall not be reused from one customer to another to prevent the spread of bacteria.

Authority O.C.G.A. §§ 43-10-2, 43-10-6 and 43-10-12.

Betty Carlisle moved, Wanda Brooks seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-3-.18 Curriculum Requirements for Barber to Become Master Cosmetologist.

In order to be licensed as a master cosmetologist, a person licensed to practice barbering must meet all the requirements of O.C.G.A. § 43-10-9(h) and pass the master cosmetologist examination. Before taking the examination, a barber must submit proof of successfully completing 250 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Hairstyling = (75) — (75 credit hours):

1. hair cutting and shaping — (10 credit hours required -3/4 credit hours for 1 application);

2. roller placement; shampoo; set and comb-out; blow drying; one pressing; marcel iron and comb-out— (25 credit hours required -1 ½ credit hours for 1 application);

3. fingerwaves— (20 credit hours required -1 credit hour for 1 application);

4. pincurls— (20 credit hours required -1 credit hour for 1 application);

(b) Nail care = (30) — (30 credit hours and applications are to apply to full sets only):

1. manicure 10 credit hours (1 credit hour/1 application);

2. pedicures — 5 credit hours (1 credit hour/1 application);

3. nail sculpting — 15 credit hours (3 credit hours/1 application).

(c) Hair lightening and color removal = (95) — (95 credit hours):

1. hair lightening — 20 credit hours (2 ½ credit hours/1 application);

2. virgin lightening — 35 credit hours (1 credit hour/1 application);
3. virgin tint — 20 credit hours (2 credit hours/1 application);
4. retouch tint — 20 credit hours (1 credit hour/1 application);
(d) Permanent waving = (20) — 20 credit hours (1 credit hour/1 application);
(e) Chemical relaxing = (20) — 20 credit hours (1 credit hour/1 application);
(f) Skin care = (10) — 10 credit hours comprised of 1 credit hour per application or facial given.
Total Hours — 250 credit hours.
Authority O.C.G.A. §§ 43-10-2 and 43-10-9(j).

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously, that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the Cosmetology Board statutes.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously, that it is not legal or feasible to meet the objectives of the Cosmetology Board statutes to adopt or implement differing actions for businesses as listed in O.C.G.A. §50-13-4(3)(A)(B)(C)(D). The formulation of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Cosmetology, Hair Design, Esthetics, and Nail Technology.

Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.01 Quarters Facilities. Amended.

(1) All ~~establishments~~ facilities (salons/shops or schools) wherein cosmetology services ~~is~~ are practiced or taught within the State of Georgia must provide suitable quarters equipped to give adequate services, subject to inspection by ~~constituted~~ representatives of the Georgia State Board of Cosmetology.

(2) A beauty ~~establishment~~ facility shall have a permanent and definite location in which the ~~profession of~~ cosmetology professions of master cosmetologist, hair designer, nail technician, and/or esthetician, ~~manicuring or esthetics is~~ are practiced in accordance with the laws and rules and regulations of the Georgia State Board of Cosmetology. All mobile units, including kiosks, carts, mobile homes, trailers, and motor homes, shall not be licensed as ~~manicurist, esthetician or beauty~~ salons/shops unless they meet all requirements of ~~this~~ the Board and are permanently anchored on the ground with wheels detached.

O.C.G.A. §§43-10-.02, 43-10-.06, 43-10-.08, 43-10-11

Wanda Brooks moved, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.02 Use of Premises Facility for Home Salon/Shop Domestic Purposes. Amended.

Space used for a cosmetology facility must be separated by tight, ceiling high partitions from residence rooms and must have separate restrooms. The cosmetology facility shall

have a separate outside entrance. Separate space must be provided for a cosmetology establishment facility. The use of any such space for sleeping, dining or any other domestic purpose is prohibited.

O.C.G.A. §§43-10-.02, 43-10-.06, 43-10-.08, 43-10-11, 43-10-18

Kay Kendrick moved, John Siggers seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.03 Premises Facilities (salon/shop/school). Amended.

Space used for a cosmetology establishment facility must be separated by tight, ceiling high partitions from residence rooms.

