



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 240-5 APPRENTICES

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: 240-5-.01 APPLICATION FOR APPRENTICE LICENSE, 240-5-.02 APPRENTICES TRAINING IN A SALON/SHOP, and 240-5-.03 APPRENTICE RECORDS REQUIREMENT FOR SALON/SHOP AND MASTER.

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. 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 June 20, 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 June 27, 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 March 7, 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. §§43-10-2, 43-10-6, 43-10-9, 43-10-13, and 43-10-14 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. June 27, 2016 at the Professional Licensing Boards Division at 237 Coliseum Drive, Macon, Georgia 30217. 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, 43-10-13, and 43-10-14.

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 27 day of May, 2016.



Lisa Durden

Division Director

Professional Licensing Boards Division

Posted:

27 MAY 16



GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS

Secretary of State
Professional Licensing Boards Division

SYNOPSIS OF PROPOSED RULES

CHAPTER 240-5 APPRENTICES

Purpose: The passage of House Bill 314 by the Georgia General Assembly and signed into law by the Governor effective July 1, 2015 combined the former Georgia Board of Barbers and the former Georgia Board of Cosmetology into a single, combined board, the Georgia State Board of Cosmetology and Barbers. The new Board must adopt new rules for Chapter 240 prior to July 1, 2016.

240-5-.01 APPLICATION FOR APPRENTICE LICENSE: This proposed rule establishes requirements and procedures for the licensing of apprentices. This proposed rule also dictates standards for the licensure of individuals holding apprentice licenses issued by the former Board of Barbers or Board of Cosmetology.

240-5-.02 APPRENTICES TRAINING IN A SALON/SHOP: This proposed rule establishes standards for apprentice training. The main paragraph bars master licensees from training more than one apprentice at a time unless it is shown that this bar will deny a person the opportunity to learn cosmetology or another modality. This proposed rule also provides that hours obtained in a location other than the apprentice's registered salon or shop do not count toward apprentice hours required for licensure.

240-5-.03 APPRENTICE RECORDS REQUIREMENT FOR SALON/SHOP AND MASTER: This proposed rule establishes standards for recording apprentice hours, submitting hours to the Board, retaining hours, and transferring hours between shops or salons and master supervisors.

Main Feature: The new proposed chapter identifies apprentice standards, rules, and regulations as required by the Georgia State Board of Cosmetology and Barbers.

Rule 240-5-.01 Application for Apprentice License

- (1) Any person at least 16 years of age desiring to train as an apprentice in a salon/shop under the direct supervision of a master who holds a current Georgia license as a master cosmetologist, master barber, hair designer, esthetician, or nail technician, and has been licensed at least thirty-six (36) months, eighteen (18) months for barbers, may make application for a four (4) year apprentice license using the form furnished by the Georgia State Board of Cosmetology and Barbers, and:
 - (a) an apprentice license issued on or after July 1, 2015 may be held for four (4) years and shall not be renewable;
 - (b) an apprentice holding a license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has been held for two (2) years and has not been renewed shall, upon meeting all requirements, be eligible to apply for a 4-year Apprentice license;

