

A meeting of the Georgia State Board of Cosmetology was conducted on Wednesday August 09, 2006 at the Professional Licensing Boards Division office site.

Those present were:

From the Board

**Martha Harris
Wanda Brooks
Betty Carlisle
Kay Kendrick
John Siggers
Evelyn Reid**

From the Staff

**Eleanor Surrency, Executive Director
Angela Price, Investigative Specialist
Annette Wimberly, Board Secretary**

Martha Harris called the meeting to order at 9:15.

Kay Kendrick moved, John Siggers seconded and the Board voted unanimously to enter into Executive Session in accordance with O.C.G.A § 43-1-2(k) and 43-1-9(h) to deliberate on applications, enforcement matters and to review information on applications and investigate reports. Voting in favor of the motion were Martha Harris, Wanda Brooks, Betty Carlisle, and Evelyn Reid.

Board Appearances

Legal Services Report

Enforcement Report

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

Kay Kendrick moved, John Siggers seconded and the Board voted unanimously to uphold the exam scores of LM/MASCOS.

Old Business:

Martha Harris called for open review and discussion of proposed Administrative Rule revision.

Kay Kendrick moved, Wanda Brooks seconded, and the Board voted unanimously to post rule revisions 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 rules (see Administrative Rules 130-3-.01, 130-3-.03, 130-3-.07, 130-3-.10)

Authority O.C.G.A. Sec. 43-10-8.

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

- (1) Upon satisfactory acceptance of the application a preliminary inspection of the proposed premises shall be conducted by an inspector for the Board and a Board Member prior to the final inspection and issuance of a license.
- (2) After applicant has met all Board requirements for facility, equipment, and consumable supplies a final inspection shall be conducted by an inspector for the Board and a Board member. Upon approval by the Board, the appropriate license shall be issued to operate a school of cosmetology, school of hair design, school of esthetics, or school of nail care. The license will be permitted to be retained and renewed only as long as the school continues to meet all of the current laws and rules of the Georgia State Board of Cosmetology. Such licenses are not transferable from person to person.
- (3) The Board shall have a reasonable period of time to process any application in order to carry out an investigation for verification of any or all facts stated therein and conduct inspections.

Authority O.C.G.A. Sec. 43-10-8.

130-2-.03 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. Any request for expansion, relocation, or change in the school's name or school's owners 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 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 policies and procedures at the

time of application for a school license, and in the event any such 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 nail technology. 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 sanitation rules of this Board.

(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, 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 furnished by the Board in an 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 nail care 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. Sec. 43-10-8.

130-2-.04 Instructor Requirements. Amended.

Instructor licenses shall be renewed biennially by June 30th of odd years. In order to renew an instructor license, the master cosmetologist, hair designer, esthetician or nail technician license of the instructor must be in good standing and renewed on time. Instructors, at the cosmetologist level, must renew their Master Cosmetology License biennially by March 31st of even years. Instructors at the Hair Designer level must renew their hair designer license biennially by September 30th of even years. Instructors, at the skin care and nail care level, must renew their esthetician or nail technician license biennially by August 31st of odd years. If an instructor fails to renew his/her master cosmetologist, hair designer, esthetician, or nail technician license within six (6) months after expiration, then his/her license to instruct shall be automatically suspended. A person failing to renew his/her instructor's license within two (2) years, after expiration, shall be required to file a reinstatement application for Board review and pay a fee set by the Board (see Fee Schedule) before an instructor's license may be reissued.

(2) Continuing Education: All instructors of cosmetology, hair design, esthetics and nail technology, seeking renewal of licenses, must submit, with renewal of application to the Board, proof of completion of fifteen (15) hours of continuing education in the

cosmetology profession approved by the Board since the last renewal of the instructor's license.

(a) The following has been approved by the Board for continuing education:

1. At least half of the fifteen (15) total hours shall be in teaching techniques, lesson planning, or other advanced teacher training. Each course or program requires prior Board approval. Any school, group, or association may present its course of training program to the Board for approval. A course or program developed and offered through a college, university department, or division of continuing education of the Department of Education, the Georgia Department of Technical and Adult Education, or the Board of Regents is exempt from the prior approval requirement.

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

130-2-.05 Application for Instructor License. Amended.

