

201 KAR 12:082. Education requirements and school administration.

RELATES TO: KRS 317A.020, 317A.050, 317A.090

STATUTORY AUTHORITY: KRS 317A.060, 317A.090

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060(1)(h) requires the board to promulgate administrative regulations governing the hours and courses of instruction at schools of cosmetology, esthetic practices, and nail technology. KRS 317A.090 establishes licensing requirements for schools of cosmetology, esthetic practices, and nail technology. This administrative regulation establishes requirements for the hours and courses of instruction, reporting, education requirements, and administrative functions required for students and faculty for schools of cosmetology, esthetic practices, and nail technology.

Section 1. Subject Areas. The regular courses of instruction for cosmetology students shall contain courses relating to the subject areas identified in this section.

- (1) Basics:
 - (a) History and Career Opportunities;
 - (b) Life Skills;
 - (c) Professional Image; and
 - (d) Communications.
 - (2) General Sciences:
 - (a) Infection Control: Principles and Practices;
 - (b) General Anatomy and Physiology;
 - (c) Skin Structure, Growth, and Nutrition;
 - (d) Skin Disorders and Diseases;
 - (e) Properties of the Hair and Scalp;
 - (f) Basic Chemistry; and
 - (g) Basics of Electricity.
 - (3) Hair Care:
 - (a) Principles of Hair Design;
 - (b) Scalp Care, Shampooing, and Conditioning;
 - (c) Hair Cutting;
 - (d) Hair Styling;
 - (e) Braiding and Braid Extensions;
 - (f) Wig and Hair Additions;
 - (g) Chemical Texture Services; and
 - (h) Hair Coloring.
 - (4) Skin Care:
 - (a) Hair Removal;
 - (b) Facials; and
 - (c) Facial Makeup.
 - (5) Nails:
 - (a) Manicuring;
 - (b) Pedicuring;
 - (c) Nail Tips and Wraps;
 - (d) Monomer Liquid and Polymer Powder Nail Enhancements;
- and
- (e) Light Cured Gels.
 - (6) Business Skills:
 - (a) Preparation for Licensure and Employment;
 - (b) On the Job Professionalism; and
 - (c) Salon Businesses.

Section 2. A school of cosmetology, esthetic practices, and nail technology shall teach the students about the various supplies and equipment used in the usual salon practices.

Section 3. Instructional Hours. (1) A cosmetology student shall receive not less than 1,500 hours in clinical class work and scientific lectures with a minimum of:

- (a) 375 lecture hours for science and theory;
- (b) 1,085 clinic and practice hours; and
- (c) Forty (40) hours on the subject of applicable Kentucky statutes and administrative regulations.

(2) A cosmetology student shall not perform chemical services on the public until the student has completed a minimum of 250 hours of instruction.

Section 4. Training Period for Cosmetology Students, Nail Technician Students, Esthetician Students, and Apprentice Instruc-

tors. (1) A training period for a student shall be no more than eight (8) hours per day, forty (40) hours per week.

(2) A student shall be allowed thirty (30) minutes per eight (8) hour day for meals or a rest break. This thirty (30) minute period shall not be credited toward a student's instructional hours requirement.

Section 5. Laws and Regulations. (1) At least one (1) hour per week shall be devoted to the teaching and explanation of the Kentucky law as set forth in KRS Chapter 317A and 201 KAR Chapter 12.

(2) Schools of cosmetology, esthetic practices, and nail technology, shall provide a copy of KRS Chapter 317A and 201 KAR Chapter 12 to each student upon enrollment.

Section 6. Nail Technician Curriculum. The nail technician course of instruction shall include the following:

(1) Basics:

- (a) History and Opportunities;
- (b) Life Skills;
- (c) Professional Image; and
- (d) Communications.

(2) General Sciences:

- (a) Infection Control: Principles and Practices;
- (b) General Anatomy and Physiology;
- (c) Skin Structure and Growth;
- (d) Nail Structure and Growth;
- (e) Nail Diseases and Disorders;
- (f) Basics of Chemistry;
- (g) Nail Product Chemistry; and
- (h) Basics of Electricity.

(3) Nail Care:

- (a) Manicuring;
- (b) Pedicuring;
- (c) Electric Filing;
- (d) Nail Tips and Wraps;
- (e) Monomer Liquid and Polymer Powder Nail Enhancements;
- (f) UV and LED Gels; and
- (g) Creative Touch.

(4) Business Skills:

- (a) Seeking Employment;
- (b) On the Job Professionalism; and
- (c) Salon Businesses.