- (c) an apprentice license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has already been renewed and held for four (4) or more years shall not be eligible to apply for a 4-year Apprentice license.
- (2) Apprentice hours are accumulated according to the actual number of application/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 to keep an accurate record of the apprentice application/clock hours. Credit WILL NOT be allowed for any hours received prior to issuance of the apprentice license.
- (3) Apprentice training shall include the curriculum required for students in the respective levels of cosmetology, master barber, barber II, hair design, esthetics, or nail technology. The curriculum and application/clock hours are defined in the Rules for Barber [240-14-.02](#), Barber II [240-14-.03](#), Cosmetology [240-15-.02](#) and [240-15-.03](#), Esthetician [240-16-.02](#) and [240-16-.03](#), Nail Care [240-17-.02](#) and [240-17-.03](#), and Hair Designer [240-18-.02](#) and [240-18-.03](#).
- (4) Apprentice hours cannot be combined with school hours. Apprentice training is required for the minimum number of months and the minimum number of hours as follows:
- (a) Master Cosmetologist - 18 months and 3,000 hours
 - (b) Master Barber - 18 months and 3,000 hours
 - (c) Barber II - 14 months and 2,280 hours
 - (d) Esthetician - 18 months and 2,000 hours Nail
 - (e) Hair Designer - 14 months and 2,650 hours
 - (f) Nail Technician - 8 months and 1,050 hours
- (5) Each time the apprentice changes supervising master cosmetologist, master barber, hair designer, esthetician, nail technician, or salon/shop; a new application must be filed with the Board office.
- (6) The salon/shop owner/manager must notify the Board that an apprentice is not training in the salon/shop under the master licensee and submit apprentice license and a notarized transcript of total hours accumulated by apprentice within thirty (30) days of termination of the apprenticeship. Apprentice supervisors must maintain apprentice records for a period of five (5) years.
- (7) The salon/shop owner/manager and master level supervisor shall be required to supply each apprentice with the basic materials for the learning of cosmetology, master barber, barber II, hair design, esthetics, or nail technology as listed below. The master licensee training the apprentice shall comply with all rules adopted by the Board and shall instruct the apprentice in the importance of complying with all the laws and rules the Board.
- (a) The basic equipment and kit for the cosmetology apprentice shall consist of the following:
- i. station with mirror;
 - ii. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b)
 - iii. closed container for storage of disinfected implements;
 - iv. closed container for storage of soiled implements
 - v. mannequin;
 - vi. basic combs;
 - vii. scissors/shears and thinning shears;

- viii. razor with guard and disposable blades;
- ix. brushes;
- x. rollers;
- xi. clips;
- xii. protective capes;
- xiii. disposable neck strips, disposable or reusable gloves;
- xiv. perm rods and end papers;
- xv. marcel curling iron/flat iron;
- xvi. blow dryer;
- xvii. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;
- xviii. consumable supplies for all esthetic services required in paragraph (c) for esthetics;
- xix. manicuring kit;
- xx. Current standard textbook;
- xxi. one (1) workbook;
- xxii. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- xxiii. closed container for soiled or disposable towels/linens;
- xxiv. closed container/cabinet for clean towels/ linens;

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

- i. basic combs;
- ii. brushes;
- iii. shears and thinning shears;
- iv. straight razor with changeable blades;
- v. mug and shaving brush (nylon disinfect bristles that can be disinfected only) or shaving cream;
- vi. clippers, guards, trimmers;
- vii. dusting brush (nylon bristles that can be disinfected ONLY);
- viii. neck strips;
- ix. hair cloth and clip;
- x. standard textbook;
- xi. one (1) workbook;
- xii. blowdryer and styling brush;

- xiii. tweezers;
- xiv. shampoo cape;
- xv. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
- xvi. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- xvii. ten (10) towels
- xviii. closed container for soiled or disposable towels/linens;
- xix. closed container/cabinet for clean towels/ linens;

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

- i. one (1) textbook;
- ii. one (1) workbook;
- iii. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- iv. tweezers;
- v. comedone extractors;
- vi. cleansers;
- vii. liquid soap;
- viii. skin fresheners (toners);
- ix. astringents;
- x. acids to include one or more of the following approved peels (alpha hydroxy acids "AHA" 3.5pH or above):
 - 1. glycolic;
 - 2. salicylic ("beta peel");
 - 3. mandelic;
 - 4. citric;
 - 5. lactic;
 - 6. azelaic;
- xi. moisturizers;
- xii. emollient creams;
- xiii. foundation;
- xiv. concealer;
- xv. blusher;

- xvi. lipstick;
- xvii. powder;
- xviii. eye shadow;
- xix. mascara;
- xx. eyeliners;
- xxi. eyebrow pencils;
- xxii. eyelashes and adhesives;
- xxiii. professional pencil sharpener;
- xxiv. disposable sponges and applicators;
- xxv. cotton swab;
- xxvi. round cotton pads;
- xxvii. rectangular rolled cotton;
- xxviii. cotton balls;
- xxix. wooden spatula;
- xxx. muslin strips;
- xxxi. disposable gloves;

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

- i. nail station and chair with adequate light;
- ii. proper paraffin wax machine and paraffin wax;
- iii. UV gel light;
- iv. an appropriate disinfection container which is in accordance with Board Rule 240-4-.04(b);
- v. sealed container for storage of disinfected implements;
- vi. supply tray;
- vii. finger bowl/manicuring bowl with nail brush;
- viii. closed container with cotton;
- ix. nail implements (disinfection required);
 - 1. steel cuticle pusher;
 - 2. metal nail file;
 - 3. manicure scissors;

