

NOTICE OF PROPOSED RULEMAKING
TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 10. BOARD OF COSMETOLOGY
PREAMBLE

<u>1. Articles, Parts, and Sections Affected</u>	<u>Rulemaking Action</u>
R4-10-101	Amend
R4-10-102	Amend
R4-10-105	Amend
R4-10-108	Amend
R4-10-110	Amend
R4-10-111	Amend
R4-10-112	Amend
R4-10-114	Amend
R4-10-201	Amend
R4-10-202	Amend
R4-10-203	Amend
R4-10-204	Amend
R4-10-205	Amend
R4-10-206	Amend
R4-10-206.1	Amend
R4-10-207	Amend
R4-10-208	Amend
R4-10-209	Amend
R4-10-210	New Section
R4-10-301	Amend
R4-10-302	Amend
R4-10-303	Amend
R4-10-304	Amend
R4-10-304.1	Amend
R4-10-305	Amend
R4-10-306	Amend
R4-10-401	Amend

R4-10-402	Amend
R4-10-403	Amend
R4-10-404	Amend
R4-10-405	Amend

2. Citations to the agency's statutory rulemaking authority to include the authorizing statute (general) and the implementing statute (specific):

Authorizing statute: A.R.S. § 32-504(A)(1)

Implementing statute: A.R.S. §§ 32-501, 32-504, 32-512.01, 32-513, 32-517, 32-531, 32-532, 32-543, 32-551, 32-572, and 32-574

3. Citations to all related notices published in the Register as specified in R1-1-409(A) that pertain to the record of the proposed rule:

Notice of Rulemaking Docket Opening: XX A.A.R. XX

4. The agency's contact person who can answer questions about the rulemaking:

Name: Kimberly Scoplitte, Executive Director

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Phoenix, AZ 85007

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5. An agency's justification and reason why a rule should be made, amended, repealed, or renumbered, to include an explanation about the rulemaking:

This rulemaking continues the work started in a rulemaking approved by the Council on October 3, 2017. In this rulemaking, the Board amends rules to make them consistent with statute (See A.R.S. §§ 41-1080 and 41-1092.09), Board practice, and industry standards. It also makes changes identified as needed in a 5YRR approved by the Council on August 5, 2016, and makes the rules consistent with current rulemaking standards. Because the Board lacks authority to approve an applicant to take an examination, the time frame for that approval is deleted. The time frame for an application for licensure by examination is increased to match the deleted time frame. The rulemaking includes a new fee that is specifically authorized under A.R.S. § 32-507. The Board is also making amendments to address recent statutory changes dealing with training by apprenticeship (See Laws 2019, Chapter 109) and licensure by universal recognition (See Laws 2019, Chapter 55). An exemption from EO2019-01 was provided for this rulemaking by Emily Rajakovich in an e-mail dated February 26,

2019. A final approval from the governor's office of the NPR was provided by Trista Guzman Glover in an e-mail dated July 20, 2020.

6. A reference to any study relevant to the rule that the agency reviewed and proposes either to rely on or not to rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:

The Board does not intend to review or rely on a study in its evaluation of or justification for any rule in this rulemaking.

7. A showing of good cause why the rulemaking is necessary to promote a statewide interest if the rulemaking will diminish a previous grant of authority of a political subdivision of this state:

Not applicable

8. The preliminary summary of the economic, small business, and consumer impact:

The Board expects the economic impact of the rulemaking to be minimal because there are no substantive changes to the current rules. The Board, licensees, and applicants will benefit from having rules that are clear, concise, and understandable and consistent with statute. The Board made some changes to reduce the regulatory burden for applicants and licensees. These include:

- Obtaining e-mail addresses and encouraging electronic submission of documents;
- Allowing online access to study materials rather than requiring hard copies;
- Allowing virtual learning as a means to teach and learn the theory portion of cosmetology classes;
- Accepting money orders and credit cards rather than only checks for payment of fees;
- Deleting the requirement that an application to operate a school be notarize;
- Increasing the amount of time a license can be inactive and then reactivated without applying for a new license;
- Deleting burdensome requirements regarding personal and establishment cleanliness;
- Deleting burdensome requirement for a school licensee to submit a new operating schedule at the time of license renewal;
- Deleting burdensome requirements for a school licensee regarding filing cabinets and personal storage for students and instructors;
- Deleting burdensome requirements for a school licensee regarding student records;
- Deleting burdensome requirements specifying the size of tables and mirrors in a school;
- Deleting restrictions regarding having a salon in a residence.