(1) Any person desiring to instruct in 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 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) a photostatic copy of a current Georgia cosmetology license at the appropriate level;

(b) proof of one (1) year work experience as a licensee at the appropriate level,

(c) proof of a high school diploma or GED Certificate,

(d) an official certification of required credit hours of instructor training from a Board approved school of cosmetology (obtained within nine (9) months), school of hair design (obtained within nine (9) months), school of esthetics (obtained within nine (9) months), or school of nail care (obtained within four (4) months).

(e) required fee.

(f) proof of passing a written and practical examination to become an instructor.

(2) Any person desiring to obtain a license to teach cosmetology, hair design, esthetics, or nail technology in the State of Georgia, who is certified by the State Department of Education to teach cosmetology, hair design, esthetics, nail technology in the state's public schools, may make application for a license by 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 law and rules of the Board. When such application is completed and returned to the Board, it shall be accompanied by the following:

(a) a photostatic copy of a current Georgia cosmetology license at the appropriate level;

(b) certification from Georgia State Department of Education of completion of the three-year teachers' training program required by the State Department of Education;

(c) proof of a high school diploma or GED Certificate,

(d) proof of passing a written and practical examination to become an Instructor.

(e) required fee

Authority O.C.G.A. Sec. 43-10-12.

130-2-.06 Student and Apprentice Records.

(1) 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.

(b) Student attendance records, and grades shall be maintained on school premises by the school as part of the permanent record for each student for a period of five (5) years.

(c) Progress Reports on students' attendance, and grades 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.

(d) Each school shall have a curriculum guide and lesson plan 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. Sec. 43-10-12.

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

(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 rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) 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. Secs. 43-10-2, 43-10-9.

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

(1) Any person at least 17 years of age desiring to train as an apprentice in a cosmetology, salon/ shop, 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 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 to keep an accurate record of the apprentice credit/clock hours. Credit WILL NOT be allowed for any hours received prior to issuance of the apprentice license.

Credit hours are defined in Rules 130-3-.03, 130-3-.06, 130-3-.09 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 and 1050 hours

(4) Each time the apprentice changes supervising master cosmetologist, hair designer, esthetician, nail technician, or salon/shop; a new application must be filed with the Board office. The salon/shop owner/manager 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.

(5) The apprentice license may be held for two (2) years and renewed one (1) time only for an additional two (2) years.

(6) The salon/shop owner/manager shall be required to supply each apprentice with the basic materials for the learning of cosmetology, 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 materials for the cosmetology 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. consumable supplies for all esthetic services
18. 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 kit for the esthetics apprentice shall consist of the following:

1. tweezers
2. comedone extractors
3. cleansers
4. liquid soap
5. skin freshners (toners)
6. astringent
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, q-tips, round cotton pads, rectangular rolled cotton and cotton balls; disposable gloves
20. standard textbook
21. one (1) workbook
22. 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 equipment and kit for the nail technician apprentice shall consist of the following:

1. nail station and chair with adequate light
2. proper paraffin wax machine and paraffin wax
3. uv gel light
4. wet disinfection container for complete submersion of

5. sealed container for storage of disinfected implements
 6. supply tray
 7. finger bowl with nail brush
 8. closed container with cotton
 9. nail implements (disinfection required)
 - a. steel cuticle pusher
 - b. metal nail file
 - c. manicure scissors
 - d. cuticle nippers
 - e. acrylic nippers
 - f. fingernail clipper
 - g. toenail clipper
 - h. spatula
 - i. tweezers and metal tongs
 10. 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 polish
 - a. colored nail enamel
 - b. base coat and top coat
 12. polish remover
 13. cuticle remover and cuticle oil
 14. hand cream
 15. mannequin hand and/or practice fingers
 16. materials for acrylic sculptured nails
 17. pedicure supplies:
 - a. footbath
 - b. antiseptic foot spray
 - c. liquid soap
 - d. massage lotion
 18. standard textbook
 19. one (1) workbook
 20. 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
- (7) Apprentice training shall include the curriculum required for students in the respective levels of cosmetology, hair design, esthetics, or nail technology.
Authority O.C.G.A. Secs. 43-10-2, 43-10-9, 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 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 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, 43-10-8, and 43-10-11

130-2-.12 Continuing Education.

- (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 CE hours required for renewal. A license shall be issued upon completion of all requirements of the laws and rules O.C.G.A. §§ 43-10-9 and 43-10-10.

(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 onsite location for course evaluation;

6. Form to be used as written proof of course completion for licensee participants.

(d) Internet, electronic or home study course. Providers of Internet, electronic or home study courses must submit the same 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. Secs. 43-10-2, 43-10-10.