Authority O.C.G.A. §43-10-.02, 43-10-.06, 43-10-8, 43-10-11-

Cynthia Stein moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.04 Cleanliness. Amended.

Walls, ceiling, floors, furniture and equipment must be kept free from dust, dirt and debris. All equipment must be kept in good and safe working condition at all times.

Authority O.C.G.A. §43-10-.02, 43-10-.06, 43-10-8—

Betty Carlisle moved, Wanda Brooks seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.05 Plumbing, Hot and Cold Water .Amended.

Each establishment facility must have proper toilet and plumbing facilities and an adequate supply of hot and cold running water in accordance with recognized health standards.

Authority O.C.G.A. §§43-10-.02, 43-10-.06, 43-10-8, 43-10-11

Wanda Brooks moved, John Siggers seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-4-.06 Apprentices. Amended.

No cosmetology ~~shop or salon~~ salon/shop shall have in training more than one apprentice for each ~~cosmetologist~~ person licensed at the master cosmetologist, hair designer esthetician or ~~manicurist~~ nail technician level. More than one apprentice is permissible if affirmatively shown to the Georgia State Board of Cosmetology that the apprentice will be denied the opportunity of learning the profession of cosmetology, hair design, esthetics, or nail technology provided that the burden of proof shall be upon the person or persons seeking to show that the opportunity to learn the profession has been denied.

- (1) Each apprentice shall be trained and supervised by one master cosmetologist as shown on the apprentice's registration filed with the Board by the salon/shop owner/manager.
- (2) The salon/shop owner/manager may temporarily designate a qualified master to train and supervise the apprentice in the absence of the master licensee who is registered with the Board as being the master responsible for training the apprentice. The temporarily designated master shall have at least 36 months experience and shall have held a certificate of a master for at least 36 months as required by O.C.G.A. §43-10-14(a). The burden of proof for establishing that

circumstances exist which require assigning an apprentice to another licensed and qualified master on a temporary basis shall be deemed to have been met if the training master is absent from the salon/shop for a limited duration of time. Such time periods include, but are not limited to, illness, jury duty, military leave, absences for personal business or travel, vacation, temporary leave of absence from work, or a leave under the federal "Family and Medical Leave Act".

(1)Any apprentice training hours obtained at a location other than the salon/shop registered with the Board as the apprentice's training salon/shop shall not be counted toward the number of hours required for examination and licensing.

Authority O.C.G.A. Sec. §§43-10-.02, 43-10-9, and 43-10-.14.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

**130-4-.07 Employment of Barbers in Cosmetology ~~Shops or Salons~~ Salons/Shops.
Amended.**

(1)A person holding a current Georgia Master Barber License may be employed in a cosmetology ~~shop or salon~~ salon/shop without ~~shop or salon~~ salon/shop having a barber shop license.

(2)A licensed master barber shall not train an apprentice barber in a cosmetology ~~shop or salon~~ salon/shop.

Authority O.C.G.A. Sec. §§43-10-2, 43-10-18.1.

Wanda Brooks moved, Betty Carlisle seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

**130-4-.08 Posting of Licenses, Rules, Reports and ~~Citations~~ Inspection Reports.
Amended**

(1)Each ~~shop or salon~~ salon/shop shall post in an ~~conspicuous place~~ open area the current ~~salon or shop~~ salon/shop license issued to them by the Georgia State Board of Cosmetology, or a current copy of the online verification of licensure.

(2)Each person employed in ~~shop or salon~~ the salon/shop shall post, ~~at their work stations~~ in an open area, the current license/permit issued to them by the Georgia State Board of Cosmetology or the Georgia State Board of Barbers, or a current copy of the online verification of licensure.

(3)~~Shops or salons~~ Salons/Shops shall have posted in an open area at all times a copy of the most recent inspection report, ~~or citation~~.

(4)~~Shops or salons~~ Salons/Shops shall comply with rules for sanitation, health and disinfectants in Chapter 130-5 of the Rules of Georgia State Board of Cosmetology.

(5)Sanitary rules and regulations governing salons or shops in the State of Georgia shall be posted in an open area ~~conspicuous place~~ in the ~~shop or salon~~ salon/shop so as to be easily read by customers.