- 4. cuticle nippers;
 - 5. acrylic nippers;
 - 6. fingernail clipper;
 - 7. toenail clipper;
 - 8. spatula;
 - 9. tweezers and metal tongs;
 - x. nail care supplies (disposable items);
 - 1. emery boards;
 - 2. nail buffers;
 - 3. orangewood or birchwood sticks;
 - 4. pedicure slippers;
 - 5. toe separators;
 - xi. nail polish;
 - 1. colored nail enamel;
 - 2. base coat and top coat;
 - xii. polish remover;
 - xiii. cuticle remover and cuticle oil;
 - xiv. hand cream;
 - xv. mannequin hand and/or practice fingers;
 - xvi. materials for acrylic sculptured nails;
 - xvii. pedicure supplies:
 - 1. footbath;
 - 2. antiseptic foot spray;
 - 3. liquid soap;
 - 4. massage lotion;
 - 5. foot file or paddle;
 - xviii. current standard textbook;
 - xix. one (1) workbook;
 - xx. a current paper or electronic copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
 - xxi. covered container for soiled or disposable towels/linens; also closed container/cabinet for clean towels/ linens;
- (e) The basic equipment and kit for the barber II apprentice shall consist of the following:
- i. Basic combs;

- ii. Brushes (nylon disinfectable bristles only);
 - iii. Shears and thinning shears;
 - iv. mug and shaving brush (nylon disinfectable bristles that can be disinfected only) or shaving cream;
 - v. Clippers, guards, trimmers;
 - vi. dusting brush (nylon bristles that can be disinfected ONLY);
 - vii. Neck strips;
 - viii. Hair cloth and clip;
 - ix. Standard textbook;
 - x. One (1) workbook;
 - xi. Blowdryer and styling brush;
 - xii. Tweezers;
 - xiii. Shampoo cape;
 - xiv. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
 - xv. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
 - xvi. Board of Cosmetology and Barbers;
 - xvii. covered container for soiled or disposable towels/linens;
 - xviii. covered closed container/cabinet for clean towels/linens;
- (f) The basic equipment and kit for the hair designer apprentice shall consist of the following:
- i. station with mirror;
 - ii. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
 - iii. closed container for storage of disinfected implements;
 - iv. mannequin;
 - v. basic combs;
 - vi. scissors/shears and thinning shears;
 - vii. razor with guard and disposable blades;
 - viii. Brushes (nylon disinfectable bristles only);

- ix. rollers;
- x. clips
- xi. protective capes;
- xii. disposable neck strips, disposable or reusable gloves;
- xiii. dusting brush (nylon bristles that can be disinfected ONLY);
- xiv. perm rods and end papers;
- xv. marcel curling iron/flat iron;
- xvi. blow dryer;
- xvii. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;
- xviii. current standard textbook;
- xix. one (1) workbook;
- xx. a current paper or electronic copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- xxi. covered container for soiled or disposable towels/linens;
- xxii. closed container/cabinet for clean towels/linens;

Authority: O.C.G.A. 43-10-2, 43-10-9, 43-10-14

Rule 240-5-.02 Apprentices Training in a Salon/Shop

No salon/shop shall have in training more than one apprentice for each person licensed at the master cosmetologist, master barber, hair designer esthetician or nail technician level. More than one apprentice is permissible if affirmatively shown to the Georgia State Board of Cosmetology and Barbers that the apprentice will be denied the opportunity of learning the profession of cosmetology, master Barber, barber II, 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 licensee as shown on the apprentice's registration filed with the Board by the salon/shop owner/manager. A licensee shall have an apprentice according to the level of registration as follows:
 - (a) Master cosmetologist – hair design apprentice, nail tech apprentice, esthetician apprentice, or master cosmetologist apprentice;
 - (b) Master Barber – master barber apprentice barber II apprentice;
 - (c) Hair designer – hair design apprentice;
 - (d) Esthetician – esthetics apprentice;
 - (e) Nail Technician – Nail Tech Apprentice.

