



**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS**  
**Secretary of State**  
**Professional Licensing Boards Division**

**NOTICE OF INTENT TO ADOPT PROPOSED RULES AND NOTICE OF PUBLIC HEARING**

**RULES CHAPTER 240-16 ESTHETICIAN SCHOOL EQUIPMENT, CURRICULUM, AND  
INSTRUCTOR TRAINING CURRICULUM**

**TO ALL INTERESTED PARTIES:**

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Cosmetology and Barbers (hereinafter "Board") proposes to adopt the following rules: 240-16-.01 ESTHETICIAN SCHOOL EQUIPMENT, 240-16-.02 ESTHETICIAN SCHOOL CURRICULUM, 240-16-.03 ESTHETICIAN SCHOOL CURRICULUM CREDIT HOURS, and 240-16-.04 CURRICULUM FOR ESTHETICIAN INSTRUCTOR TRAINING.

This notice, together with an exact copy of the synopsis of the proposed rule, is being distributed to all persons who have requested, in writing, that they be placed on the interested party notification list. A copy of this notice and a synopsis of the proposed rule may be reviewed during normal business hours (8:00 am to 5:30 pm Monday through Friday, except official State holidays) at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. These documents will also be available for review on the Board's web page at [www.sos.ga.gov/plb/cosmetology](http://www.sos.ga.gov/plb/cosmetology). Copies may also be requested by contacting the Georgia State Board of Cosmetology and Barbers at (478) 207-2440.

Any interested party affected by the rule may present comments to the Board no later than September 6, 2016. Written comments should be addressed to Lisa Durden, Director, Professional Licensing Boards, 237 Coliseum Drive, Macon, Georgia 31217. Comments may be submitted by fax to 1-866-888-1176.

A public hearing is scheduled to begin at 9:00 a.m. on September 12, 2016, at the Professional Licensing Boards Division, located at 237 Coliseum Drive, Macon, Georgia to provide the public an opportunity to comment upon and provide input into the proposed rule.

The Board voted to adopt this Notice of Intent at its August 8, 2016, meeting. The Board also voted that the formulation and adoption of this rule 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 O.C.G.A. §43-10-2(d), which requires the Board to regulate the practice of cosmetology and barbering in this state. Finally, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§43-10-6(b), 43-10-12(c), 43-10-12(e), 43-10-13(a), 43-10-9(a)(1), 43-10-12(c), 43-10-13(a), 43-10-6(a), 43-10-6(b), 43-10-6(c) and 43-10-6(d) to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, or owned and operated and dominant in the field of cosmetology and barbering.

The proposed rule will be considered for adoption by the Georgia State Board of Cosmetology and Barbers at its meeting scheduled to begin at 9:00 a.m. on September 12, 2016, at the Professional Licensing Boards Division at

237 Coliseum Drive, Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Georgia State Board of Cosmetology and Barbers has the authority to adopt the proposed rules for Chapter 240, pursuant to authority contained in O.C.G.A. §§43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13..

For further information, contact the Board office at 478-207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This 12<sup>th</sup> day of August, 2016.



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Lisa Durden  
Division Director  
Professional Licensing Boards Division

Posted: 12 AUG 16



**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS**  
**Secretary of State**  
**Professional Licensing Boards Division**

**SYNOPSIS OF PROPOSED RULES**  
**CHAPTER 240-16 ESTHETICIAN SCHOOL EQUIPMENT, CURRICULUM, AND**  
**INSTRUCTOR TRAINING CURRICULUM**

**Purpose:** This proposed rule sets out required esthetician school equipment, a curriculum for the training of esthetician students, esthetician instructors and standards for this training.

240-16-.01 ESTHETICIAN SCHOOL EQUIPMENT. This proposed rule establishes equipment and space requirements for each school of esthetics. It also requires that this equipment be kept in good condition. This rule is authorized under § 43-10-12(c), which permits the Board to establish the qualifications of schools of esthetics. It is also authorized under § 43-10-13(a), which permits the Board to set a course of study for schools of esthetics, as the listed equipment is integral to the course of study. Finally, the latter part of the rule concerning equipment condition is authorized under § 43-10-6(a) and (d), which allows the Board to adopt rules prescribing sanitary requirements for schools of esthetics and mandates that equipment be kept in clean and sanitary condition.

