

A meeting of the Georgia State Board of Cosmetology was conducted on Monday – May 14, 2007 at the Professional Licensing Boards Division office site.

Those present were:

From The Board

Martha Harris, Chairperson  
Cynthia Stein  
Betty Carlisle  
Kay Kendrick  
Evelyn Reid  
Don Westbrook

From The Staff

Eleanor Surrency, Executive Director  
Angela Price, Investigative Assistant

Martha Harris established a quorum and called the meeting to order at 9:05 am.

**Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously** to instruct Annie Plummer to contact Lisa Hampton of North Fulton Beauty College requesting that she submit complete school and student records to the Board by May 24, 2007.

**Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously** to refer the matter to Enforcement for further investigation if Ms. Hampton does not comply with the Board's request.

**Kay Kendrick moved, Cynthia Stein seconded and the Board voted unanimously** to request advise from the Attorney General's office regarding the authority for inspectors to inspect licensed home salons.

**Evelyn Reid moved, Betty Carlisle seconded, and the Board voted unanimously** to revise to the newly adopted rule 130-3-.06 as follows:

**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 (legS) - **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, 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.

*(adopted 3-26-07)*

**Kay Kendrick moved, Evelyn Reid seconded and the Board voted unanimously** to revise the newly adopted rule 130-4-.03 as follows:

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

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

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

*(adopted 3-26-07)*

**Evelyn Reid moved, Kay Kendrick seconded, and the Board voted unanimously** to revise the newly adopted rule 130-4-.06 as follows:

**130-4-.06 Apprentices. Amended.**

No cosmetology salon/shop shall have in training more than one apprentice for each person licensed at the master cosmetologist, hair designer esthetician or 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".

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

*(adopted 3-26-07)*

Kay Kendrick requested that the Board members create a policy for salons that would assist inspectors in identifying "designated qualified master's" of apprentices in salons as referred to in sub-paragraph 2 of Administrative Rule 130-4-.06.

**Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously** to revise the newly adopted rule 130-3-.14 as follows:

**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.

~~(b1)~~ Cosmetology Laws and rules = ~~(25)~~ - (25 credit/25 clock hours.)

~~(e2)~~. Principles of teaching hair design = ~~(1200)~~ — ~~1200~~ credit/ ~~1200~~ clock hours;

~~(db)~~ 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.

~~(ec)~~ Practice teaching = ~~(175300)~~ — (175 ~~300~~credit/ 175 ~~300~~clock hours).

Total Hair Designer Instructor Hours: 750

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

*(adopted 3-26-07)*

**Evelyn Reid moved, Betty Carlisle seconded, and the Board voted unanimously** to revise the newly adopted rule 130-5-.03 as follows:

**130-5-.03 Sterilization. Amended.**

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

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

*(adopted 3-26-07)*

**Kay Kendrick moved, Evelyn Reid seconded, and the Board voted unanimously** to revise the newly adopted rule 130-3-14 as follows:

**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.

~~(b1)~~ Cosmetology Laws and rules = ~~(25)~~ - (25 credit/25 clock hours.)

~~(e2)~~. Principles of teaching hair design = ~~(100200)~~ — ~~100200~~ credit/ ~~100200~~ clock hours;

~~(db)~~ 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~~**300**) — (475 ~~300~~credit/ ~~475~~**300** clock hours).  
 Total Hair Designer Instructor Hours: 750  
 Authority O.C.G.A. §§ 43-10-2 and 43-10-12.  
*(adopted 3-26-07)*

**Kay Kendrick moved, Martha Harris seconded, and the Board voted unanimously** to revise the newly adopted rule 130-3-.01 as follows:

**130-3-.01 Cosmetology School Equipment. Amended.**

(1) Each school desiring to teach cosmetology 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) three (3) facial chairs or cushioned massage tables;
- (f) 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;
- (g) work stations with mirrors for each individual student;
- (h) sufficient ~~waste~~ **covered** containers for soiled or disposable towels **and covered/washable containers for garbage**;
- (i) one mannequin per student
- (j) one closed container per station for clean implements only;
- (k) ~~one closed towel containers~~ to adequately store clean **towels/** linens;
- (l) locker space for personal items must be furnished for each student;
- (m) paraffin wax machine and paraffin wax;
- (n) school minimum floor space 3, 000 sq. ft.
- (o) four(4) manicuring tables with two (2) chairs at each table, and implements as specified on nail care equipment rules of the Board;
- (p) (1) whirlpool pedicure spa (with fixed plumbing) and three (3) footbaths;
- (q) autoclave is an acceptable method of sterilization
- (r) four (4) manicuring tables with two (2) chairs at each table;
- (s) audio visual aids.
- (t) a current copy of the Laws and Rules of the Georgia State Board of Cosmetology;
- (u) The basic kit for cosmetology 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 and flat iron
12. blow dryer
13. consumable supplies for esthetics
14. basic nail care kit; and consumable supplies for nail care
15. standard textbook
16. 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 hair design, esthetics or nail technology and having more than fifteen (15) students in a hair design, esthetics, or nail technology course shall provide all necessary equipment and supplies for each such school course.

(4) Schools licensed by the Board prior to March 17, 1986 are exempt from the square footage requirements of this rule, but such schools are not exempt from all other requirements of this rule.

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

**Evelyn Reid moved, Cynthia Stein seconded, and the Board voted unanimously** to revise the newly adopted rule 130-4-.04 as follows:

**130-4-.04 Cleanliness. Amended.**

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

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

*(adopted 3-26-07)*

**Evelyn Reid moved, Cynthia Stein seconded, and the Board voted unanimously** revise the newly adopted rule 130-5-.04 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 facility must be free from stale food and soiled dishes.

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

*(adopted 3-26-07)*

**Kay Kendrick moved, Don Westbrook seconded, and the Board voted unanimously** to create a new rule entitled Protective Clothing and Footwear For Patrons” using reserved Administrative Rule #130-5-.08 as follows:

**130-5-.08 Protective Clothing and Footwear For Patrons**

**Patrons in all Georgia Schools/salons/shops shall wear appropriate clothing and footwear to prevent exposure to potential infectious materials.**

**Kay Kendrick moved, Don Westbrook seconded, and the Board voted unanimously** to revise the newly adopted rule 130-5-.09 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~~ Georgia State Board of Cosmetology. 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 **and foot wear** for clinical services to prevent occupational exposure to potential infectious materials.

Appropriate clothing shall ~~shall~~ **may** 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.

*(adopted 3-26-07)*

**Kay Kendrick moved, Martha Harris seconded and the Board voted unanimously to revise the newly adopted rule 130-33-.17 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".~~

**The following signs shall be posted at the school's front entrance:**

**(a) A sign which indicates type of school and exit signs**

**(b) A sign reading: "Service by Students Only".**

**(c) A sign prohibiting pets, except guide and assistance dogs as permitted by Title 30 of the Georgia Code.**

~~(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.~~ **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.**

~~(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. **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.**~~

~~(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.

*(adopted 3-26-07)*

**Evelyn Reid moved, Betty Carlisle seconded, and the Board voted unanimously** to revise newly adopted rule 130-2-.01 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 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 all items of equipment 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)

**(f) Required fee**

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

*(adopted March 26, 2007)*

Board members began discussion of revisions to Administrative Rule 130-7-.04.

There was no further business. The meeting adjourned at 3:30 pm.

---

Martha Harris, Chairperson  
The Georgia State Board of Cosmetology

---

Date

---

Eleanor Surrency, Executive Director  
The Georgia State Board of Cosmetology

---

Date