9. The agency's contact person who can answer questions about the economic, small business, and consumer impact statement:

Name: Kimberly Scoplitte, Executive Director

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Web site: www.boc.az.gov

10. The time, place, and nature of the proceedings to make, amend, repeal, or renumber the rule, or if no proceeding is scheduled, where, when, and how persons may request an oral proceeding on the proposed rule:

An oral proceeding regarding the proposed rules will be held as follows:

Date:

Time:

Location:

11. All agencies shall list other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. Additionally, an agency subject to Council review under A.R.S. §§ 41-1052 and 41-1055 shall respond to the following questions:

None

a. Whether the rule requires a permit, whether a general permit is used and if not, the reasons why a general permit is not used:

The Board does not issue general permits. Rather, the Board issues individual licenses as required by the Board's statutes to each person that is qualified by statute (See A.R.S. §§ 32-510, 32-511, 32-512, 32-512.01, 32-531, 32-541, and 32-551) and rule.

b. Whether a federal law is applicable to the subject of the rule, whether the rule is more stringent than federal law and if so, citation to the statutory authority to exceed the requirements of federal law:

There is no federal law directly applicable to the subject of this rulemaking. The U.S. Environmental Protection Agency requires certain disinfectants be registered and this rulemaking requires licensees to use EPA-registered disinfectants; 42 U.S.C. 7412 establishes a list of hazardous air pollutants and R4-10-112(M) is consistent with the list; and 34 CFR Part 600 establishes procedures used to determine whether an educational institution qualifies to participate in certain programs. A school operated by a school licensee under R4-10-201 is qualified.

c. Whether a person submitted an analysis to the agency that compares the rule's impact of the competitiveness of business in this state to the impact on business in other states:

No analysis was submitted.

12. A list of any incorporated by reference material as specified in A.R.S. § 41-1028 and its location in the rules:

None

13. The full text of the rules follows:

TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 10. BOARD OF COSMETOLOGY
ARTICLE 1. GENERAL PROVISIONS

Section

- R4-10-101. Definitions
- R4-10-102. Fees and Charges
- R4-10-105. Application for License by Reciprocity; Application for License by Universal Recognition
- R4-10-108. Pre-screening Review; Licensing Examination
- R4-10-110. Reactivating an Inactive License
- R4-10-111. Display of Licenses and Signs
- R4-10-112. Infection Control and Safety Standards
- R4-10-114. ~~Disciplinary Action~~ Board Inspection

ARTICLE 2. SCHOOLS

Section

- R4-10-201. Application for a ~~School~~ License to Operate a School; Renewal
- R4-10-202. School Closure
- R4-10-203. General School Requirements
- R4-10-204. School Records
- R4-10-205. Aesthetic School Requirements
- R4-10-206. Cosmetology School Requirements
- R4-10-206.1. Hairstyling School Requirements
- R4-10-207. Nail Technology School Requirements
- R4-10-208. Combined School Requirements
- R4-10-209. Demonstrators; Exclusions
- R4-10-210. Changes Affecting a License to Operate a School

ARTICLE 3. STUDENTS

Section

- R4-10-301. Instruction; Licensed Individuals
- R4-10-302. Instructor Curriculum Required Hours
- R4-10-303. Aesthetics Curriculum Required 600 Hours
- R4-10-304. Cosmetology Curriculum Required 1600 Hours

R4-10-304.1. Hairstyling Curriculum Required 1000 Hours

R4-10-305. Nail Technology Curriculum Required 600 Hours

R4-10-306. Curricula Hours

ARTICLE 4. SALONS

R4-10-401. Application for a ~~Salon~~ License to Operate a Salon

R4-10-402. Changes Affecting a ~~Salon~~ License to Operate a Salon

R4-10-403. Salon Requirements and Minimum Equipment

R4-10-404. Mobile Services

R4-10-405. Shampoo Assistants

ARTICLE 1. GENERAL PROVISIONS

R4-10-101. Definitions

The definitions in A.R.S. §§ 32-501, 32-516, and 32-572 apply to this Chapter. Additionally, in this Chapter unless otherwise specified:

