

**NOTICE OF INTENT TO ADOPT PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
CHAPTER 240-13 SCHOOL REQUIREMENTS, RULE 240-13-.04 SCHOOL
AND INSTRUCTOR REQUIREMENTS FOR STUDENT RECORDS
AND NOTICE OF PUBLIC HEARING**

**RULE 240-13-.04 SCHOOL AND INSTRUCTOR REQUIREMENTS FOR
STUDENT RECORDS**

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 Rule 240-13-.04 School and Instructor Requirements for Student Records (herein after “proposed rule”).

This notice, an exact copy of the proposed rule, and a synopsis of the proposed rule are being sent to all persons who have requested, in writing, to be included on a notification list. This notice, an exact copy of the proposed rule, and a synopsis of the proposed rule may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., 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. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/plb/cosmetology>. Copies may also be requested by contacting the Board office at (404) 424-9966.

The public will have an opportunity to comment upon and provide input into the proposed rule at a public hearing to be held at 10:00 a.m., March 21, 2022, in the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. If the Board office remains closed due to the public health emergency (COVID-19), the hearing will be held via teleconference. Please see Board’s website for information on how to join the meeting via teleconference.

Interested parties affected by the rule may submit written comments to the Board no later than close of business on March 14, 2022. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Gabriel Sterling, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Cosmetology and Barbers 237 Coliseum Drive, Macon, Georgia 31217. Written comments may be faxed to (866) 888-9718.

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements will be limited to five (5) minutes per person.

The Board voted to post this Notice of Intent at its meeting on January 10, 2022. The Board also voted that the formulation and adoption of this rule does not impose an 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. § 43-10-12(a)(1)(D). Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. § 43-10-12(a)(1)(D) to adopt or implement differing actions for businesses as listed in 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 in the field of Cosmetology and Barbering.

According to the Department of Law of the State of Georgia, the Georgia State Board of Cosmetology and Barbers has the authority to adopt proposed Rule 240-13-.04 School and Instructor Requirements for Student Records pursuant to authority contained in O.C.G.A. § 43-10-12(a)(1)(D).

For further information, contact the Board office at (404) 424-9966.

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

This the 1st day of February 2022.



Gabriel Sterling
Division Director
Professional Licensing Boards Division

Posted: 2/1/2022

**SYNOPSIS OF PROPOSED CHANGES TO
RULE 240-13-.04 SCHOOL AND INSTRUCTOR REQUIREMENTS FOR STUDENT
RECORDS**

Purpose: The purpose of the proposed amendment is to allow students and apprentices to accumulate theory hours through an online or distance learning platform, and to set monitoring and record retention requirements for schools and approved licensed supervisors.

Rule 240-13-.04 School and Instructor Requirements for Student Records

Requirements for student records and transcripts shall be as follows:

- (a) Each school shall have a curriculum guide and lesson plan used by each instructor for each course taught. Such curriculum guides and lesson plans that encompasses but not limited to the curriculum established by the board for each modality, shall be made available to the Georgia State Board of Cosmetology and Barbers for inspection at all times.
- (b) Student attendance records, ~~and grades,~~ test scores, and all records relating to online and distance learning for the theory portion of the curriculum 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) A weekly work sheet signed by the student and the instructor either in ink or by electronic signature shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled monthly and shall be subject to review by the Georgia State Board of Cosmetology and Barbers at any time.
- (d) Progress Reports on students' attendance and grades shall be current and shall be made available for inspection by the Georgia State Board of Cosmetology and Barbers 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 and Barbers within thirty (30) days of withdrawal.
- (e) Certification of completed training shall be included with the examination application.
- (f) Each school shall provide transcripts to students pursuant to O.C.G.A. § 43-10-12(D).
- (g) School hours and student records shall be submitted to the Board upon request regardless of any financial obligation the student has to the school.

Authority: O.C.G.A. § 43-10-12(a)(1)(D).

Rule 240-13-.04 School and Instructor Requirements for Student Records

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- (a) Each school shall have a curriculum guide and lesson plan used by each instructor for each course taught. Such curriculum guides and lesson plans that encompasses but not limited to the curriculum established by the board for each modality, shall be made available to the Georgia State Board of Cosmetology and Barbers for inspection at all times.
- (b) Student attendance records, grades, test scores, and all records relating to online and distance learning for the theory portion of the curriculum 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) A weekly work sheet signed by the student and the instructor either in ink or by electronic signature shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled monthly and shall be subject to review by the Georgia State Board of Cosmetology and Barbers at any time.
- (d) Progress Reports on students' attendance and grades shall be current and shall be made available for inspection by the Georgia State Board of Cosmetology and Barbers 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 and Barbers within thirty (30) days of withdrawal.
- (e) Certification of completed training shall be included with the examination application.
- (f) Each school shall provide transcripts to students pursuant to O.C.G.A. § 43-10-12(D).
- (g) School hours and student records shall be submitted to the Board upon request regardless of any financial obligation the student has to the school.