Authority O.C.G.A. Sec. §§43-10-2, 43-10-.6, 43-10-8 483-10-11.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously, that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less

expensive alternative that fully accomplishes the objectives of the Cosmetology Board statues.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously, that it is not legal or feasible to meet the objectives of the Cosmetology Board statues to adopt or implement differing actions for businesses as listed in O.C.G.A. §50-13-4(3)(A)(B)(C)(D). The formulation of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Cosmetology, Hair Design, Esthetics, and Nail Technology.

Kay Kendrick moved, Don Westbrook seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-5-.03 Sterilization. Amended.

The use ~~on any patron~~ of any article that is not properly cleansed and sterilized on any patron is prohibited. Hands must be properly cleansed and ~~sterilized~~ sanitized prior to servicing each client.

Authority O.C.G.A. §§ 43-10-2 and 43-10-6.

Don Westbrook moved, Evelyn Reid seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-5-.04 Waste and Garbage. Amended.

All waste material must be removed daily. Garbage shall be stored in a covered, washable container and shall not be left in the establishment overnight. Each ~~establishment~~ facility must be free from stale food and soiled dishes.

Authority O.C.G.A. §§ 43-10-2 and 43-10-6.

Wanda Brooks moved, John Siggers seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-5-.07 Pets. Amended.

~~It shall be unlawful to allow pets in cosmetology establishments.~~ Pets shall not be allowed in cosmetology facilities, with the exception of animals for handicapped patrons.

Authority O.C.G.A. §§ 43-10-2 and 43-10-6.

Wanda Brooks moved, Don Westbrook seconded, and the Board voted unanimously to adopt Rule Revisions posted as follows:

130-5-.09 Protective Clothing. Amended..

Cosmetologists, hair designers, nail technicians, and estheticians in Georgia are required to abide by all federal and state laws for cosmetology, hair design, nail care, and esthetics. The professions of cosmetology, hair design, nail technology and esthetics are subject to the guidelines and rules promulgated by The Occupational Safety and Health Administration (OSHA) of the United States government. Cosmetologists, hair designers, nail technicians, estheticians are also subject to the provisions of O.C.G.A. §43-1-19. Practitioners of the cosmetology profession in Georgia shall wear appropriate protective clothing for clinical services to prevent occupational exposure to potential infectious materials. Appropriate clothing shall include, but not be limited to, clinical jackets,

gloves and/or similar outer garments for the protection from infectious or harmful materials.

Authority O.C.G.A. §§ 43-10-2, 43-10-6 and 43-10-9.

Wanda Brooks moved, Kay Kendrick seconded, and the Board voted unanimously, that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the Cosmetology Board statutes.

Wanda Brooks moved, Kay Kendrick seconded, and the Board voted unanimously, that it is not legal or feasible to meet the objectives of the Cosmetology Board statutes to adopt or implement differing actions for businesses as listed in O.C.G.A. §50-13-4(3)(A)(B)(C)(D). The formulation of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Cosmetology, Hair Design, Esthetics, and Nail Technology.

Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously to amend a typographical error in Rule 130-3-.06(e), (the word “leg” to be changed to “legs”), after the adopted rule has become effective.

Kay Kendrick moved, Wanda Brooks seconded, and the Board voted unanimously to amend a printing error in Rule 130-4-.03, (the word “establishment” to be deleted), after the adopted rule has become effective.

Wanda Brooks moved, John Siggers seconded, and the Board voted unanimously to amend a printing error in Rule 130-4-.06(1), the number of the last paragraph to be changed from “1” to “3”), after the adopted rule has become effective.

Wanda Brooks moved, Don Westbrook seconded, and the Board voted unanimously to amend an error in Rule 130-5-.03, the word sterilized would be changed to disinfected after the adopted rule has become effective.

Kay Kendrick moved, Don Westbrook seconded, and the Board voted unanimously to approve the application of Alice Flournoy/Cosmetology Instructor Reciprocity.

There was no further business. The meeting adjourned at 11:55am.

Martha Harris, Chairperson
The Georgia State Board of cosmetology

Date

Eleanor Surrency, Executive Director
The Georgia State Board of Cosmetology

Date