- (2) The salon/shop owner or the supervising Master may temporarily designate, by written and signed statement, 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](#).
- (3) The salon/shop has 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".
- (4) 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, 43-10-14

Rule 240-5-.03 Apprentice Records Requirement for Salon/Shop and Master

- (1) Apprentice Records are required for all Salon/Shop or supervising Master as follows:
 - (a) An accurate weekly work sheet completed and signed either in ink or by 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 weekly. Work sheets shall be subject to review and available to the Georgia State Board of Cosmetology and Barbers for inspection at any time.
 - (b) Weekly work sheets shall be submitted to the Board on quarterly basis in January, April, June, and September.
 - (c) 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 and Barbers for inspection at all times.
 - (d) Should an apprentice change salon/shop or master cosmetologist, hair designer, master barber, barber II, 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, master barber, barber II, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology and Barbers within thirty (30) days of the change.
 - (e) Certification of completed training shall be included with the examination application.

Authority: O.C.G.A. 43-10-2, 43-10-6, 43-10-13, 43-10-14



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

RULES CHAPTER 240-5 APPRENTICES

Rule 240-5-.01 Application for Apprentice License

- (8) Any person at least 16 years of age desiring to train as an apprentice in a salon/shop under the direct supervision of a master who holds a current Georgia license as a master cosmetologist, master barber, hair designer, esthetician, or nail technician, and has been licensed at least thirty-six (36) months, eighteen (18) months for barbers, may make application for a four (4) year apprentice license using the form furnished by the Georgia State Board of Cosmetology and Barbers, and:
- (d) an apprentice license issued on or after July 1, 2015 may be held for four (4) years and shall not be renewable;
 - (e) an apprentice holding a license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has been held for two (2) years and has not been renewed shall, upon meeting all requirements, be eligible to apply for a 4-year Apprentice license;
 - (f) an apprentice license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has already been renewed and held for four (4) or more years shall not be eligible to apply for a 4-year Apprentice license.
- (9) Apprentice hours are accumulated according to the actual number of application/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 to keep an accurate record of the apprentice application/clock hours. Credit WILL NOT be allowed for any hours received prior to issuance of the apprentice license.
- (10) Apprentice training shall include the curriculum required for students in the respective levels of cosmetology, master barber, barber II, hair design, esthetics, or nail technology. The curriculum and application/clock hours are defined in the Rules for Barber [240-14-.02](#), Barber II [240-14-.03](#), Cosmetology [240-15-.02](#) and [240-15-.03](#), Esthetician [240-16-.02](#) and [240-16-.03](#), Nail Care [240-17-.02](#) and [240-17-.03](#), and Hair Designer [240-18-.02](#) and [240-18-.03](#).
- (11) Apprentice hours cannot be combined with school hours. Apprentice training is required for the minimum number of months and the minimum number of hours as follows:
- (a) Master Cosmetologist - 18 months and 3,000 hours
 - (b) Master Barber - 18 months and 3,000 hours
 - (c) Barber II - 14 months and 2,280 hours
 - (d) Esthetician - 18 months and 2,000 hours Nail
 - (e) Hair Designer - 14 months and 2,650 hours
 - (f) Nail Technician - 8 months and 1,050 hours

- (12) Each time the apprentice changes supervising master cosmetologist, master barber, hair designer, esthetician, nail technician, or salon/shop; a new application must be filed with the Board office.
- (13) The salon/shop owner/manager must notify the Board that an apprentice is not training in the salon/shop under the master licensee and submit apprentice license and a notarized transcript of total hours accumulated by apprentice within thirty (30) days of termination of the apprenticeship. Apprentice supervisors must maintain apprentice records for a period of five (5) years.
- (14) The salon/shop owner/manager and master level supervisor shall be required to supply each apprentice with the basic materials for the learning of cosmetology, master barber, barber II, hair design, esthetics, or nail technology as listed below. The master licensee training the apprentice shall comply with all rules adopted by the Board and shall instruct the apprentice in the importance of complying with all the laws and rules the Board.
 - (a) The basic equipment and kit for the cosmetology apprentice shall consist of the following:
 - i. station with mirror;
 - ii. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b)
 - iii. closed container for storage of disinfected implements;
 - iv. closed container for storage of soiled implements
 - v. mannequin;
 - vi. basic combs;
 - vii. scissors/shears and thinning shears;
 - viii. razor with guard and disposable blades;
 - ix. brushes;
 - x. rollers;
 - xi. clips;
 - xii. protective capes;
 - xiii. disposable neck strips, disposable or reusable gloves;
 - xiv. perm rods and end papers;
 - xv. marcel curling iron/flat iron;
 - xvi. blow dryer;
 - xvii. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;
 - xviii. consumable supplies for all esthetic services required in paragraph (c) for esthetics;
 - xix. manicuring kit;
 - xx. Current standard textbook;
 - xxi. one (1) workbook;