240-16-.02 ESTHETICIAN SCHOOL CURRICULUM. This proposed rule sets out a curriculum for schools of esthetics. HIV instruction within the curriculum is specifically authorized under § 43-10-6(b), which allows the Board to require HIV instruction for all licensees. The curriculum is generally authorized under § 43-10-12(c), which permits the Board to establish the qualifications, appointments, courses of study, and hours of study of schools of esthetics. It also conforms to the minimum requirements for this course of study, which are set out in part (2) of paragraph (c). This rule is also authorized under § 43-10-13(a), which also permits the Board to set a course of study for schools of esthetics. Finally, the rule clarifies the education requirements for esthetics licensure set out in § 43-10-9(c)(1).

240-16-.03 ESTHETICIAN SCHOOL CURRICULUM CREDIT HOURS. This proposed rule sets out credit hours for esthetics services performed in schools of esthetics. It also bars schools from requiring student attendance for more than eight hours in one day. Finally, the rule requires schools to maintain records of these hours and provides that these records are subject to review by a Board inspector at any time.

The first two parts of this rule are authorized under § 43-10-12(c), which permits the Board to establish the qualifications, appointments, courses of study, and hours of study of schools of esthetics, and § 43-10-13(a), which provides the Board general authority to set a course of study for schools of esthetics. The last part of the rule is authorized under 43-10-6(c), which authorizes Board inspectors to enter and make reasonable examinations of schools of esthetics for the purpose of enforcing the rules of the Board.

240-16-.04 CURRICULUM FOR ESTHETICIAN INSTRUCTOR TRAINING. This proposed rule sets out a curriculum for the training of esthetician instructors and standards for this training. It is authorized under § 43-10-12(e)(3)(A), which requires each applicant for licensure as a esthetician instructor to complete 500 hours of Board approved instructor training in esthetics. It is also authorized under § 43-10-13(a), which authorizes the Board to set a course of study for all students at schools of esthetics.

**Main Feature:** The new proposed chapter identifies the required esthetician school equipment, school curriculum, credit hours for students, and instructor training curriculum as required by the Georgia State Board of Cosmetology and Barbers.

### **Rule 240-16-.01 Esthetician School Equipment**

- (1) Each esthetician school must provide the following minimum equipment:
  - (a) secured storage for school and student records (locking filing cabinet, desk, etc.);
  - (b) sufficient instructional displays (dry erase, chalkboard, etc);
  - (c) one lavatory bowl for up to fifteen students;
  - (d) eight facial chairs or cushioned massage tables;
  - (e) one work station or position per two students;
  - (f) one (1) set of facial equipment per each four (4) work stations or positions to include:
    - 1. brushing;
    - 2. vacuum ionization;
    - 3. glass electrode or high frequency galvanic or cathodic current (grade 2 tool or lower); and
    - 4. spray or mister.
  - (g) one (1) set of facial equipment per each two (2) work stations or positions to include:
    - 1. steamer; and
    - 2. magnification lamp.
  - (h) one (1) covered container for soiled or disposable towels;
  - (i) covered container for soiled linen;
  - (j) locker space must be furnished for each student;
  - (k) one properly lighted make-up area;
  - (l) one head form or chart per class;
  - (m) one mannequin per student;
  - (n) school minimum floor space-1800 sq. ft.;
  - (o) an appropriate disinfection container which is in accordance with Board rule 240-5;
  - (p) closed cabinet for clean linen (the closed containers or cabinets may contain small openings for the purpose of ventilation);

(q) closed cabinet or container for soiled/dirty linen;

(r) audio visual aids;

(s) locker space must be furnished for each student;

(t) Adequate toilet and lavatory facilities. To be adequate, such facilities shall have at least one toilet and one sink with running water.

