

## SUBCHAPTER 14T – COSMETIC ART SCHOOLS

### SECTION .0100 - SCOPE AND SCHOOL APPLICATIONS

#### 21 NCAC 14T .0101 SCOPE

(a) These Rules apply to existing and new schools as follows:

- (1) Rules in this Subchapter apply to all cosmetic art schools making initial application to operate a cosmetic art school after the effective date of these Rules.
- (2) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter may choose to comply with Section .0100 and .0200, Rules .0302-.0305 of this Subchapter.
- (3) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter must comply with Rule .0301, Section .0400, Rules .0602-.0610, .0614, and .0615 of this Subchapter upon the enrollment of students after the effective date of these Rules.
- (4) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter must comply with Rules .0501, .0502, .0601, .0611-.0613, .0616,-.0901 upon the effective date of the rules in this Subchapter.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

#### 21 NCAC 14T .0102 NEW SCHOOL APPLICATIONS

(a) Persons desiring to operate a cosmetic art school in the state of North Carolina shall make application for licensure by submitting to the Board the Board's School Application. The Board's School Application shall include:

- (1) School name;
- (2) Cosmetic Art discipline(s) to be taught;
- (3) Physical address and mailing address;
- (4) Phone number;
- (5) Email address;
- (6) Ownership type;
- (7) Reason for application;
- (8) Owner name;
- (9) School contact person with phone number and email address; and
- (10) List of teachers with cosmetic art license number.

(b) School application forms must be submitted along with supporting documents as follows:

- (1) Proof of bond as required by G.S. 88B-17;
- (2) Diagram with location of equipment placement and marking square footage of all areas including classrooms, dispensary, water supplies, stations, locker room/dressing room, office areas, reception areas and restroom facilities;
- (3) Course curriculum for each cosmetic art discipline and teacher trainee program to be taught in the school;
- (4) Plans for record keeping of student hours, minimum course requirement qualifications, and student performances;
- (5) Evaluation plans for the assignment of performance services, the qualifications for passing a performance requirement and techniques for grading of performances;
- (6) Handbook for students containing student policies on attendance, leave of absence policy, performance assignment, and a plan to assist students to achieve the required minimum hours and performances per 21 NCAC 14T .0602-.0610;
- (7) A raised seal identifying the school name and physical location to be used on all Board forms, reports, and other official papers;
- (8) Documentation of local municipality fire, occupancy, electrical and plumbing approval; and
- (9) School operation schedule including days, hours and observed holidays.

(c) The Board shall not approve an application for a license until all plans, furniture, supplies and equipment as prescribed by the rules in this Subchapter have been installed.

(d) The Board shall issue a license to any cosmetic art school that meets the requirements of this Subchapter.

*History Note: Authority G.S. 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January  
13, 2015;  
Amended Eff. December 1, 2016.*

## **SECTION .0200 - PHYSICAL REQUIREMENTS FOR COSMETIC ART SCHOOLS**

### **21 NCAC 14T .0201 ALL COSMETIC ART SCHOOLS**

- (a) Cosmetology schools must have the following physical departments:
- (1) Practice Department – a minimum of 200 square feet with a table or tables and or stands to accommodate at least 10 students and have at least 40 inches between each mannequin. Cosmetic art schools must provide an additional 5 square feet in the practice department for each student over the maximum of 10. This area shall have at least one mirror of a minimum of two square feet.
  - (2) Clinic Department – the clinic floor for performance of all cosmetic art services. Within the clinic area each school shall have:
    - (A) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
    - (B) 24 inches from the center of the chair forward;
    - (C) 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and
    - (D) at least 30 inches of space from the back of each styling chair, esthetics table to the wall of the school.
  - (3) Dispensary – a room or area to organize and maintain supplies, equipment for disinfection of all implements and a sink with hot and cold running water. All cosmetic art schools must have the required equipment to carry out disinfection procedures per 21 NCAC 14H .0404;
  - (4) Theory classroom – classroom with a minimum of 300 square feet to accommodate a maximum of 25 students. Cosmetic art schools must provide an additional 8 square feet in the theory classroom for each student over the maximum of 25;
  - (5) Office – administrative office for the secure and locked facilitation of student records and files. This office shall be outfitted with a minimum of one desk and one chair;
  - (6) Reception area – a reception area for clients to wait prior to receiving services;
  - (7) Break room for student use;
  - (8) Restrooms for student and public use;
  - (9) Locker or dressing room – a locker or room for students to secure and lock personal belongings throughout the day; and
  - (10) All stations as defined in Rule .0302 of this Subchapter must be numbered numerically.
- (b) Manicuring, esthetics and natural hair care schools must have the following physical departments:
- (1) Clinic Department – the clinic floor for performance of all cosmetic art services. Within the clinic area each school shall have:
    - (A) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
    - (B) 24 inches from the center of the chair forward;
    - (C) 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and
    - (D) at least 30 inches of space from the back of each styling chair or esthetics table to the wall of the school.
  - (2) Dispensary – a room or area to organize and maintain supplies, equipment for disinfection of all implements and a sink with hot and cold running water. All cosmetic art schools shall have the required equipment to carry out disinfection procedures per 21 NCAC 14H .0404;
  - (3) Theory classroom – a room or area with equipment for theory training appropriate to both practical and theory learning including desks and chairs.
  - (4) Office – administrative office for the secure and locked facilitation of student records and files. This office shall be outfitted with a minimum of one desk and one chair;
  - (5) Reception area – a reception area for clients to wait prior to receiving services;