1. “Accredited” means approved by ~~the~~ any regional or national accreditation organization.
 - ~~a. New England Association of Schools and Colleges,~~
 - ~~b. Middle States Association of Colleges and Secondary Schools,~~
 - ~~c. North Central Association of Colleges and Schools,~~
 - ~~d. Northwest Association of Schools and Colleges,~~
 - ~~e. Southern Association of Colleges and Schools, or~~
 - ~~f. Western Association of Schools and Colleges.~~
2. “Administrative completeness review” means the Board’s process for determining that an applicant has provided all information and documents required by Board statute or rule for an application.
3. “Applicant” means an individual or any of the following seeking licensure by the Board:
 - a. If a corporation, any two officers of the corporation;
 - b. If a partnership, any two of the partners; or
 - c. If a limited liability company, the designated corporate contact person, or if no contact person is designated, any two members of the limited liability company.
4. “Application packet” means the forms and documents the Board requires an applicant to submit.
5. “Bracing” means to use a support that helps to steady or strengthen while performing a procedure.
- ~~5.6.~~ “Certification of hours” means a document that states the total number of hours completed at a school, including:
 - a. A written statement of the hours or credits a student received in ~~a~~ the licensed school, ~~or credits a student received,~~ signed by the administrator of the agency authorized to record hours in the jurisdiction in which the applicant received certified or accredited vocational or academic training, affixed with the agency’s official seal; or
 - b. If a student is transferring from one Arizona school to another under A.R.S. § 32-560, a transfer application that reflects the hours or credits a student received, signed by the administrator of the school where the applicant received certified or accredited training.
- ~~6.7.~~ “Certification of licensure” means the status of the license, signed by the administrator of the agency authorized to issue cosmetology, hairstyling, nail technician, aesthetics, or instructor

licenses in the jurisdiction in which the applicant received a license, affixed with the agency's official seal.

8. “Classroom” means an area in which instruction or demonstration is provided regarding theory and practice on models.
- ~~7-9.~~ “Clinic means the area where a student practices cosmetology, hairstyling, nail technology, or aesthetics on the general public for a fee.
- ~~8-10.~~ “Course” means an organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is given.
- ~~9-11.~~ “Credit” means one earned academic unit of study based on:
 - ~~a. completing~~ Completing a high school’s required number of class sessions per calendar week in a course; ~~or an earned academic unit of study based on attending~~
 - Attending a one-hour class session per calendar week at a community college, an accredited college or university, or a high school.
12. “Crossover hours” means hours of training obtained by a licensed aesthetician, cosmetologist, hair stylist, or nail technician that a school licensee accepts as hours of training required for licensure in a different profession.
- ~~10-13.~~ “Days” means calendar days.
11. ~~“Double bracing” means using a stable base of support and two points of contact for the hand while performing a procedure.~~
12. ~~“Establishment” means a business that functions as a school or a salon at least an average of 20 hours a week for the majority of the year.~~
- ~~13-14.~~ “Graduation” or “graduated from a school” means completion of the criteria established by a cosmetology, hairstyling, aesthetics, or nail technology school for the course in which the applicant was enrolled including completion of the required curriculum hours.
- ~~14-15.~~ “High school equivalency” means:
 - a. A high school diploma from a school recognized by the basic education authority or the Department of Education in the jurisdiction in which the school is located,
 - b. A ~~total passing score of 45 points~~ passing score on a high school equivalency general educational development test or its equivalent as required by the Department of Education,
 - c. An associate degree or 15 academic credits from a junior college recognized by the basic education authority in the jurisdiction in which the college is located, or
 - d. Any degree from a college or university recognized by the basic education authority in the jurisdiction in which the college or university is located.
- ~~15-16.~~ “Hour” means one clock hour.