- xxii. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- xxiii. closed container for soiled or disposable towels/linens;
- xxiv. closed container/cabinet for clean towels/ linens;

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

- i. basic combs;
- ii. brushes;
- iii. shears and thinning shears;
- iv. straight razor with changeable blades;
- v. mug and shaving brush (nylon disinfect bristles that can be disinfected only) or shaving cream;
- vi. clippers, guards, trimmers;
- vii. dusting brush (nylon bristles that can be disinfected ONLY);
- viii. neck strips;
- ix. hair cloth and clip;
- x. standard textbook;
- xi. one (1) workbook;
- xii. blowdryer and styling brush;
- xiii. tweezers;
- xiv. shampoo cape;
- xv. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
- xvi. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- xvii. ten (10) towels
- xviii. closed container for soiled or disposable towels/linens;
- xix. closed container/cabinet for clean towels/ linens;

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

- i. one (1) textbook;
- ii. one (1) workbook;
- iii. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
- iv. tweezers;
- v. comedone extractors;

- vi. cleansers;
- vii. liquid soap;
- viii. skin fresheners (toners);
- ix. astringents;
- x. acids to include one or more of the following approved peels (alpha hydroxy acids "AHA" 3.5pH or above):
 - 1. glycolic;
 - 2. salicylic ("beta peel");
 - 3. mandelic;
 - 4. citric;
 - 5. lactic;
 - 6. azelaic;
- xi. moisturizers;
- xii. emollient creams;
- xiii. foundation;
- xiv. concealer;
- xv. blusher;
- xvi. lipstick;
- xvii. powder;
- xviii. eye shadow;
- xix. mascara;
- xx. eyeliners;
- xxi. eyebrow pencils;
- xxii. eyelashes and adhesives;
- xxiii. professional pencil sharpener;
- xxiv. disposable sponges and applicators;
- xxv. cotton swab;
- xxvi. round cotton pads;
- xxvii. rectangular rolled cotton;

- xxviii. cotton balls;
 - xxix. wooden spatula;
 - xxx. muslin strips;
 - xxxi. disposable gloves;
- (d) The basic equipment and kit for the nail technician apprentice shall consist of the following:
- i. nail station and chair with adequate light;
 - ii. proper paraffin wax machine and paraffin wax;
 - iii. UV gel light;
 - iv. an appropriate disinfection container which is in accordance with Board Rule 240-4-.04(b);
 - v. sealed container for storage of disinfected implements;
 - vi. supply tray;
 - vii. finger bowl/manicuring bowl with nail brush;
 - viii. closed container with cotton;
 - ix. nail implements (disinfection required);
 - 1. steel cuticle pusher;
 - 2. metal nail file;
 - 3. manicure scissors;
 - 4. cuticle nippers;
 - 5. acrylic nippers;
 - 6. fingernail clipper;
 - 7. toenail clipper;
 - 8. spatula;
 - 9. tweezers and metal tongs;
 - x. nail care supplies (disposable items);
 - 1. emery boards;
 - 2. nail buffers;
 - 3. orangewood or birchwood sticks;
 - 4. pedicure slippers;
 - 5. toe separators;
 - xi. nail polish;
 - 1. colored nail enamel;
 - 2. base coat and top coat;
 - xii. polish remover;