- (6) Break room for student use;
  - (7) Restrooms for student and public use;
  - (8) Locker or dressing room – a locker or room for students to secure/lock personal belongings throughout the day; and
  - (9) All stations must be numbered numerically.
- (c) Each cosmetic art school must display a sign in a conspicuous place in the reception area. The sign cannot be smaller than 12 inches by 18 inches, with lettering at least one and one half inches in size and must read as follows: "Cosmetic Art School Work Done Exclusively by Students."
- (d) Each of the requirements listed within this Rule must be located within the same building with the exception of the theory classroom which may be located in an adjacent building or another building within 500 feet of the main cosmetic art building.
- (e) All Cosmetic Art schools must post hours of operation per cosmetic art discipline and submit this information to the Board. Any changes to the hours of operation must be posted and submitted to the Board. A school shall be considered open by the Board when cosmetic art instruction, services or performances are provided.
- (f) Cosmetic art schools may not offer student hours or performances unless they are in compliance with Paragraph (a) of this Rule.
- (g) All cosmetic art schools must adhere to any federal, state and local government regulation or ordinance regarding fire safety codes, plumbing and electrical work.
- (h) All cosmetic art schools must maintain a ventilation system in good working order with temperature control. During school operating hours the temperature must be maintained between 60 and 85 degrees Fahrenheit.
- (i) All equipment in cosmetic art schools shall be in working order; kept in safe repair; and installed in such a manner as to facilitate proper usage.
- (j) All cosmetic art school buildings shall be maintained. Maintenance includes the safe and working condition of the physical building, furniture, equipment and supplies.
- (k) All cosmetic art schools must maintain a bulletin board in plain sight of the clinic floor. The bulletin board shall be used to display at all times the Board sanitation rules in 21 NCAC 14H and the sanitation grade card issued to the school.
- (l) All cosmetic art schools must post together the school letter of approval, the school license and all cosmetic art licenses issued to the teachers on staff.
- (m) Each room in a cosmetic art school must be labeled according to its assigned purpose.
- (n) Each theory classroom shall be equipped with desks or chairs suitable for classroom work and one chair suitable for demonstrating cosmetic art practices.
- (o) When a school and a shop are under the same ownership:
- (1) separate operation of the shop and school shall be maintained;
  - (2) if the school and shop are located in the same building, separate entrances and visitor reception areas shall be maintained; and
  - (3) the school and shop shall have separate public information releases, advertisements, names and advertising signs.
- (p) A cosmetic art school must maintain space and equipment appropriate to both practical and theory learning including desks and chairs, and station requirements so that each student in attendance has a location within which to complete assigned tasks.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. January 1, 2016.*

## **21 NCAC 14T .0202 COSMETOLOGY SCHOOLS**

Cosmetology Schools must have the following physical departments: Advanced Department - a minimum clinic floor of 1200 square feet which shall accommodate a maximum of 40 enrolled advanced students. All cosmetology schools must provide an additional 10 square feet on the clinic floor for each enrolled advanced student over 40. Each side approach shampoo bowl must be at least 40 inches apart, center of bowl to center of bowl; free standing shampoo bowls must be at least 31 inches apart, center of bowl to center of bowl.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**21 NCAC 14T .0203 ESTHETICS SCHOOLS**  
**21 NCAC 14T .0204 MANICURING SCHOOLS**  
**21 NCAC 14T .0205 NATURAL HAIR CARE SCHOOLS**

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. October 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015 (.0203,.0204);  
Readopted Eff. January 1, 2016 (.0205);  
Repealed Eff. December 1, 2016.

**SECTION .0300 - SCHOOL EQUIPMENT AND SUPPLIES**

**21 NCAC 14T .0301 EQUIPMENT FOR ALL COSMETIC ART SCHOOLS**

All cosmetic art schools shall maintain for student use, in a dispensary, supplies for all cosmetic art services offered in the school.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**21 NCAC 14T .0302 EQUIPMENT FOR COSMETOLOGY SCHOOLS**

(a) The practice department in a cosmetology school shall be equipped with the following equipment:

- (1) One manicure table and stool;
- (2) One shampoo bowl and chair.
- (3) Thermal styling equipment for the purpose of curling and straightening hair;
- (4) Visual aids; and
- (5) One mannequin practice table or stand to accommodate each student in the practice department.

(b) The clinic department in a cosmetology school shall be equipped with the following for up to 40 students in the department:

- (1) 20 stations. Each station shall include one mirror, one electrical outlet, and one hydraulic chair;
- (2) Four hooded floor type dryers and chairs;
- (3) Four shampoo bowls and chairs.
  - (A) each side approach shampoo bowl shall be at least 40 inches apart, center of bowl to center of bowl;
  - (B) each free standing shampoo bowl shall be at least 31 inches apart, center of bowl to center of bowl;
  - (C) all other types of shampoo bowls shall be at least 31 inches apart, center of bowl to center of bowl;
- (4) Two manicure tables and stools;
- (5) One pedicure station that shall include a chair, a foot bath, and a stool; and
- (6) One facial treatment table or chair and a stool.

(c) The clinic department in a cosmetology school shall be equipped with the following equipment if there are more than 40 enrolled advanced students:

- (1) One station for each additional two students;
- (2) One shampoo bowl for each additional 10 students;
- (3) One manicure table and stool for each additional 15 students;
- (4) One pedicure station for each additional 20 students; and
- (5) One facial lounge or chair for each additional 40 students.

(d) Cosmetology schools that also offer the disciplines of esthetics, and manicuring shall be equipped with one additional station (as defined in this section per discipline) per five students and the equipment requirements specific to the discipline.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. January 1, 2016.*

#### **21 NCAC 14T .0303 EQUIPMENT FOR ESTHETICS SCHOOLS**

(a) The practice department in an esthetics school shall be equipped with one mannequin practice table or stand to accommodate each student in the practice department.

(b) The clinic department in an esthetics school shall be equipped with the following for up to 20 students:

- (1) Ten stations: a station shall include a facial treatment chair or treatment table and one stool;
- (2) a waste container at each station;
- (3) One facial vaporizer;
- (4) One galvanic current apparatus;
- (5) One infra-red lamp;
- (6) One woods lamp;
- (7) One magnifying lamp;
- (8) One hair removal wax system;
- (9) One thermal wax system;
- (10) One suction machine;
- (11) One exfoliation machine with brushes; and
- (12) One hand washing sink with hot and cold running water, separate from restrooms.

(c) The clinic department in an esthetics school shall be equipped with the following if there are more than 20 enrolled students:

- (1) One station for each additional two students: a station shall include one facial treatment table or chair and one stool; and
- (2) Two hand washing sinks with hot and cold running water, separate from restrooms.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. October 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. January 1, 2016.*

#### **21 NCAC 14T .0304 EQUIPMENT FOR MANICURING SCHOOLS**

(a) The practice department in a manicuring school shall be equipped with one mannequin practice table or stand to accommodate each student enrolled in the practice department.

(b) The clinic department in a manicuring school shall be equipped with the following for up to 20 students:

- (1) Two hand washing sinks with hot and cold running water, separate from restrooms, located in or adjacent to the clinic area;
- (2) Ten work tables with two chairs per table;
- (3) Ten pedicure chairs and basins;
- (4) A waste container at each station; and
- (5) A covered container for soiled or disposable towels located in the clinic area.