- ~~16:17.~~ “Instructor training” means the courses specified in R4-10-302.
- ~~17:18.~~ “Licensed in another state of the United States or foreign country” means:
- a. A governmental regulatory agency in the state or country is authorized to examine the competency of individuals who graduate from a licensed cosmetology, hairstyling, nail technology, or aesthetics school, or instructors for these disciplines; and
 - b. The governmental regulatory agency issues licenses over which the state or country has regulatory and disciplinary jurisdiction.
19. “Licensed salon or licensed school” means an establishment for which the Board has issued a license to a person under A.R.S. § 32-541 or 32-551, as applicable.
- ~~18:20.~~ “Manager” means an individual ~~licensed by the Board~~ who is responsible for ensuring an ~~establishment’s compliance~~ establishment complies with A.R.S. §§ 32-501 et seq. and this Chapter.
- ~~19:21.~~ “Model” means ~~a person~~ an individual or a mannequin on ~~whom~~ which an applicant performs demonstrations for the practical section of a licensing examination ~~or lab~~.
- ~~20.~~ “Owner” means ~~an individual or entity that has a controlling legal or equitable interest and authority and is responsible for ensuring an establishment’s compliance with A.R.S. § 32-501 et seq. and this Chapter.~~
- ~~21.~~ “Patron” means ~~any client of an establishment or student of a school.~~
22. “Personal knowledge” means actual observation of an individual who practiced aesthetics, cosmetology, hairstyling, or nail technology in any state or country.
23. “Practice” means engaging in the profession of aesthetics, cosmetology, hairstyling, nail technology, or instructor.
24. “Reciprocity” means the procedure for granting an Arizona license to an applicant who received the required hours from a school licensed in another state of the United States or a foreign country or is currently licensed in another state of the United States or a foreign country.
25. “Salon suite” means multiple individually operated and licensed salons that share a physical address except for suite number.
- ~~25:26.~~ “Substantive review” means the Board’s process for determining whether an applicant for licensure meets the requirements for the license for which application is made including, if applicable, taking and passing an examination ~~given~~ required by the Board.
- ~~26:27.~~ “Tenth grade equivalency” means:
- a. Ten high school credits, including two in English, from any school recognized by the basic education authority or the Department of Education in the jurisdiction in which the credits were obtained;

- b. Proof the prospective student is at least 18 years old. Satisfactory proof of age is shown by a government-issued driver's license or identification card, birth certificate, or passport; or
- c. High school equivalency.

~~27-28.~~ "Transfer application," as used in A.R.S. § 32-560, means an application that documents the transfer of a student from one Arizona cosmetology, hairstyling, nail technology, or aesthetics school to another and contains the student's name, address, identification number, telephone number, and number of hours of instruction received.

29. "Virtual learning" means the use of technology to teach students who may or may not be physically present in a classroom.

R4-10-102. Fees and Charges

A. Under the specific authority provided by A.R.S. § 32-507(A) and subject to R4-10-103(E), the Board establishes and shall collect the following fees:

1. Initial personal license: ~~\$70.00~~ \$60.00
2. Personal licensing renewal fees: \$60.00
3. Delinquent personal license renewal: ~~\$90.00~~ (~~\$60 for personal license renewal as specified under subsection (A)(4) (A)(2) plus \$30 for delinquent renewal~~) for every two years or portion of two years that the license is inactive to a maximum of ~~four~~ 10 years
4. Personal reciprocity or universal recognition license: ~~\$140.00~~ \$60.00
5. Salon initial license: \$110.00
6. Salon renewal: \$50.00
7. Salon delinquent renewal: \$80.00
8. School license: \$600.00
9. School renewal: ~~\$500.00~~ \$250.00
10. Delinquent school renewal: ~~\$600.00~~ \$350.00

B. An applicant for licensure by examination shall pay directly to the national professional organization with which the Board contracts the amount charged to administer and grade the written and practical examinations.