(u) Such facilities shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle;

(v) adequate ventilation;

(w) proper lighting;

(x) hot and cold running water;

(y) facilities for clean sanitary drinking water; and

(z) library.

(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.

(4) a basic kit; each student kit shall include the following:

1. one (1) textbook;

2. one (1) workbook;

3. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

3. tweezers;

4. comedone extractors;

5. cleansers;

6. liquid soap;

7. skin fresheners (toners);

8. astringents;

9. acids (3.5pH or above);

10. moisturizers;
11. emollient creams;
12. foundation;
13. concealer;
14. blusher;
15. lipstick;
16. powder;
17. eye shadow;
18. mascara;
20. eyeliners;
21. eyebrow pencils;
22. professional pencil sharpener;
23. disposable sponges and applicators;
24. cotton swab;
25. round cotton pads;
26. rectangular rolled cotton;
27. cotton balls;
28. wooden spatula;
29. muslin strips; and
30. disposable gloves.

### **Rule 240-16-.02 Esthetician School Curriculum.**

The curriculum for students enrolled in an esthetician school for a complete course of at least nine (9) months and 1000 (250 Level 1 theory + 750 Level 2 service application) hours of training shall be as follows:

- (a) Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one

hundred fifty (150) shall be Professional Practices, twenty (20) shall Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Professional Practices = (150) – (150 theory hours/150 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:
    - (i) bacteriology, cleansing and disinfection;
    - (ii) personal hygiene;
    - (iii) public health and safety;
    - (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;
    - (v) AIDS, HIV, and communicable diseases;
    - (vi) methods; and
    - (vii) facility hygiene, clean-up applications and procedures.
  
  2. Professional Ethics = (20) – (20 theory hours/20 application/clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:
    - (i) professional attitude; and
    - (ii) personal image.
  
  3. Business Practices = (80) – (80 theory hours/80 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:
    - (i) State Board Rules and Laws;
    - (ii) esthetician salon development;
    - (iii) business insurance;
    - (iv) client records;
    - (v) confidential ethics;
    - (vi) medical record keeping;
    - (vii) write your resume; and
    - (viii) the job interview.
- (b) Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). After completing two hundred fifty hours of Level 1 training, the student may progress to the clinic floor to perform 750 required Level 2 service application hours on a live subject. The Level 2 service application curriculum shall be as follows:

1. Sciences = (320) – (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) histology of the skin:
    - (I) cell; and
    - (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; and
  - (V) morphology.
- (iii) Theory:
- (I) medical terminology;
  - (II) medical charting;
  - (III) clinical cleansing and disinfection;
  - (IV) patient psychology;
  - (V) customer service;
  - (VI) advanced skin analysis/diseases; and
  - (VII) camouflage make-up.
2. Cleansing and Disinfection of Tools, Implements, and Equipment = (5) – (5 service application hours/10 applications):
- (i) implements (brushes, tools, and skin care implements) – (3 service application hours/6 applications);
  - (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and
  - (iii) hair removal and waxing stations – (1 service application hour/2 applications).
3. Body Treatments = (70) – (70 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) massage – (25 service application hours/25 applications);
  - (ii) wraps - (15 service application hours/15 applications);
  - (iii) cellulite - (10 service application hours/10 applications);
  - (iv) aromatherapy - (10 service application hours/10 applications); and
  - (v) reflexology - (10 service application hours/10 applications).
4. Facials = (115) – (115 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) spa facials – (75 service application hours/75 applications);
  - (ii) machine facials - (30 service application hours/30 applications); shall include the following:
    - (I) client consultation and skin analysis;
    - (II) cleansing;
    - (III) manipulations; and
    - (IV) toning.
  - (iii) pre-op therapy – 5 service application hours/10 applications); and
  - (iv) post-op therapy – 5 service application hours/10 applications).
5. Make-up = (90) = (90 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) client consultation and skin analysis – (20 service application hours/40 applications);
  - (ii) application – (30 service application hours/30 applications);
  - (iii) contouring – (10 service application hours/20 applications);
  - (iv) color accent - (10 service application hours/20 applications);
  - (v) camouflage make-up - (10 service application hours/10 applications); and
  - (vi) eye lash tabbing and strips - (10 service application hours/20 applications).