(c) The clinic department in a manicuring school shall be equipped with the following if there are more than 20 enrolled students:

- (1) One station for each additional two students, a station shall include one work table and two chairs; and
- (2) Two hand washing sinks with hot and cold running water, separate from restrooms.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*

*Eff. January 1, 2012;*  
*Amended Eff. October 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. January 1, 2016.*

**21 NCAC 14T .0305 EQUIPMENT FOR NATURAL HAIR CARE STYLING SCHOOLS**

- (a) The practice department in a natural hair care styling school shall be equipped with the following:
- (1) Styling equipment for the purpose of natural hair care;
  - (2) Visual aids; and
  - (3) One mannequin practice table or stand to accommodate each student.
- (b) The clinic department in a natural hair care styling school shall be equipped with the following for up to 16 students:
- (1) Two shampoo bowls and chairs as follows:
    - (A) each side approach shampoo bowl shall be 40 inches apart center of bowl to center of bowl; and
    - (B) each free standing shampoo bowl shall be 31 inches apart center of bowl to center of bowl;
  - (2) Eight stations. A station shall include one mirror and one hydraulic chair;
  - (3) One hooded floor type dryer; and
  - (4) Styling equipment for the purpose of natural hair care.
- (c) The clinic department in a natural hair care styling school shall be equipped with an additional station for every two students if there are more than 16 enrolled students.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Amended Eff. October 1, 2012;*  
*Readopted Eff. January 1, 2016.*

**SECTION .0400 - STUDENT EQUIPMENT**

**21 NCAC 14T .0401 COSMETOLOGY AND APPRENTICE STUDENT EQUIPMENT**

Each cosmetology and apprentice cosmetology student shall be supplied with following equipment:

- (1) Implements for a complete manicure;
- (2) 12 combs;
- (3) Two capes;
- (4) Six brushes;
- (5) Thirty-six assorted clips;
- (6) Assorted smooth rollers;
- (7) Hard rubber or nonflammable comb for heat protection used in thermal styling;
- (8) One electric marcel iron;
- (9) One razor and one clipper;
- (10) One thinning shears;
- (11) One shaping shears;
- (12) One eyebrow tweezer;
- (13) One tint brush;
- (14) One mannequin with hair; and
- (15) One blow dryer.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

**21 NCAC 14T .0402 ESTHETICS STUDENT EQUIPMENT**

Each esthetics school shall supply each esthetician student with the following:

- (1) Draping;
- (2) Spatulas;
- (3) Tweezers;
- (4) Make up supplies; and
- (5) One mannequin.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**21 NCAC 14T .0403 MANICURING STUDENT EQUIPMENT**

Each manicuring school shall provide each manicurist student with the following:

- (1) A manicurist bowl;
- (2) Nail brushes;
- (3) A tray for manicuring supplies;
- (4) One mannequin hand;
- (5) A manicuring kit containing proper implements for manicuring and pedicuring; and
- (6) Implements for artificial nails, nail wraps and tipping.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**21 NCAC 14T .0404 NATURAL HAIR CARE STYLING STUDENT EQUIPMENT**

Each natural hair care school shall supply each natural hair care student with the following:

- (1) Six combs;
- (2) Six brushes;
- (3) Ten clips;
- (4) Mannequin with hair;
- (5) One blowdryer; and
- (6) Two capes.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**SECTION .0500 - RECORD KEEPING**

**21 NCAC 14T .0501 SUBMISSION OF RECORDS**

All cosmetic art schools must submit to the Board the appropriate, completed, original Board form for each student including enrollment, transfer, withdrawal and graduation. Cosmetic art student forms shall be submitted to the Board within the required time frame established in the following table.

15 Days	30 Days
Esthetics, Manicuring, Natural Hair Care and Teacher trainee forms including: enrollments, withdrawals, and transfers	Cosmetology forms including: enrollments, withdrawals, transfers and graduations
	Esthetics, Manicuring, Natural Hair care and Teacher trainee graduation forms

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

**21 NCAC 14T .0502 PERMANENT RECORDS, FORMS AND DOCUMENTATION**

(a) Cosmetic art schools must maintain locked storage for the permanent files of all enrolled students and students who have withdrawn or graduated within the last six months together in one room within the approved square footage of the cosmetic art school. Withdrawal and graduation forms reviewed by the Board or an agent of the Board may be removed from this room. The permanent file shall include a copy of:

- (1) Board Enrollment Form;
- (2) Documentation of student receipt of school policies, school and student contract and the Board felony policy;
- (3) All applicable Board Withdrawal Forms;
- (4) Social security card for any individual who has a social security number or tax ID card or student visa information;
- (5) Government issued ID and proof of date of birth;
- (6) Grades for all examinations and documentation for pass performances;
- (7) Documentation for any leave of absence over 30 days;
- (8) Transfer of hours form documenting hours earned in other schools and hours accepted by current school; and
- (9) Graduation Form.

(b) The school shall keep onsite, records of hours earned daily including field trip hours and documentation of field trip hours updated with a running grand total:

- (1) A daily record shall be kept of the performances for each student, showing the actual date of the performance and the teacher who approved the performance;
- (2) A daily record shall be kept of the actual number of hours of attendance; and
- (3) An updated Performance Record.

(c) When a student enrolled in a cosmetic art school withdraws from the school, the cosmetic art school shall report the withdrawal to the Board.

(d) If a student withdraws from a cosmetic art discipline within the first five days, the school need not submit the enrollment to the Board.

(e) The graduation form documentation must be signed by on site school staff or on site school administrators and must have the seal of the school affixed. The original graduation form documentation must be prepared on the Board form and shall indicate that the applicable requirement of this Chapter have been met. The cosmetic art school shall mail the graduation form to the Board at the Board's address set forth in Rule 14A .0104 or submit the graduation form via the Board's school documents portal at [www.nccosmeticarts.com](http://www.nccosmeticarts.com) within 30 days of the student's graduation date.

(f) All forms submitted to the Board must be sealed originals or a digital scan of sealed originals and a copy shall be maintained in the school permanent file storage. Except for student signatures, all forms submitted to the Board must be completed, by on site school staff or on site school administrators. Board forms shall be used for the sole purpose of documenting to the Board student records and shall not be used to notify students of enrollment, transfer of hours, withdrawal or graduation.

(g) Changes or corrections made by the school to any Board form must be submitted to the Board with supporting documentation.

(h) All cosmetic art schools must maintain on file at the school an original daily record of enrolled students' hour and performances. This record must be kept in a secured location under lock and key but made available for review by the Board or its agent at any time.

(i) All records kept by a cosmetic art school on a student who has withdrawn or graduated must be kept in the school's locked files for future reference until the date the student is accepted for the Board examination or five years after the date the student first enrolled in the school, whichever occurs earlier. Forms reviewed by the Board or an agent of the Board may be removed from this room.