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 containers for soiled or disposable towels;
 - (i) one mannequin per student
 - (j) one closed container per station for clean implements only
 - (k) one closed towel container to adequately store clean linens.
 - (l) locker space for personal items must be furnished for each student;
 - (m) school minimum floor space 3,000 sq. ft.;
 - (n) four (4) manicuring tables with two (2) chairs at each table
 - (o) paraffin wax machine and paraffin wax
 - (p) (1) whirlpool pedicure spa (with fixed plumbing) and three (3) footbaths;
 - (q) autoclave is an acceptable method of sterilization
 - (r) audio visual aids.
 - (s) a current copy of the Laws and Rules of the Georgia state Board of Cosmetology
 - (t) 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 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. §43-10-12.

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

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 =(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 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 of Cosmetology 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, 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 re-conditioner, finger waving, wet curls, thermocurling, blow drying, hair styles, comb-outs, and all types of pressing; hot combs and chemicals;

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 rinses and semi permanent color — (10 credit hours 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 =(50)— (50 credit hours /66 applications) which shall include brushing and manipulations, corrective treatments, reconditioning treatments

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

(i) facial treatments — (30 credit hours/30 applications)

(ii) make-up 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: 1250

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

Authority O.C.G.A. Secs. 43-10-1, 43-10-2, 43-10-9, 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 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 facial — 1 hour;
- (f) one brow and lash tint — 30 minutes;
- (g) one color other than bleach (including shampoo and set) — 2 hours;
- (h) one hair cut — 45 minutes;
- (i) one shampoo — 15 minutes;
- (j) one arch — 15 minutes;
- (k) one temporary rinse/semi permanent color — 45 minutes;
- (l) one scalp treatment — 1 hour;
- (m) one manicure — 1 hour;
- (n) 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 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.

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

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

- (a) secured metal filing cabinets for school and student records;
- (b) sufficient chalkboards;
- (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, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current, decrustation machine, spray or mister,
- (g) one (1) set of facial equipment per each two (2) work stations or positions to include steamer, and one (1) magnification lamp
- (h) sufficient trays for facial supplies
- (i) one covered container for soiled or disposable towels; also, 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 head form or chart per class
- (n) school minimum floor space—1800 sq. ft.;
- (o) wet sterilizer for each station
- (p) closed cabinet for clean linen;
- (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. Sec. 43-10-2.

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 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:
 - (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 of the skin;

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

(V) Machines: The use of spa/salon machines that include galvanic, high frequency, brushing, vacuum, and vaporizers for aiding in skin rejuvenation. 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. Secs. 43-10-2, 43-10-6, 43-10-9, 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, 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. Secs. 43-10-2; 43-10-9; 43-10-12.

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

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

- (a) Secured metal filing cabinet for school and student records;
- (b) sufficient chalkboards;
- (c) audio visual aids;
- (d) Locker space must be furnished for each student;
- (e) school minimum floor space 1,500 sq. ft.;
- (f) a minimum of four hand-washing sinks separate from restrooms for enrollment up to fifteen (15) students and one additional sink for each fifteen (15) students;
- (g) fifteen (15) nail stations with adequate light and two (2) chairs for each student;
- (h) Wet disinfectant container for complete immersion of implements in hospital grade disinfectant for each station;
- (i) Sealed container for storage of disinfected implements. Ultraviolet (UV) sanitizers are acceptable storage containers;
- (j) Covered waster containers for each station;
- (k) Closed cabinet for clean towels;
- (l) Covered container for soiled or disposable towels;
- (m) Proper paraffin wax machine and paraffin wax;
- (n) Sufficient trays for nail supplies;
- (o) Closed container with cotton;
- (p) Fingerbowl with nail brush for each student;
- (q) One set of mannequin hands and/or practice fingers per student;
- (r) One (1) whirlpool pedicure spa (with fixed plumbing) and three (3) footbaths;
- (s) Professional electric nail file/drill;
- (t) UV Gel light;
- (u) an auto clave is an acceptable method of sterilization
- (v) 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. fingernail 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)
 - (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. Secs. 43-10-2, 43-10-12.

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, a copy 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) - (5credit 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.Secs.43-10-2, 43-10-9, 43-10-12.

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 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. Secs. 43-10-2, 43-10-9, 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. §§43-10-2.43-10-12.