Section 7. Nail Technology Hours Required. (1) A nail technician student shall receive no less than 450 hours in clinical and theory class work with a minimum of:

(a) 150 lecture hours for science and theory;

(b) Twenty-five (25) hours on the subject of applicable Kentucky statutes and administrative regulations; and

(c) 275-clinic and practice hours.

(2) A nail technician student shall have completed sixty (60) hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first sixty (60) hours.

Section 8. Apprentice Instructor Curriculum. The course of instruction for an apprentice instructor shall include no less than 750 hours, 425 hours of which shall be in direct contact with students, in the following:

(1) Orientation;

(2) Psychology of student training;

(3) Introduction to teaching;

(4) Good grooming and professional development;

(5) Course outlining and development;

(6) Lesson planning;

(7) Teaching techniques (methods);

(8) Teaching aids, audio-visual techniques;

(9) Demonstration techniques;

(10) Examinations and analysis;

(11) Classroom management;

(12) Recordkeeping;

(13) Teaching observation;

(14) Teacher assistant; and

(15) Pupil teaching (practice teaching).

Section 9. Supervision. An apprentice instructor shall be under the immediate supervision and instruction of a licensed instructor during the school day. An apprentice instructor shall not assume the duties and responsibilities of a licensed supervising instructor.

Section 10. Additional Coursework. Apprentice Esthetics and Nail Technology Instructors shall also complete an additional fifty (50) hours of advanced course work in that field within a two (2) year period prior to the instructor examination.

Section 11. Schools may enroll persons for a special brush-up course in any subject.

Section 12. Esthetician Curriculum. The regular course of instruction for esthetician students shall consist of courses relating to the subject areas identified in this section.

(1) Basics:

- (a) History and Career Opportunities;
- (b) Professional Image; and
- (c) Communication.

(2) General Sciences:

- (a) Infection Control: Principles and Practices;
- (b) General Anatomy and Physiology;
- (c) Basics of Chemistry;
- (d) Basics of Electricity; and
- (e) Basics of Nutrition.

(3) Skin Sciences:

- (a) Physiology and Histology of the Skin;
- (b) Disorders and Diseases of the Skin;
- (c) Skin Analysis; and
- (d) Skin Care Products: Chemistry, Ingredients, and Selection.

(4) Esthetics:

- (a) Treatment Room;
- (b) Basic Facials;
- (c) Facial Massage;
- (d) Facial Machines;
- (e) Hair Removal;
- (f) Advanced Topics and Treatments; and
- (g) Makeup.

(5) Business Skills:

- (a) Career Planning;
- (b) The Skin Care Business; and
- (c) Selling Products and Services.

Section 13. Esthetician Hours Required. (1) An esthetician student shall receive no less than 750 hours in clinical and theory class work with a minimum of:

(a) 250 lecture hours for science and theory;

(b) Thirty-five (35) hours on the subject of applicable Kentucky statutes and administrative regulations; and

(c) 465 clinic and practice hours.

(2) An esthetician student shall have completed 115 hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first 115 hours.

Section 14. Extracurricular Events. Each cosmetology, nail technician, and esthetician student shall be allowed up to sixteen (16) hours for field trip activities pertaining to the profession of study, sixteen (16) hours for attending educational programs, and sixteen (16) hours for charitable activities relating to the field of study, totaling not more than forty-eight (48) hours and not to exceed eight (8) hours per day. Attendance or participation shall be reported to the board within ten (10) business days of the field trip, education show, or charitable event on the Certification of Student Extracurricular Event Hours form.

Section 15. Student Records. Each school shall:

(1) Maintain a daily attendance record for all full-time students, part-time students, and apprentice instructors;

(2) Keep a record of each student's practical work and work performed on clinic patrons;

(3) Maintain a detailed record of all student enrollments, withdrawals, and dismissals for a period of five (5) years; and

(4) Make records required by this Section available to the board and its employees upon request.

Section 16. Certification of Hours. (1) Schools shall forward to the board digital certification of a student's hours completed within ten (10) business days of a student's withdrawal, dismissal, completion, or the closure of the school.

(2) No later than the 10th day of each month, a licensed school shall submit to the board via electronic delivery a certification of each student's total hours obtained for the previous month and the total accumulated hours to date for all students enrolled. Amended reports shall not be accepted by the board without satisfactory proof of error. Satisfactory proof of error shall require, at a minimum, a statement signed by the school manager certifying the error and the corrected report.

Section 17. No Additional Fees. Schools shall not charge students additional fees beyond the contracted amount.