(j) The record of all hours and performances must be documented in writing. Credit issued to students that cannot be verified may be eliminated from the student record by an agent of the Board.

(k) Access to student records must be limited to agents of the Board, teachers and administrators of the school. Records cannot be altered offsite. Records altered onsite must have documentation supporting the change attached.

(l) All individuals in a cosmetic art school receiving cosmetic art education, earning hours, performing or practicing cosmetic art services must be enrolled in the school.



- (m) Only teachers reported to the Board as employees of a cosmetic art school may grade practical student examinations and evaluate pass or fail of student performances. Only on site teachers, on site school administrators or on site school staff shall record student hours and performances, grade examinations and determine completion and record credit of live model and mannequin performances.
- (n) Minimum scores required for examinations and the successful completion of live model/mannequin performances as determined through the school's evaluation plan that is approved by the Board at the time of application shall be disclosed to students at the time of enrollment. Passing grades and performances cannot be credited to students who fail to meet the requirements of the evaluation plan.
- (o) Cosmetic art schools must provide to each student a copy of school policies, the Board felony policies and shall retain for the permanent file a copy of the student's acknowledgement of receipt of these policies.
- (p) The names of students with unsatisfied academic obligations shall not be submitted to the Board as graduates but may be submitted as withdrawn.
- (q) Cosmetic art schools shall not report to the Board the unsatisfied financial obligations of any cosmetic art student. Cosmetic art schools shall not prevent the graduation of students who have met the Board minimum requirements and passed all school academic requirements.
- (r) Records of hours must be rounded to no more than the nearest quarter hour. Cosmetic art schools shall not give or deduct hours or performances as rewards or penalties.
- (s) An applicant may receive credit for instruction taken in another state if the conditions set forth in this Paragraph are met. In order to determine if the conditions have been met the applicant's record shall be certified by the state agency or department that issues licenses to practice in the cosmetic arts. If this agency or department does not maintain any student records or if the state does not give license to practice in the cosmetic arts, then the records may be certified by any state department or state agency that does maintain such records and is willing to certify their accuracy. If no state department or board will certify the accuracy of the student's records, then the Board shall review the student's records for validity on a case-by-case basis using the documentation provided by the student.
- (t) Hours transferred between open North Carolina schools must be obtained by the submission of the Board transfer form mailed directly from the school in which the hours are earned with the school seal affixed, with grades for examinations and performances to the new school in which a student enrolls. Such original documentation shall be submitted to the Board with enrollment. Transfer forms shall include the following:
- (1) Student name and social security number;
  - (2) School code;
  - (3) Course type and total number of live model and mannequin service performances;
  - (4) Enrollment date and last date of attendance;
  - (5) Number of hours and minutes completed;
  - (6) School owner name and signature; and
  - (7) School seal.
- (u) A student must pass an entrance examination given by the school to which the student is transferring for the hours to be transferred from one cosmetic art school to another.

*History Note: Authority G.S. 88B-4; 88B-16;  
 Eff. January 1, 2012;  
 Amended Eff. January 1, 2014; June 1, 2013;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
 Amended Eff. December 1, 2016.*

## **SECTION .0600 - CURRICULA**

### **21 NCAC 14T .0601 COSMETIC ART CURRICULA**

- (a) Cosmetic art schools shall develop and submit to the Board a curriculum of each discipline to be taught at the school. The curriculum, once approved by the Board's standards listed in Rules .0602-.0610, of this Section shall be adhered to and lessons developed from the approved curriculum.
- (b) Before a student may perform a live model performance the student shall pass the respective mannequin performance evaluation plan and blood exposure and disinfection procedure evaluation plan submitted by the school as required in Rule .0102 of this Subchapter.

(c) Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client.

(d) All cosmetic art students shall receive training on Material Safety Data Sheets prepared by the manufacturer on all products used by the school's students in performances.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
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## **21 NCAC 14T .0602 COSMETOLOGY CURRICULUM**

(a) To meet the approval of the Board, a cosmetologist training course shall consist of 1500 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

- (1) Professional image;
- (2) Sanitation;
- (3) Bacteriology;
- (4) Disinfection;
- (5) First aid;
- (6) Anatomy;
- (7) Electricity,
- (8) Chemistry;
- (9) Professional ethics;
- (10) Draping;
- (11) Shampooing;
- (12) Roller sets;
- (13) Pin curls;
- (14) Ridge curls with C shaping;
- (15) Fingerwaves;
- (16) Braids;
- (17) Artificial hair;
- (18) Up-styles;
- (19) Blowdrying;
- (20) Brush control;
- (21) Blowdrying with curling iron;
- (22) Pressing or thermal;
- (23) Hair cutting;
- (24) Partings;
- (25) Perm wraps;
- (26) Relaxer sectioning;
- (27) Color application sectioning;
- (28) Scalp treatments;
- (29) Manicures;
- (30) pedicures;
- (31) artificial nails; and
- (32) Styles and techniques of cosmetology services including:
  - (A) Arranging;
  - (B) Dressing;
  - (C) Curling;
  - (D) Waving;
  - (E) Cutting techniques and implements including razors, clippers, thinning shears, and shears;
  - (F) Cleansing;
  - (G) Cutting;
  - (H) Singeing;
  - (I) Bleaching, or coloring hair;

- (J) Esthetics;
- (K) Manicuring;
- (L) Business management; and
- (M) Salon business.

(b) Performances shall be defined as the systematic completion of all steps for safe and effective cosmetic art services to a client and shall include the following:

<u>Practical Performance Requirements</u>	<u>Performances</u>
Scalp and hair treatments	10
Fullhead fingerwave and style	5
Fullhead pincurl and style	5
Hair styling - sets, blowdrying, thermal press or flat iron, and artificial hair	170
Haircuts	85
Chemical reformation or permanent waving and relaxers	35
Temporary color	2
Color application - semi, demi, permanent color, and hair lightening	40
Multidimensional color - low or high lighting, cap, or bleach	25
Lash and brow color	2
Nail care - manicures and pedicures	15
Artificial nails sets which includes all four fingers and thumb	5
Facials with surface manipulations	10
Makeup application	2
Hair removal – razor, cream, waxing, or tweezing	5

(c) Sharing of performance completions shall not be allowed.

(d) Credit for a performance shall be given to only one student.

(e) Certification of performance completions shall be required on the graduation form and application for the Board examination. Graduation forms shall include the following:

- (1) Student name and social security number;
- (2) School code;
- (3) Course type completed;
- (4) Date of course completion;
- (5) Number of hours and minutes completed;
- (6) School owner name and signature; and
- (7) School seal.