6. Hair removal = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications);
  - (ii) leg waxing - (20 service application hours/20 applications);
  - (iii) bikini waxing - (10 service application hours/20 applications);
  - (iv) torso, back, and arm waxing - (10 service application hours/20 applications);  
and
  - (v) brow arching and shaping - (25 service application hours):
    - (I) brow tweezing and threading - (10 service application hours/20 applications);
    - (II) brow waxing - (10 service application hours/20 applications); and
    - (III) brow lashing and tinting - (5 service application hours/10 applications).
  
7. Spa/salon management = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) front desk;
  - (ii) marketing: business, client, product;
  - (iii) managerial responsibilities;
  - (iv) client retention and tracking;
  - (v) business management;
  - (vi) business record management; and
  - (vii) profit and loss statement management.

### **Rule 240-16-.03 Esthetician School Curriculum Student Credit Hours**

1. For work performed by students, credits will be allowed to student as listed below:
  - (a) one facial, manual and machine applications - 1 clock hour per application;
  - (b) one make-up - 1 clock hour per application;
  - (c) one client consultation and skin analysis - 30 minutes per application;
  - (d) one contouring and color accent - 30 minutes per application;
  - (e) eye lash tabbing and strips - 30 minutes per application;
  - (f) one hair removal, waxing, or threading (lip, chin, face) - 30 minutes per application;
  - (g) one arching - 30 minutes per application;
  - (h) eyebrow and lash tinting - 1 clock hour per application;
  - (i) one body treatment - 1 clock hour per application;
  - (j) one hair removal (legs) - 2 clock hours per application;
  - (k) one hair removal (bikini) - 30 minutes per application; and
  - (l) torso, back, or arm wax - 30 minutes per application.
  
2. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept 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.

## **Rule 240-16-.04 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 for a total of 500 credit hours of training as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.
  - (a) General Education = (150) - (150 credit/150 clock hours):
    1. Cosmetology and Barber Laws and rules = (25) - (25 credit/25 clock hours); and
    2. Principles of teaching of esthetic = (125) - (125 credit/125 clock hours).
  - (b) Teaching techniques and audio visual aids = (175) - (175 credit/175 clock hours):
    1. Curriculum development;
    2. Lesson plans and presentations;
    3. Classroom management and discipline;
    4. Demonstrations and Theory lectures; and
    5. Various methods of evaluation.
  - (c) Practice teaching = (175) - (175credit/175 clock hours).



**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS**  
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**RULES CHAPTER 240-16 ESTHETICIAN SCHOOL EQUIPMENT, CURRICULUM, AND  
INSTRUCTOR TRAINING CURRICULUM**

**Rule 240-16-.01 Esthetician School Equipment**

- (1) Each esthetician school must provide the following minimum equipment:
- (a) secured storage for school and student records (locking filing cabinet, desk, etc.);
  - (b) sufficient instructional displays (dry erase, chalkboard, etc);
  - (c) one lavatory bowl for up to fifteen students;
  - (d) eight facial chairs or cushioned massage tables;
  - (e) one work station or position per two students;
  - (f) one (1) set of facial equipment per each four (4) work stations or positions to include:
    - 1. brushing;
    - 2. vacuum ionization;
    - 3. glass electrode or high frequency galvanic or cathodic current (grade 2 tool or lower); and
    - 4. spray or mister.
  - (g) one (1) set of facial equipment per each two (2) work stations or positions to include:
    - 1. steamer; and
    - 2. magnification lamp.
  - (h) one (1) covered container for soiled or disposable towels;
  - (i) covered container for soiled linen;
  - (j) locker space must be furnished for each student;
  - (k) one properly lighted make-up area;