Section 18. Instructor Licensing and Responsibilities. (1) A person employed by a cosmetology, nail technology, or esthetic practices school for the purpose of teaching or instruction shall be licensed by the board as an instructor and shall post his or her license as required by 201 KAR 12:060.

(2) A licensed instructor or apprentice instructor shall supervise all students during a class or practical student work.

(3) An instructor or apprentice instructor shall render services only incidental to and for the purpose of instruction.

(4) Licensed schools shall not permit an instructor to perform services in the school for compensation during school hours.

(5) An instructor shall not permit students to instruct or teach other students in the instructor's absence.

(6) Except as provided in subsection (7) of this section, schools may not permit a demonstrator to teach in a licensed school.

(7) A properly qualified, licensed individual may demonstrate a new process, preparation, or appliance in a licensed school if a licensed instructor is present.

(8) Licensed schools of cosmetology, esthetic practices, and nail technology shall, at all times, maintain a minimum faculty to student ratio of one (1) instructor for every twenty (20) students enrolled and supervised.

(9) Licensed schools of cosmetology, esthetic practices, and nail technology shall, at all times, maintain a minimum ratio of one (1) instructor for every two (2) apprentice instructors enrolled and supervised.

(10) Within ten (10) business days of the termination, employment, and other change in school faculty personnel, a licensed school shall notify the board of the change.

Section 19. School Patrons. (1) All services rendered in a licensed school to the public shall be performed by students. Instructors may teach and aid the students in performing the various services.

(2) A licensed school shall not guarantee a student's work.

(3) A licensed school shall display in the reception room, clinic room, or any other area in which the public receives services a sign to read: "Work Done by Students Only." The letters shall be a minimum of one (1) inch in height.

Section 20. Enrollment. (1) Any person enrolling in a school for a cosmetology, nail technician, or esthetics course shall furnish proof that the applicant has:

(a) A high school diploma,

(b) A General Educational Development (GED) diploma; or

(c) Results from the Test for Adult Basic Education indicating a score equivalent to the successful completion of the twelfth grade of high school.

(2) The applicant shall provide with the enrollment a passport photograph taken within thirty (30) days of submission of the application.

(3) A student enrolling in a licensed school who desires to transfer hours from an out of state school shall, prior to enrollment, pro-

vide to the board certification of the hours to be transferred from the state agency that governs the out of state school.

(4) If the applicant is enrolled in a board approved program at an approved Kentucky high school, the diploma, GED, or equivalency requirement of this Section is not necessary until examination.

Section 21. Certificate of Enrollment. (1) Schools shall submit to the board the student's digital enrollment, accompanied by the applicant's proof of education, as established in Section 20 of this administrative regulation, within ten (10) business days of enrollment.

(2) All student identification information on the school's digital enrollment shall exactly match a state or federal government-issued identification card to take the examination. If corrections shall be made, the school shall submit the Enrollment Correction Application and the enrollment correction fee in 201 KAR 12:260 within ten (10) days of the erroneous submission. Students with incorrect enrollment information shall not be registered for an examination.

Section 22. Student Compensation. (1) Schools shall not pay a student a salary or commission while the student is enrolled at the school.

(2) Licensed schools shall not guarantee future employment to students.

(3) Licensed schools shall not use deceptive statements and false promises to induce student enrollment.

Section 23. Transfer. A student desiring to transfer to another licensed school shall:

(1) Notify the school in which the student is presently enrolled of the student's withdrawal; and

(2) Complete a digital enrollment as required for the new school.

Section 24. Refund Policy. A school shall include the school's refund policy in school-student contracts.

Section 25. Student Complaints. A student may file a complaint with the board concerning the school in which the student is enrolled, by following the procedures outlined in 201 KAR 12:190.

Section 26. Student Leave of Absence. The school shall report a student's leave of absence to the board within ten (10) business days. The leave shall be reported:

(1) In writing from the student to the school; and

(2) Clearly denote the beginning and end dates for the leave of absence.

Section 27. Student Withdrawal. Within ten (10) business days from a student's withdrawal, a licensed school shall report the name of the withdrawing student to the board.

Section 28. Credit for hours completed. The board shall credit hours previously completed in a licensed school as follows:

(1) Full credit (hour for hour) for hours completed within five (5) years of the date of school enrollment; and

(2) No credit for hours completed five (5) or more years from the date of school enrollment.

Section 29. Incorporation by Reference. The following material is incorporated by reference: (1)(a) "Certification of Student Extracurricular Event Hours", February 2018; and

(b) "Enrollment Correction Application", March 2018.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Cosmetology, 111 St. James Court, Suite A, Frankfort Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.