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; June 1, 2013; October 1, 2012;  
Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0603 APPRENTICE COSMETOLOGY CURRICULUM**

(a) To meet the approval of the Board, a cosmetologist training course shall consist of 1200 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

- (1) Professional image;
- (2) Sanitation;
- (3) Bacteriology;
- (4) Disinfection;
- (5) First aid;
- (6) Anatomy;
- (7) Electricity,
- (8) Chemistry;

- (9) Professional ethics;
- (10) Draping;
- (11) Shampooing;
- (12) Roller sets;
- (13) Pin curls;
- (14) Ridge curls with C shaping;
- (15) Fingerwaves;
- (16) Braids;
- (17) Artificial hair;
- (18) Up-styles;
- (19) Blowdrying;
- (20) Brush control;
- (21) Blowdrying with curling iron;
- (22) Pressing or thermal;
- (23) Hair cutting;
- (24) Partings;
- (25) Perm wraps;
- (26) Relaxer sectioning;
- (27) Color application sectioning;
- (28) Scalp treatments;
- (29) Manicures;
- (30) pedicures;
- (31) artificial nails; and
- (32) Styles and techniques of cosmetology services including:
  - (A) Arranging;
  - (B) Dressing;
  - (C) Curling;
  - (D) Waving;
  - (E) Cutting techniques and implements including razors, clippers, thinning shears, and shears;
  - (F) Cleansing;
  - (G) Cutting;
  - (H) Singeing;
  - (I) Bleaching, or coloring hair;
  - (J) Esthetics;
  - (K) Manicuring;
  - (L) Business management; and
  - (M) Salon business.

(b) Performances shall be defined as the systematic completion of all steps for safe and effective cosmetic art services to a client and shall include the following:

<b>Performance Requirements</b>	<b>Performances</b>
Scalp and hair treatments	4
Fullhead fingerwave and style	3
Fullhead pincurl and style	3
Hair styling - sets, blowdrying, thermal press or flat iron, and artificial hair	136
Haircuts	68
Chemical reformation or permanent waving and relaxers	27
Temporary color	1
Color application - semi, demi, permanent color, and hair lightening	19
Multidimensional color - low or high lighting, cap, or bleach	8
Lash and brow color	1
Nail care - manicures and pedicures	12

Artificial nails sets which includes all four fingers and thumb	4
Facials with surface manipulations	7
Makeup application	1
Hair removal removal – razor, cream, waxing, or tweezing	3

(c) Certification of performance completions shall be required on the graduation form and application for the Board examination.

(d) Sharing of performance completions shall not be allowed.

(e) Credit for a performance shall be given to only one student.

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; June 1, 2013; September 1, 2012;  
Readopted Eff. January 1, 2016.*

## **21 NCAC 14T .0604 ESTHETICS CURRICULUM**

(a) To meet the approval of the Board, an esthetician training course shall consist of at least 600 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

- (1) Anatomy or physiology;
- (2) Hygiene;
- (3) Disinfection;
- (4) First aid;
- (5) Chemistry;
- (6) Draping;
- (7) Facial or body treatment (cleansing, manipulations, masks);
- (8) Hair removal;
- (9) Basic dermatology;
- (10) Skin care machines, electricity, and apparatus;
- (11) Aromatherapy;
- (12) Nutrition;
- (13) Make-up or color theory;
- (14) Styles and techniques of esthetics services including:
  - (A) Facials;
  - (B) Makeup application;
  - (C) Performing skin care;
  - (D) Hair removal;
  - (E) Eyelash extensions;
  - (F) Applying brow and lash color;
  - (G) Business management; and
  - (H) Professional ethics.

(b) Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:

<b>Performance Requirements</b>	<b>Performances</b>
Facials Manual (skin analysis, cleansing, surface manipulations, packs, and masks)	40
Facials Electronic (the use of electrical modalitus, including dermal lights, and electrical apparatus for facials and skin care including galvanic and faradic)	30
Eyebrow arching	20
Hair removal (hard wax, soft wax, and depilatories)	30
Makeup application (skin analysis, complete and corrective makeup)	30
Eyelash extensions	10

Brow and lash color	10
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- (c) Certification of performance completions shall be required on the graduation form and Board's application for the examination.
- (d) Sharing of performance completions shall not be allowed.
- (e) Credit for a performance shall be given to only one student.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. January 1, 2015; August 1, 2014; Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0605 MANICURING CURRICULUM**

(a) To meet the approval of the Board, a manicurist training course shall consist of at least 300 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

- (1) Manicuring theory;
- (2) Disinfection;
- (3) First aid;
- (4) Trimming;
- (5) Filing;
- (6) Shaping;
- (7) Decorating;
- (8) Arm and hand manipulation;
- (9) Sculptured and artificial nails;
- (10) Pedicuring
- (11) Styles and techniques for the care, treatment, and decoration of the following:
  - (A) Fingernails;
  - (B) Toenails;
  - (C) Cuticles;
  - (D) Nail extensions and artificial nails;
  - (E) Electric file;
  - (G) Business management; and
  - (G) Professional ethics.

(b) Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:

<b>Performance Requirements</b>	<b>Performances</b>
Manicures including trimming, filing, shaping, decorating, and arm and hand manipulations	15
Applications or repair of sculptured or artificial nail sets including all four fingers and thumb.	20
Pedicures	10

- (c) Certification of performance completions shall be required on the graduation form and Board's application for the examination.
- (d) Sharing of performance completions shall not be allowed.
- (e) Credit for a performance shall be given to only one student.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. January 1, 2015; August 1, 2014; Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0606 NATURAL HAIR CARE CURRICULUM**

(a) To meet the approval of the Board, a natural hair care styling training course shall consist of 300 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

- (1) Sanitation;
- (2) Bacteriology;
- (3) Disinfection;
- (4) First aid;
- (5) Shampooing;
- (6) Draping;
- (7) Anatomy;
- (8) Disorders of the hair and scalp;
- (9) Client consultation;
- (10) Styles and techniques of natural hair styling including:
  - (A) Twisting;
  - (B) Wrapping;
  - (C) Extending;
  - (D) Locking;
  - (E) Blowdry and thermal iron;
  - (F) Business management; and
  - (G) Professional ethics.

(b) Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:

<b>Performance Requirements</b>	<b>Performances</b>
Braids	10
Twists	10
Knots	5
Corn rows	5
Hairlocking	10
Artificial hair and decorations	10
Blow dry and thermal iron	10
Braid Removal	10

(c) Certification of performance completions shall be required on the graduation form and Board's application for the Board examination.

(d) Sharing of performance completions shall not be allowed unless the live model service consists of 20 or more lengths of hair.