Authority: O.C.G.A. § 43-10-12(a)(1)(D)

**NOTICE OF INTENT TO ADOPT PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
CHAPTER 240-13 SCHOOL REQUIREMENTS, RULE 240-13-.05 ONLINE
AND DISTANCE LEARNING REQUIREMENTS
AND NOTICE OF PUBLIC HEARING**

RULE 240-13-.05 ONLINE AND DISTANCE LEARNING REQUIREMENTS

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 Rule 240-13-.05 Online and Distance Learning Requirements (herein after “proposed rule”).

This notice, an exact copy of the proposed rule, and a synopsis of the proposed rule are being sent to all persons who have requested, in writing, to be included on a notification list. This notice, an exact copy of the proposed rule, and a synopsis of the proposed rule may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., 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. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/plb/cosmetology>. Copies may also be requested by contacting the Board office at (404) 424-9966.

The public will have an opportunity to comment upon and provide input into the proposed rule at a public hearing to be held at 10:00 a.m., March 21, 2022, in the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. If the Board office remains closed due to the public health emergency (COVID-19), the hearing will be held via teleconference. Please see Board’s website for information on how to join the meeting via teleconference.

Interested parties affected by the rule may submit written comments to the Board no later than close of business on March 14, 2022. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Gabriel Sterling, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Cosmetology and Barbers 237 Coliseum Drive, Macon, Georgia 31217. Written comments may be faxed to (866) 888-9718.

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements will be limited to five (5) minutes per person.

The Board voted to post this Notice of Intent at its meeting on January 10, 2022. The Board also voted that the formulation and adoption of this rule does not impose an 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. §§ 43-1-25, 43-10-2(d), 43-10-12, and 43-10-13(a). Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. §§ 43-1-25, 43-10-2(d), 43-10-12, and 43-10-13(a) to adopt or implement differing actions for businesses as listed in 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 in the field of Cosmetology and Barbering.

According to the Department of Law of the State of Georgia, the Georgia State Board of Cosmetology and Barbers has the authority to adopt proposed Rule 240-13-.05 Online and Distance Learning Requirements pursuant to authority contained in O.C.G.A. §§ 43-1-25, 43-10-2(d), 43-10-12, and 43-10-13(a).

For further information, contact the Board office at (404) 424-9966.

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

This the 1st day of February 2022.



Gabriel Sterling
Division Director
Professional Licensing Boards Division

Posted: 2/1/2022

**SYNOPSIS OF PROPOSED CHANGES TO ADOPT
RULE 240-13-.05 ONLINE AND DISTANCE LEARNING REQUIREMENTS**

Purpose: The purpose of the proposed adoption is to allow students and apprentices to accumulate theory hours through an online or distance learning platform, and to set monitoring and record retention requirements for schools and approved licensed supervisors.

Rule 240-13-.05 Online and Distance Learning Requirements

Board licensed or approved schools and supervising licensees may teach the theoretical portion of the curriculum to their students or apprentices through online or distance learning classes. All practical training must be hands-on and taught on the clinic floor inside the school by a Board licensed or approved instructor. Practical training for apprentices must be monitored by the designated licensed supervisor inside the Board approved salon or shop. Schools shall maintain test results and records of the monitoring process in accordance to Rule 240-13-.04(b), and apprentice test results and records shall be maintained in accordance with Rule 240-5-.03(c).

(a) Barbering

1. Master Barber

A student enrolled in a Board licensed or approved Master Barber program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or two hundred (200) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

2. Barber II

A student enrolled in a Board licensed or approved Barber II program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to one hundred ninety (190) hours of Level I credit, and/or two hundred (200) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

(b) Cosmetology

1. Master Cosmetology

A student enrolled in a Board licensed or approved Master Cosmetology program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

2. Hair Design

A student enrolled in a Board licensed or approved Hair Design program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

3. Esthetician

A student enrolled in a Board licensed or approved Esthetician program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

4. Nail Technician

A student enrolled in a Board licensed or approved Nail Technician program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to one hundred and forty (140) hours of Level I credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

(c) Cosmetology and Barber Instructors

A student enrolled in a Board licensed or approved Master Cosmetology, Esthetician, Nail Technician, Hair Designer, Master Barber, or Barber II Instructor training program may accrue up to two hundred and twenty five (225) hours of credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

Authority: O.C.G.A. §§ 43-1-25, 43-10-2(d), 43-10-12, and 43-10-13

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Board licensed or approved schools and supervising licensees may teach the theoretical portion of the curriculum to their students or apprentices through online or distance learning classes. All practical training must be hands-on and taught on the clinic floor inside the school by a Board licensed or approved instructor. Practical training for apprentices must be monitored by the designated licensed supervisor inside the Board approved salon or shop. Schools shall maintain test results and records of the monitoring process in accordance to Rule 240-13-.04(b), and apprentice test results and records shall be maintained in accordance with Rule 240-5-.03(c).

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(b) Cosmetology

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Authority: O.C.G.A. §§ 43-1-25, 43-10-2(d), 43-10-12, and 43-10-13(a)