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 re-conditioner, 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. Secs. 43-10-1, 43-10-2, 43-10-9, 43-10-12.

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.

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.

(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 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)—(250credit / 250clock 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 — (150credit/ 150clock hours;)

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

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

(b) Teaching techniques and audio visual aids = (225)—(225credit/ 225clock 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)—(275credit/ 275clock hours.)

Total Cosmetology Instructor Training Hours: 750

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

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) — (225credit / 225clock 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)—100credit/ 100clock hours;

(d) Teaching techniques and audio visual aids = (225)—(225credit/ 225clock 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)—(175credit/ 175clock hours).

Total Hair Designer Instructor Hours: 750

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

130-3-.15 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, 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. Secs. 43-10-2, 43-10-12.

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.

(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 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/100clock 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/50clock hours):

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

(c) Classroom management = (57) — (57credit/57clock 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 — 250credit/250clock hours.

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

130-3-.17Posting 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) 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. and 43-10-12.

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. Secs. 43-10-2, 43-10-9.

130-6-.01 Applicants for Cosmetology License.

(1) An applicant for the cosmetology examination at the master cosmetology, hair designer, esthetician, or nail technician level shall receive notice of eligibility sent by the Board or the Board's designated agent, stating the date, time and place of examination. If the applicant fails the examination or fails to report to the examination upon notice, such person may qualify for examination again by submitting another examination fee.

(2) An applicant may be excused from examination in an emergency situation. An emergency situation is defined as illness or death in applicant's family. Only written excuses, with proof of emergency, will be considered. Any applicant receiving a notice of examination, who fails to report to the examination or submit a written excuse to the Board or the Board's designated agent, within 10 days after date of examination, will be required to pay another examination fee before being permitted to take the examination.

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

130-6-.02 Applicants for Instructor's License.

(1) An applicant approved for the Instructor's examination and otherwise deemed qualified, will be excused in an emergency situation, from taking that examination only one time without payment of additional examination fee. In the event an applicant does not report to examination when first notified, after having been excused one time, the applicant's application will be closed until submission of another examination fee. An emergency situation is defined as illness or death in applicant's family.

(2) Only written excuses, with proof of emergency for failing to report to the Instructor's examination, will be accepted by the Board. Any applicant receiving a notice of Instructor's examination who fails to report to the examination or submit a written excuse to the Board or the Board's designated agent, within 10 days after date of examination, will be required to pay another examination fee before being permitted to take the examination.

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

130-7-.01 License Fees.

License Fees at the Instructor, Master Cosmetologist, Hair Designer, Esthetician, and Nail Technician level are established as follows:

- (a) Application for license to practice- \$30.00;
- (b) Application for license to Instruct - \$30
- (c) Application for Apprentice License - \$45.00;
- (d) Application for School License - \$300.00;

- (e) Application for Salon/Shop License - \$75.00;
 - (f) Application for License by Reciprocity - \$50.00;
- Authority O.C.G.A. Sec. 43-10-2

130-7-.02 License/Permit Renewal Fees. Amended.

(1) Licenses/Permits shall be renewed biennially. All license/permit fees for renewal and reinstatement shall be established by the Board periodically as set forth on a fee schedule. The fee schedule is available from the Board office and at the Board's website. Fees may be reviewed and changed at the discretion of the Board.

(2) Even year renewals:

(a) Cosmetology master license prior to March 31st. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(b) Hair Designer license prior to September 30th. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(3) Odd year renewals:

(a) Instructor/master license prior to June 30th. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(b) School's license prior to June 30th. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(c) Shop's license prior to June 30th. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(d) Esthetics master license prior to August 31st. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(e) Nail Technician master license prior to August 31st. If submitted within six (6) months following the expiration date, licensee must pay a late renewal fee as may be assessed by the Board.

(4) Renewal Notices are only sent as an accommodation. The responsibility of license renewal, on or before expiration date, remains with the license holder.

(5) Failure to renew license within six (6) months following expiration of the license shall have the same effect as a revocation of license, which shall require the licensee to apply to the Board for reinstatement, pay a reinstatement fee and meet such other conditions as the Board may deem necessary.

Authority O.C.G.A. Secs. 43-1-7, 43-1-19, 43-10-2, 43-10-7.

130-8-.01 Applicants Seeking Licensure by Reciprocity. Amended.