(e) Credit for a performance shall be given to only one student unless the performance meets the requirements of paragraph d in this rule.

(f) A performance shall consist of 10 or more lengths of hair.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; August 1, 2014; June 1, 2013;  
Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0607 COSMETOLOGY TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board, a cosmetologist teacher training course shall consist of at least 800 hours of instruction in theory and practical application, divided as follows:

<b>Requirement Description</b>	<b>Hours</b>
Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, facilitating student shop internship, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	150

Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations	650
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(b) A minimum of 150 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0608 ESTHETIC TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, an esthetician teacher training course shall consist of at least 650 hours of instruction in theory and practical application, divided as follows:

<b>Requirement Description</b>	<b>Hours</b>
Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	120
Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations	530

(b) A minimum of 120 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0609 MANICURIST TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, a manicurist teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

<b>Requirement Description</b>	<b>Hours</b>
Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, grading, preparing class lectures and presentations, preparing examinations, and G.S. 88B and the rules of the Board	115
Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations and giving practical demonstrations	205

(b) A minimum of 115 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Readopted Eff. January 1, 2016.*

**21 NCAC 14T .0610 NATURAL HAIR CARE TEACHER CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, natural hair care teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:



<b>Requirement Description</b>	<b>Hours</b>
Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, grading, preparing class lectures and presentations, preparing examinations, and GS 88B and the rules of the Board	115
Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations	205

(b) A minimum of 115 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Readopted Eff. January 1, 2016.

### **21 NCAC 14T .0611 ONLINE INSTRUCTION**

Online instruction and course hours are not accepted by the Board for any cosmetic art discipline. Online resources, course supplements and internet research may be used during the course of study with the supervision of a cosmetic art teacher within a cosmetic art school.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

### **21 NCAC 14T .0612 INSTRUCTION GUIDELINES**

- (a) The hours earned in the clinic department must be devoted to study and performance completions.
- (b) Work in the clinic department may be done on the public.
- (c) All work done by students on the public shall be checked by the cosmetic art teacher as the work is being performed and after the service has been completed so that the teacher may point out errors to the student in order that the errors may be corrected.
- (d) Cosmetic art students shall receive training on theory of any cosmetic art service prior to performing that service.
- (e) Theory work shall include lectures on theory subjects as well as demonstrations, questions and answers on textbooks, written examinations, and in-class practice of procedures and methods.
- (f) Cosmetic art teacher trainees must be enrolled in school to earn hours.
- (g) Cosmetic art schools shall supply each student with a copy of the North Carolina Cosmetic Art Act, Board rules, and the student handbook.
- (h) All of the work outlined in the practice department and the clinic department shall be given to the students through practical demonstrations and lectures, questions and answers on textbooks, and written exam.
- (i) A minimum of 10 percent of scheduled attendance time each week shall be spent on theory instruction, questions and answers on textbooks, and the administration of a written exam to full time students.
- (j) All papers shall be graded and returned to the students.
- (k) Cosmetic art students shall receive training and practice only in the discipline in which they are enrolled.
- (l) All live model performances on the public shall be done in the clinic department. Mannequin performances and live model performances on other students may be performed in the clinic department or in a room within the school with a station.
- (m) Textbooks shall not be used more than five years after original publication date.
- (n) Schools shall provide textbooks and supplementary educational materials and equipment to students.

*History Note:* Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. June 1, 2013; October 1, 2012;

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. January 1, 2016.*

### **21 NCAC 14T .0613 UNIFORMS AND IDENTIFICATION**

(a) Each cosmetic arts school must define what constitutes a uniform for students and acceptable attire for teachers. Students and teachers shall wear the uniform or acceptable attire as defined by the school so that Board members or agents of the Board can identify by sight students and teachers.

(b) Each school's definition of acceptable attire cannot change more than once per year.

(c) Students must wear a name tag identifying student name, cosmetic art discipline and academic status. At no time shall a student fail to wear a name tag.

(d) Each cosmetic art school may permit students to be out of uniform a maximum of four days per year. Notice to the Board must be submitted prior to any day uniforms will not be worn.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Amended Eff. October 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

### **21 NCAC 14T .0614 INTERNSHIPS**

Schools and cosmetic art shops desiring to implement an internship program shall follow these requirements:

- (1) Schools wishing to participate in an internship program must notify the Board of intent to implement a program before credit for an internship may be granted. Cosmetic art shops and student selection criteria must be submitted along with the notification.
- (2) Schools shall report to the Board all cosmetic art shops contracted and students selected to participate in the program.
- (3) Internships may be arranged in various time frames but shall never exceed five percent of a student's training period.
- (4) Credit for an internship shall be granted upon submission of student hours verification based on a daily attendance record. Hours must be recorded on a form approved by the school.
- (5) Students may be assigned a variety of duties, but client services are restricted. Cosmetology and natural hair care students may provide only shampoo services, manicurist students may only remove nail polish and esthetician students may only drape and prep clients
- (6) Students must follow all Board rules and regulations.
- (7) A licensed teacher need not be in attendance during this internship.
- (8) Students participating in the program shall not receive compensation for duties performed in the cosmetic art shop.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. February 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

### **21 NCAC 14T .0615 FIELD TRIPS**

(a) Cosmetic art schools shall notify the Board prior to any field trip and record the field trip hours of each student. Cosmetic Art Educational Field Trips include the following locations or activities:

- (1) cosmetic art shops;
- (2) cosmetic art conventions;
- (3) competition training;
- (4) other Schools;
- (5) state Board Office;
- (6) supply Houses;
- (7) college or Career Day at School;
- (8) fashion Shows;
- (9) rest Homes/Nursing Homes;

- (10) hospitals; and
  - (11) funeral Homes.
- (b) An instructor shall be present during the educational field trips listed in Paragraph (a) of this Rule for credit to be given to students, with a ratio of one instructor per 25 students present.
- (c) The maximum number of hours a student may earn for field trips is 40 credit hours for cosmetology students, 20 credit hours for esthetician students, and 10 credit hours for manicurist or natural hair care students.
- (d) Students may earn up to four additional hours of credit for curriculum requirements for interviews at a licensed cosmetic art shop.
- (e) Students may not earn credit for any service performances completed outside of the school.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. August 1, 2014; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

