



**APPLICATION TO ADD CURRICULUM TO
COSMETOLOGY SCHOOL LICENSE**
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 Coliseum Drive • Macon, Georgia 31217
Phone: (404) 424-9966
<https://sos.ga.gov/georgia-state-board-cosmetology-and-barbers>

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Cosmetology/Hair Design/Nail Technology/Esthetics in the State of Georgia.

Please visit our website for a tutorial video: <https://sos.ga.gov/search?type=video&board=Cosmetology%20and%20Barbers>

****IMPORTANT****

The Board cannot process incomplete applications. Any item that is missing, incomplete or incorrect, will delay processing of your application and cannot be reviewed by the Board. Please review your application before submitting to ensure all information and documentation is complete and correct. Incomplete applications are withdrawn after sixty (60) days. Once an application is withdrawn, you will need to submit a new application with all appropriate fees and documents.

APPLICATION CHECKLIST

NON-REFUNDABLE FEE: \$100.00 Payment must be made by check or money order payable to the Georgia State Board of Cosmetology and Barbers. **DO NOT SEND CASH OR COUNTER CHECKS.** Checks returned for insufficient funds are subject to a \$30.00 service charge pursuant to O.C.G.A. §16-9-20. **A processing fee of \$10 shall be included in addition to the application fee.**

- REQUIRED DOCUMENTATION:** The application must be returned to the Georgia State Board of Cosmetology and Barbers accompanied by the following documents:
 - A professional blueprint of the floor plan of the proposed premises drawn to the approximate scale, showing the arrangement of the classrooms, locker space, separate restroom facilities for male and female students, approximate placing of equipment, the entrances and exits, ventilation and lighting, and adequacy of floor space;
 - A list of various items of equipment to be used;
 - A list of items in the school's library;
 - Copies of each instructor's license and notarized letters from each instructor of their intentions to work at the school;
 - Notarized letter identifying the supervising instructor or instructors.

- BOARD REVIEW:** Upon receipt and review of a completed application, an appointment will be scheduled for the Board to meet the applicant(s). The Board will review the submitted blueprints and conduct an interview with the applicant(s) concerning issues of ownership and licensure for school certification in the State of Georgia.

- REQUIRED INSPECTION:** All applicants must pass a preliminary inspection as part of the application process.

Inspection School Checklist

Additional Equipment Required to Teach Esthetics in a Cosmetology School:

- Eight facial chairs or cushioned massage tables *(Rule 240-16-.01)*
- One lavatory bowl for up to fifteen students *(Rule 240-16-.01)*
- Fifteen (15) bona fide students. Either: (1) signed notarized applications or (2) signed notarized letters of intent *(O.C.G.A. § 43-10-12)*
- One (1) mannequin per student *(Rule 240-16-.01)*
- One properly lighted make-up area *(Rule 240-16-.01)*
- One head form or chart per class *(Rule 240-16-.01)*
- One workstation with mirror for each two (2) students *(Rule 240-16-.01)*
- One (1) set of facial equipment per each four (4) workstations or positions to include *(Rule 240-16-.01)*:
 1. Brushing
 2. Vacuum ionization
 3. Glass electrode or high frequency galvanic or cathodic current (grade 2 or lower); and
 4. Spray or mister
- one (1) set of facial equipment per each two (2) workstations or positions to include: *(Rule 240-16-.01)*
 1. Steamer; and
 2. Magnification lamp.
- a basic kit; each student kit shall include the following:
 1. One (1) textbook
 2. One (1) workbook
 3. A current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers
 4. Tweezers
 5. Comedone extractors
 6. Cleaners
 7. Liquid Soap
 8. Skin fresheners (toners)
 9. Astringents
 10. Acids (3.5ph or above)
 11. Moisturizers
 12. Foundation
 13. Concealer
 14. Blusher
 15. Lipstick
 16. Powder
 17. Eye shadow
 18. Mascara
 19. Eyeliners
 20. Eyebrow Pencils
 21. Professional pencil sharpener
 22. Disposable sponges and applicators
 23. Cotton swabs
 24. Round cotton pads

25. Rectangular rolled cotton
26. Cotton balls
27. Wooden spatula
28. Muslin strips; and
29. Disposable gloves

Additional Equipment Required to Teach Nail Tech in a Cosmetology School:

- a minimum of four hand washing sinks separate from restrooms for enrollment up to fifteen (15) students one additional sink for each fifteen (15) students.
- fifteen (15) nail stations with adequate light and two (2) chairs for each student
- proper paraffin wax machine and paraffin wax
- sufficient trays for nail supplies
- closed container for cotton
- fingerbowl with nail brush for each student
- one set of mannequin hands and/or practice fingers per student
- one (1) whirlpool pedicure spa (with fixed plumbing), three (3) footbaths, and current cleaning and disinfection log
- professional electric nail file/drill
- ultraviolet (UV) Gel light
- a basic kit for each student; the basic kit and supplies for nail technology students shall contain the following:
 1. Metal cuticle pusher
 2. Metal nail file
 3. Manicure scissors
 4. Cuticle nippers
 5. Nail implements
 6. Metal nail drill bits
 7. Fingernail clipper
 8. Toenail clipper; and
 9. Tweezers and metal tongs.

School Library Requirements

Esthetics Library:

- Medical Dictionary
- First Aid
- Personality and Charm
- Business Management
- Theory and Practices of Barbering
- Primary Art and Sketching
- Basic Nutrition and Hormones

Nail Care Library:

- Medical Dictionary
- First Aid
- Personality and Charm
- Book of Cosmetic Chemistry
- Business Management
- Book of Esthetics
- Book of Nail Care
- Theory and Practices of Beauty Culture
- Primary Art and Sketching
- Basic Nutrition and Hormones

* This checklist is for reference only and is not all-inclusive. Checklist MUST be completed before calling and scheduling the final inspection. Please refer to Board Rules 240-4, 240-13, 240-14, and 240-15 for all requirements for Cosmetology and Barber schools.