(1) Any person desiring to obtain a certificate of registration to engage in the occupation of cosmetology at the master cosmetologist, hair designer, esthetician or nail technician level, by reciprocity from another state or country, territory of the United States, or the District of Columbia, where similar reciprocity is extended to this state and licensure requirements are substantially equal to those in this state, must furnish the following:

(a) an application for a license at the appropriate level using the form furnished by the Georgia State Board of Cosmetology;

(b) copy of current license in State reciprocating from;

- (c) certification of your licensure from out-of-state licensing board sent directly to the Georgia State Board of Cosmetology by the out- of-state or out of country licensing board.
 - (d) verifications of good standing from each state in which applicant has been licensed sent from the out –of-state or out of country licensing board to the Georgia State Board of Cosmetology.
 - (e) proof that the applicant has met all requirements of the law, rules, and requirements of the Board as set forth in the application.
 - (f) proper required fee (see fee schedule)
 - (2) Any person desiring to obtain a certificate of registration to engage in the occupation of instructing cosmetology at the master cosmetologist, hair designer, esthetician or nail care level by reciprocity from another state or country, territory of the United States, or the District of Columbia, where similar reciprocity is extended to this state and licensure requirements are substantially equal to those in this state, must furnish the following:
 - (a) an application for an instructor’s license at the appropriate level, using the form furnished by the Georgia State Board of Cosmetology;
 - (b) copy of current instructor’s license in State of applicant’s original licensure;
 - (c) copy of current Georgia license at the appropriate level;
 - (d) certification of license from out-of-state or out of country licensing board sent directly to the Georgia State Board of Cosmetology by the out of state or out of country licensing board;
 - (e) verifications of good standing from each state in which applicant has been licensed sent from the out of state or out of country licensing board to the Georgia State Board of Cosmetology;
 - (f) proof that applicant has met all the requirements of the laws and rules, of the Board as set forth in the application.
 - (g) proper required fee (see fee schedule)
- Authority O.C.G.A.Sec.43-10-9.

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 O.C.G.A. §§43-10-1, 43-10-2 and 43-10-9(a) and that it is not legal or feasible to meet the objectives of O.C.G.A. §§43-10-1, 43-10-2 and 43-10-9(a) to adopt or implement differing actions for business as listed at O.C.G.A. §50-13-4(3)(A), (B), (C), & (D) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee that is independently licensed, owned, and operating in the field of Cosmetology, Hair Design, Nail Care, and Esthetics.

New Business:

Betty Carlisle moved, Wanda Brooks seconded, and the Board voted unanimously that the August 10, 2006 Nail Tech examination would be for the written and practical portions.

The Executive Director reminded the Board members that the exam dates would include an increased number of exam candidates to transition the exams for outsourcing and not add additional exam dates. For example, the cosmetology exam will have four candidates to a table instead of two candidates per table.

The Executive Director also reminded the Board members that approval had been authorized for all nine members to attend the NIC Conference. The Executive Director advised the members that if there was a higher rate for hotel accommodations, it would be reimbursed with submitting receipts. The Executive Director further advised the members that the additional expense for registration would be reimbursed with receipts, shuttle expenses would be reimbursed with receipts and subsistences for meals of \$35.00 per day would be reimbursed without receipts

Cynthia Stein moved, Wanda Brooks seconded, and the Board voted unanimously to approve the following actions on applications, requests, etc.:

<u>Name</u>	<u>Request</u>	<u>Action</u>
Celestina Garay	Sit for Mas Cos.	More Info.
Maria V Alba-Rodriguez	Sit for Mas Cos.	Denied
Orlean Jones	Mas Cos Inst/Recip/WA	Denied
Dawei Liu	Mas Cos/Recip/China	Denied
Jin Yang Park	Mas Cos/Recip/Korea	Approved
Diana Fields	Mas Cos/Recip/VA	Approved
Channel Woods	Sit for Mas Cos.	Denied
Cecillia Jarvis	Mas Cos/Recip/Columbia S. America	Denied
Huong M T Trinh	Sit for Mas Cos.	Approved
Stacy Jackson	Sit for Mas Cos.	Denied
Charlene A Murray-Bryant	Sit for Mas Cos.	Approved

There was no further business conducted. The meeting adjourned at 3:00 pm.

_____	_____
Martha Harris, Chairperson – The Georgia State Board of Cosmetology	Date

_____	_____
Mollie Fleeman, Division Director – The Professional Licensing Boards	Date