**21 NCAC 14T .0616 ADDITIONAL HOURS**

- (a) Notwithstanding any other provision of the rules in this Subchapter, pursuant to G.S. 88B-18(d) a cosmetologist, apprentice, esthetician, manicurist, natural hair care specialist, or teacher candidate who has failed either section of the examination three times, shall complete the following amounts of study at an approved cosmetic art school before the Board may accept an application:
- (1) Cosmetologist 200 hours;
  - (2) Apprentice 150 hours;
  - (3) Esthetician 80 hours;
  - (4) Manicurist 40 hours;
  - (5) Natural Hair Care Specialist 40 hours; and
  - (6) Teacher:
    - (A) cosmetology 100 hours;
    - (B) esthetician 80 hours; and
    - (C) manicurist 40 hours.
- (b) Schools shall evaluate students returning to complete additional hours in accordance with Paragraph (a) of this Rule and shall provide remedial assistance or training in the areas of deficiency.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; 88B-18; Eff. January 1, 2012; Amended Eff. August 1, 2014; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

**21 NCAC 14T .0617 TEACHER TRAINEES**

- (a) A cosmetic art teacher trainee may not perform clinical services on a client at the cosmetic art school.
- (b) A cosmetic art teacher trainee shall be supervised by a cosmetic art teacher at all times when the trainee is at a cosmetic art school except as set out in Paragraph (c) of this Rule.
- (c) A manicurist, natural hair care or esthetician teacher may supervise a cosmetic art teacher trainee with regard to manicuring, natural hair care, or esthetics.
- (d) A cosmetic art teacher trainee program may be a full time program or a part time program. A cosmetic art teacher trainee, however, may not receive credit for more than 10 hours per day.
- (e) Teacher trainees may present lessons they have prepared under the direct supervision of a licensed cosmetic art teacher as long as the supervising teacher is present in the classroom.
- (f) Persons receiving teacher training in a cosmetic art school shall be furnished a teacher's manual and shall spend all of their training time under the direct supervision of a licensed cosmetic art teacher and shall not be left in charge of students or the school at any time.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. August 1, 2014;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

**SECTION .0700 - SCHOOL LICENSURE, OPERATIONS, CLOSING AND RELOCATING SCHOOLS**

**21 NCAC 14T .0701 SCHOOL OPERATIONS/LICENSURE MAINTENANCE**

(a) No individual shall be given credit for any hours earned in a cosmetic art school before the date the school is granted a license, before the student is enrolled, or after graduation or withdrawal of the student without a new enrollment.

(b) All Cosmetic Art schools shall submit hours of operation per cosmetic art discipline to the Board. Any changes to the hours of operation shall be submitted to the Board. A school will be considered open by the Board when cosmetic art instruction, services, or performances are provided.

(c) Students may be required to clean and disinfect work areas, reception areas, implements, and the dispensary. Students shall not be required to perform regular maintenance.

(d) All cosmetic art schools shall adhere to all Board sanitation regulations located in 21 NCAC 14H Sanitation.

(e) Cosmetic art schools may permit students to leave the cosmetic art school during instructional time to visit on campus libraries and other educational resource rooms such as computer labs for research and study under the supervision of a cosmetic art instructor.

(f) Cosmetic art schools shall use the following grading scale as a minimum for passing grades:

Grade A	100-90
Grade B	80-89
Grade C	70-79
Grade F (Fail)	0-69

(g) Cosmetic art schools shall not graduate any student who has not met the minimum school and Board requirements for graduation as prescribed by Rules .0602-.0610 of this Subchapter.

(h) Examinations shall be administered in all subjects of the cosmetic art curriculum.

(i) Students present at school shall be supervised by a cosmetic art teacher at all times. If a guest lecturer is leading a class, at least one cosmetic art teacher must be present in the lecture.

(j) All cosmetic art schools shall provide:

- (1) One teacher for every 25 students enrolled in the practice department;
- (2) One teacher for every 20 students during practical work on live models in the clinic department;  
and
- (3) Cosmetic art teachers at a ratio of 1:25 teacher to teacher trainees; or
  - (A) one teacher and up to 25 practice cosmetic art students and 5 teacher trainees; or
  - (B) one teacher and up to 20 cosmetic art students in practice on the clinic floor and 5 teacher trainees.

(k) In theory classes, the teacher-student ratio may exceed the ratios established in this Rule.

(l) The teacher student ratios established in this Rule shall be adhered to when schools are in operation.

(m) A teacher may administer instruction to up to 10 students enrolled in practice and clinic departments at the same time. A teacher shall not administer instruction to more than 10 students enrolled in practice and clinic departments at the same time.

(n) At no time can any one teacher be simultaneously responsible for students in a theory class and students in practice on the clinic floor.

(o) In cases of change in teaching staff, the school shall notify the Board of the change in writing prior to beginning instruction. A change in teaching staff includes any substitution for the regularly scheduled teacher and any change, scheduled or otherwise, in the list of teachers last given to the Board.

- (1) All courses in a cosmetic art school shall be taught by a licensed cosmetology teacher, except as follows:
  - (A) manicuring courses may be taught by either a licensed cosmetology teacher or a licensed manicurist teacher;
  - (B) natural hair care courses may be taught by either a licensed cosmetology teacher or a licensed natural hair care teacher;
  - (C) esthetics courses may be taught by either a licensed cosmetology teacher or a licensed esthetician teacher.
- (2) A licensed cosmetologist not licensed as a cosmetology teacher may substitute for a cosmetology, esthetician, natural hair care or manicurist teacher; a licensed manicurist not licensed as a

manicurist teacher may substitute for a manicurist teacher; a licensed natural hair care specialist not licensed as a natural hair care teacher may substitute for a natural hair care teacher; and a licensed esthetician not licensed as an esthetician teacher may substitute for an esthetician teacher.

(p) In no event may any cosmetic art licensee substitution last for more than 15 consecutive working days per year per teacher. If any teacher substitution is 16 consecutive days or longer, the school shall provide a new cosmetic art teacher.

(q) Enrolled students may earn a maximum of 10 hours per day per discipline of cosmetic art and a maximum of 48 hours per week per discipline. A student enrolled in more than one cosmetic art discipline may not earn hours or complete performances concurrently.

(r) The Board shall certify student hours for any North Carolina cosmetic art school that is closed. The Board shall not certify student hours between any North Carolina open cosmetic art schools. The Board shall certify student hours earned at North Carolina cosmetic art schools to other state boards and schools open outside of the state of North Carolina as set forth in Rule .0502 of this Subchapter.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;  
Eff. February 1, 2012;  
Amended Eff. August 1, 2014; June 1, 2013; October 1, 2012;  
Readopted Eff. January 1, 2016;  
Amended Eff. December 1, 2016.*

#### **21 NCAC 14T .0702 TRANSFER OF CREDIT**

(a) A student who transfers from one cosmetic art discipline to another cosmetic art discipline shall not receive credit for hours received in the initial curriculum.