- (l) one head form or chart per class;
  - (m) one mannequin per student;
  - (n) school minimum floor space-1800 sq. ft.;
  - (o) an appropriate disinfection container which is in accordance with Board rule 240-5;
  - (p) closed cabinet for clean linen (the closed containers or cabinets may contain small openings for the purpose of ventilation);
  - (q) closed cabinet or container for soiled/dirty linen;
  - (r) audio visual aids;
  - (s) locker space must be furnished for each student;
  - (t) Adequate toilet and lavatory facilities. To be adequate, such facilities shall have at least one toilet and one sink with running water;
  - (u) Such facilities shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle;
  - (v) adequate ventilation;
  - (w) proper lighting;
  - (x) hot and cold running water;
  - (y) facilities for clean sanitary drinking water; and
  - (z) library.
- (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.
- (4) a basic kit; each student kit shall include the following:
1. one (1) textbook;
  2. one (1) workbook;
  3. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
  3. tweezers;
  4. comedone extractors;

5. cleansers;
6. liquid soap;
7. skin fresheners (toners);
8. astringents;
9. acids (3.5pH or above);
10. moisturizers;
11. emollient creams;
12. foundation;
13. concealer;
14. blusher;
15. lipstick;
16. powder;
17. eye shadow;
18. mascara;
20. eyeliners;
21. eyebrow pencils;
22. professional pencil sharpener;
23. disposable sponges and applicators;
24. cotton swab;
25. round cotton pads;
26. rectangular rolled cotton;
27. cotton balls;
28. wooden spatula;
29. muslin strips; and
30. disposable gloves.

**Cite as Ga. Comp. R. & Regs. R. 240-16-.01**

**Authority: O.C.G.A. Secs. 43-10-2, 43-10-6, 43-10-12, 43-10-13.**

### **Rule 240-16-.02 Esthetician School Curriculum.**

The curriculum for students enrolled in an esthetician school for a complete course of at least nine (9) months and 1000 (250 Level 1 theory + 750 Level 2 service application) hours of training shall be as follows:

(a) Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one hundred fifty (150) shall be Professional Practices, twenty (20) shall be Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first **250** hours of training, which are intended to be theoretical in nature.

1. Professional Practices = **(150)** – (150 theory hours/150 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) bacteriology, cleansing and disinfection;
- (ii) personal hygiene;
- (iii) public health and safety;
- (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;
- (v) AIDS, HIV, and communicable diseases;
- (vi) methods; and
- (vii) facility hygiene, clean-up applications and procedures.

2. Professional Ethics = **(20)** – (20 theory hours/20 application/clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

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

3. Business Practices = **(80)** – (80 theory hours/80 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

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

(b) Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (**250**) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). After completing two hundred fifty hours of **Level 1** training, the student may progress to the clinic floor to perform 750 required Level 2

service application hours on a live subject. The Level 2 service application curriculum shall be as follows:

1. Sciences = **(320)** – (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) histology of the skin:
    - (I) cell; and
    - (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; and
    - (V) morphology.
  - (iii) Theory:
    - (I) medical terminology;
    - (II) medical charting;
    - (III) clinical cleansing and disinfection;
    - (IV) patient psychology;
    - (V) customer service;
    - (VI) advanced skin analysis/diseases; and
    - (VII) camouflage make-up.
2. Cleansing and Disinfection of Tools, Implements, and Equipment = **(5)** – (5 service application hours/10 applications):
  - (i) implements (brushes, tools, and skin care implements) – (3 service application hours/6 applications);
  - (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and
  - (iii) hair removal and waxing stations – (1 service application hour/2 applications).
3. Body Treatments = **(70)** – (70 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) massage – (25 service application hours/25 applications);
  - (ii) wraps - (15 service application hours/15 applications);
  - (iii) cellulite - (10 service application hours/10 applications);
  - (iv) aromatherapy - (10 service application hours/10 applications); and
  - (v) reflexology - (10 service application hours/10 applications).
4. Facials = **(115)** – (115 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
  - (i) spa facials – (75 service application hours/75 applications);
  - (ii) machine facials - (30 service application hours/30 applications); shall include the following:
    - (I) client consultation and skin analysis;
    - (II) cleansing;
    - (III) manipulations;
    - (IV) toning;