- xiii. cuticle remover and cuticle oil;
 - xiv. hand cream;
 - xv. mannequin hand and/or practice fingers;
 - xvi. materials for acrylic sculptured nails;
 - xvii. pedicure supplies:
 - 1. footbath;
 - 2. antiseptic foot spray;
 - 3. liquid soap;
 - 4. massage lotion;
 - 5. foot file or paddle;
 - xviii. current standard textbook;
 - xix. one (1) workbook;
 - xx. a current paper or electronic copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
 - xxi. covered container for soiled or disposable towels/linens; also closed container/cabinet for clean towels/ linens;
- (e) The basic equipment and kit for the barber II apprentice shall consist of the following:
- xix. Basic combs;
 - xx. Brushes (nylon disinfected bristles only);
 - xxi. Shears and thinning shears;
 - xxii. mug and shaving brush (nylon disinfected bristles that can be disinfected only) or shaving cream;
 - xxiii. Clippers, guards, trimmers;
 - xxiv. dusting brush (nylon bristles that can be disinfected ONLY);
 - xxv. Neck strips;
 - xxvi. Hair cloth and clip;
 - xxvii. Standard textbook;
 - xxviii. One (1) workbook;
 - xxix. Blowdryer and styling brush;
 - xxx. Tweezers;
 - xxxi. Shampoo cape;

- xxxii. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
 - xxxiii. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
 - xxxiv. covered container for soiled or disposable towels/linens;
 - xxxv. covered closed container/cabinet for clean towels/linens;
- (f) The basic equipment and kit for the hair designer apprentice shall consist of the following:
- i. station with mirror;
 - ii. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
 - iii. closed container for storage of disinfected implements;
 - iv. mannequin;
 - v. basic combs;
 - vi. scissors/shears and thinning shears;
 - vii. razor with guard and disposable blades;
 - viii. Brushes (nylon disinfected bristles only);
 - ix. rollers;
 - x. clips
 - xi. protective capes;
 - xii. disposable neck strips, disposable or reusable gloves;
 - xiii. dusting brush (nylon bristles that can be disinfected ONLY);
 - xiv. perm rods and end papers;
 - xv. marcel curling iron/flat iron;
 - xvi. blow dryer;
 - xvii. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;
 - xviii. current standard textbook;
 - xix. one (1) workbook;
 - xx. a current paper or electronic copy of the laws and rules of the Georgia State Board of

Cosmetology and Barbers;

- xxi. covered container for soiled or disposable towels/linens;
- xxii. closed container/cabinet for clean towels/linens;

Authority: O.C.G.A. 43-10-2, 43-10-9, 43-10-14

Rule 240-5-.02 Apprentices Training in a Salon/Shop

No salon/shop shall have in training more than one apprentice for each person licensed at the master cosmetologist, master barber, hair designer esthetician or nail technician level. More than one apprentice is permissible if affirmatively shown to the Georgia State Board of Cosmetology and Barbers that the apprentice will be denied the opportunity of learning the profession of cosmetology, master Barber, barber II, 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.

- (2) Each apprentice shall be trained and supervised by one licensee as shown on the apprentice's registration filed with the Board by the salon/shop owner/manager. A licensee shall have an apprentice according to the level of registration as follows:
 - (a) Master cosmetologist – hair design apprentice, nail tech apprentice, esthetician apprentice, or master cosmetologist apprentice;
 - (b) Master Barber – master barber apprentice barber II apprentice;
 - (c) Hair designer – hair design apprentice;
 - (d) Esthetician – esthetics apprentice;
 - (e) Nail Technician – Nail Tech Apprentice.
- (5) The salon/shop owner or the supervising Master may temporarily designate, by written and signed statement, 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.
- (6) The salon/shop has 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".
- (7) 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, 43-10-14

Rule 240-5-.03 Apprentice Records Requirement for Salon/Shop and Master

- (1) Apprentice Records are required for all Salon/Shop or supervising Master as follows:

- (a) An accurate weekly work sheet completed and signed either in ink or by 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 weekly. Work sheets shall be subject to review and available to the Georgia State Board of Cosmetology and Barbers for inspection at any time.
- (b) Weekly work sheets shall be submitted to the Board on quarterly basis in January, April, June, and September.
- (c) 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 and Barbers for inspection at all times.
- (d) Should an apprentice change salon/shop or master cosmetologist, hair designer, master barber, barber II, 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, master barber, barber II, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology and Barbers within thirty (30) days of the change.
- (e) Certification of completed training shall be included with the examination application.

Authority: O.C.G.A. 43-10-2, 43-10-6, 43-10-13, 43-10-14