(b) Up to 25 percent of all credit earned in an approved esthetician, manicurist or natural hair care teacher training program may be transferred to a cosmetology teacher training program.

(c) A maximum of 160 hours earned in either an esthetician, natural hair care or manicurist teacher training program may be transferred between programs once.

(d) Licensed estheticians, manicurists and natural hair care stylists may apply up to 25 percent of hours required for licensure by G.S. 88B earned toward the cosmetology curriculum.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

#### **21 NCAC 14T .0703 EXPIRATION OF STUDENT CREDIT**

Students and graduates who fail to file an application for the examination within five years of the initial enrollment shall not be credited any hours or performances previously earned.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; 88B-19;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

#### **21 NCAC 14T .0704 RESERVED FOR FUTURE CODIFICATION**

#### **21 NCAC 14T .0705 SCHOOL PERFORMANCE REQUIREMENTS**

(a) Each cosmetic art school shall meet or exceed a program completion rate of at least 50 percent during any five year period and shall meet or exceed a student pass rate on state licensure examinations of at least 70 percent during any two year period.

(b) The school shall allow the teachers to have the opportunity to prepare for class, evaluate students' progress in the course, counsel students individually, and participate in activities of continuing education.

(c) Cosmetic art schools shall provide to substitutes copies of lesson plans and the performance evaluation plan for the successful grading of clinical performances.

(d) School attendance policies shall give attendance credit for all hours attended.

- (e) If a graduate meets all the school financial and academic requirements and the Board hours and performance requirements as set forth in 21 NCAC 14T .0602-.0610 the school shall approve the student for Board examination.
- (f) Cosmetic art schools shall maintain current bond according to G.S. 88B-17 and shall submit certification of renewal or new bond prior to expiration of the bond approved by the Board.
- (g) At the time of school license renewal, each school shall submit to the Board financial records of prepaid tuition and a letter signed by an authorized representative of the school documenting the calculations made and the method of computing the amount of the bond for the preceding year. If the school did not collect prepaid tuition, the school shall submit a letter signed by an authorized representative of the school documenting that no prepaid tuition was collected.
- (h) Each school shall maintain and submit to the Board proof of bond in an amount of ten thousand dollars (\$10,000), or equivalent to prepaid tuition received during the previous year, whichever is greater.

*History Note:* Authority G.S. 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Amended Eff. January 1, 2015; September 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. January 1, 2016.

**21 NCAC 14T .0706 SCHOOL APPROVAL CHANGES AND SCHOOL CLOSING**

- (a) If the square footage, instructional layout or location of a cosmetic art school changes, or if there is a transfer of majority ownership of a cosmetic art school, whether by sale, lease or otherwise a new approval application is required.
- (b) License and letters of approval issued to cosmetic art schools are not transferrable, and are valid only for the location, square footage and enrollment capacity for which issued, and to the owner to whom issued. The letter of approval shall contain the school name, school owner name, school location, date of approval, the signature of the Board members, the amount of approved square footage and the maximum number of enrollments for which the school has been approved.
- (c) Schools intending to close must notify the Board not less than 30 days in advance.
- (d) Schools must make provisions for the long term storage of school documents, and facilitate the retrieval of any school documents upon the request of a student or the Board. Schools shall notify the Board of the contact information for retrieval of any school information.
- (e) Schools must facilitate and cooperate in the final inspection and processing of student hours.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**SECTION .0800 – SCHOOL INSPECTIONS**

**21 NCAC 14T .0801 RESERVED FOR FUTURE CODIFICATION**

**21 NCAC 14T .0802 SCHOOL SANITATION GRADES**

Schools shall follow all Board sanitation regulations. Schools shall be issued a grade at each inspection on a grade card provided by the Board.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

**21 NCAC 14T .0803 SCHOOL INSPECTIONS**

- (a) Schools must facilitate and cooperate during all school inspections
- (b) Schools are subject to reevaluation and re-inspection at any time
- (c) Failure to comply with the laws and rules of the Board is cause to revoke or suspend the school's license/letter of approval.

- (d) In addition to such other reports as may be required by the Board, cosmetic art schools shall report to the Board or its authorized agent, upon inspection of the cosmetic art school and at other times upon specific request, the names of all students currently enrolled and the hours and performances completed by each.
- (e) The owner or manager of the cosmetic art school shall read each inspection report made of the school by an authorized agent of the Board to determine that the information on the inspection report is correct, shall sign and retain a copy of all inspection reports.
- (f) If any part of the information on the report is incorrect, it shall be corrected by the authorized agent of the Board
- (g) A school may submit an exception to any inspection report. Such exceptions shall be prepared and signed by the owner or manager and submitted to the Board and shall be attached to the report.
- (h) All present student equipment shall be made available to inspectors during school inspection.
- (i) Cosmetic art schools must maintain copies of lesson plans and make such copies available to an agent of the Board upon request.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

## **SECTION .0900 – DISCIPLINARY ACTIONS**

### **21 NCAC 14T .0901 SCHOOL PROBATION**

- (a) After notice and opportunity for a hearing, the Board shall put the school on probation if the Board finds that the program fails to comply with General Statutes or these Rules. The decision shall identify all deficiencies required to be corrected for the program to come into compliance.
- (b) No later than one calendar year after notification of probation, the school shall either:
  - (1) Correct the deficiencies identified and come into compliance with Board requirements; or
  - (2) Request an extension of time in which it shall:
    - (A) Explain the basis for its failure to correct the deficiencies within the allotted time;
    - (B) Provide a summary of the program's efforts to come into compliance within the allotted time; and
    - (C) Present a plan of action to come into compliance.
- (c) After a request for an extension the Board shall extend the time to come into compliance by a single six-month period based on:
  - (1) The explanation provided contains all material related to the non-compliance;
  - (2) There are efforts by the school to correct the deficiencies pursuant to Paragraph (a) of this Rule to come into compliance; and
  - (3) The efforts made by the school to come into compliance address each instance of non-compliance.
- (d) The Board shall make site visits or require the school to submit progress reports, syllabi, evaluative tools and student records.
- (e) When a program previously placed on probation fails to demonstrate compliance with General Statutes or these Rules as set forth in the Board's order, the Board shall order the school's official and the director to appear at a hearing at which time the school shall present evidence why the school's license should not be revoked.
- (f) If after a probationary period and hearing in accordance with this Rule, the Board revokes the school license due to failure to comply with the applicable Rules and Statutes, the school shall work with Board inspectors and personnel for the collection of student records.

*History Note: Authority G.S. 88B-4; 88B-16; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. January 1, 2016.*