- (iii) pre-op therapy – 5 service application hours/10 applications); and
  - (iv) post-op therapy – 5 service application hours/10 applications).
5. Make-up = **(90)** = (90 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) client consultation and skin analysis – (20 service application hours/40 applications);
  - (ii) application – (30 service application hours/30 applications);
  - (iii) contouring – (10 service application hours/20 applications);
  - (iv) color accent - (10 service application hours/20 applications);
  - (v) camouflage make-up - (10 service application hours/10 applications); and
  - (vi) eye lash tabbing and strips - (10 service application hours/20 applications).
6. Hair removal = **(75)** – (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
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  - (ii) leg waxing – (20 service application hours/20 applications);
  - (iii) bikini waxing – (10 service application hours/20 applications);
  - (iv) torso, back, and arm waxing - (10 service application hours/20 applications); and
  - (v) brow arching and shaping – (25 service application hours):
    - (I) brow tweezing and threading – (10 service application hours/20 applications);
    - (II) brow waxing – (10 service application hours/20 applications); and
    - (III) brow lashing and tinting – (5 service application hours/10 applications).
7. Spa/salon management = **(75)** - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) front desk;
  - (ii) marketing: business, client, product;
  - (iii) managerial responsibilities;
  - (iv) client retention and tracking;
  - (v) business management;
  - (vi) business record management; and
  - (vii) profit and loss statement management.

**Cite as Ga. Comp. R. & Regs. R. 240-16-.02**

**Authority: O.C.G.A. Secs. 43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13.**

### **Rule 240-16-.03 Esthetician School Curriculum Student Credit Hours**

4. For work performed by students, credits will be allowed to student as listed below:
- (a) one facial, manual and machine applications – **1** clock hour per application;
  - (b) one make-up – **1** clock hour per application;
  - (c) one client consultation and skin analysis – **30** minutes per application;
  - (d) one contouring and color accent – **30** minutes per application;
  - (e) eye lash tabbing and strips – **30** minutes per application;

- (f) one hair removal, waxing, or threading (lip, chin, face) – **30** minutes per application;
  - (g) one arching – **30** minutes per application;
  - (h) eyebrow and lash tinting – **1** clock hour per application;
  - (i) one body treatment – **1** clock hour per application;
  - (j) one hair removal (legs) – **2** clock hours per application;
  - (k) one hair removal (bikini) – **30** minutes per application; and
  - (l) torso, back, or arm wax – **30** minutes per application.
5. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept 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.
6. Any student shall have the right to refuse to attend classes for more than eight (**8**) hours in one day.

**Cite as Ga. Comp. R. & Regs. R. 240-16-.03**

**Authority: O.C.G.A. Secs. 43-10-2, 43-10-6, 43-10-12, 43-10-13.**

**Rule 240-16-.04 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 for a total of 500 credit hours of training as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.
  - (a) General Education = (150) - (150 credit/150 clock hours):
    - 1. Cosmetology and Barber Laws and rules = (25) - (25 credit/25 clock hours); and
    - 2. Principles of teaching of esthetic = (125) - (125 credit/125 clock hours).
  - (b) Teaching techniques and audio visual aids = (175) - (175 credit/175 clock hours):
    - 1. Curriculum development;
    - 2. Lesson plans and presentations;
    - 3. Classroom management and discipline;

4. Demonstrations and Theory lectures; and
  5. Various methods of evaluation.
- (c) Practice teaching = (175) - (175credit/175 clock hours).

**Cite as Ga. Comp. R. & Regs. R. 240-16-.04**

**Authority: O.C.G.A. Secs. 43-10-2, 43-10-12, 43-10-13.**