C. Under the specific authority provided by A.R.S. § 32-507(B) and subject to R4-10-103(E), the Board establishes and shall collect the following charges for the services provided:

1. Board administered educational classes: \$25.00
- ~~2. Review of examination: \$50.00~~
- ~~3. Re-grading of examination: \$25.00~~

- 4.2. Certification of licensure or hours: \$30.00
- 5.3. For use of an alternative method of payment: \$3.00 per transaction
- 6.4. For copying public documents: 50¢ per page
- 7.5. For audiotapes, videotapes, computer discs, or other media used for recording sounds, images, or information: \$15 per tape, disc, or other medium
- 8.6. For a list of licensees' names and addresses: 25¢ per name
- 9.7. ~~Duplicate~~ Board-issued duplicate license: ~~\$20.00~~ \$10.00
- 8. Issuing an updated license following receipt of a notice of salon-suite change: \$20

D. As authorized by A.R.S. § 44-6852, the Board shall charge a service fee of \$20.00 for the return of a dishonored check or the failure of any other means of payment to be honored plus the actual charges assessed by the financial institution dishonoring the check or other means of payment.

R4-10-103. Payment of Fees

- A.** A fee is not considered paid until the Board receives the amount required. The Board shall not provide services, administer examinations, or issue certifications or licenses until it receives the required fee.
- B.** The Board shall accept personal ~~checks~~ check, money order, or credit card only for license renewals.
- C.** If a check for a license renewal is returned because it is dishonored ~~for any reason including insufficient funds~~, the renewal application is incomplete, and any license renewal ~~that has been~~ issued is void effective the date the Board mails written notice to the licensee that the license is void.
- ~~C.~~D.** An applicant or licensee whose fee payment to the Board is dishonored for any reason, including ~~an~~ insufficient funds, ~~check~~ is not entitled to a further service, ~~examination~~, certification, or license until the Board receives the following:
 1. The amount of the fee for which the payment was dishonored;
 2. The ~~penalty~~ service charge provided in R4-10-102(21) ~~(D)~~; and
 3. If applicable, the delinquent fee for each year or part of a year the license was inactive for the type of license to be renewed.
- ~~D.~~E.** Fees are nonrefundable except if A.R.S. § 41-1077 applies.
- ~~E.~~F.** The Board shall not refund fees tendered for \$5.00 or less over the amount specified in R4-10-102, except the Board shall refund fees paid over the amount specified as the maximum fee in A.R.S. § 32-507.

R4-10-104. Application for License by Examination

- A.** An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by examination shall submit to the Board:
1. The fee required for an initial personal license in R4-10-102; and
 2. An application provided by the Board that contains:
 - a. A passport quality photo of the applicant;
 - b. The applicant's name, address, e-mail address, telephone number, Social Security number, gender, and birth date;
 - c. The name and address of each licensed school attended by the applicant;
 - d. The name of course completed, the name of the school where completed, and the starting date and date of graduation;
 - e. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
 - f. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country;
 - g. A statement by the applicant verifying the truthfulness of the information provided by the applicant; and
 - h. The applicant's signature; and
 3. Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.
- B.** In addition to complying with the requirements in subsection (A), an applicant for an aesthetics, cosmetology, hairstyling, or nail technology license by examination shall:
1. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of 10th grade equivalency; ~~and~~
 2. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting a copy of one of the following:
 - a. If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours; ~~or~~
 - b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation; ~~;~~

- c. If the applicant completed an apprenticeship program as described under A.R.S. § 32-511(3)(c), ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program; and
 - d. Comply with R4-10-102 regarding examination fees.
- C. In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:
1. Comply with A.R.S. § 32-531 by submitting the following:
 - a. Documentation, as specified in subsection (C)(3), of required work experience;
 - b. Proof of current licensure in the profession in which work experience was gained;
 - c. Proof of licensure during the period work experience was gained; and
 - d. Proof of attainment of 18 years of age; or
 - e. Proof of high school equivalency.
 2. If qualifying under A.R.S. § 32-531(3)(a), submit a copy of the following:
 - a. ~~Documentation of graduation from a Board licensed school by a certification~~ Certification of graduation from a licensed school, on a form supplied by the Board, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
 - b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
 3. Documentation of the work experience required by A.R.S. § 32-531, which shall be signed by an owner or manager of a licensed salon, an individual, or a supplier of cosmetology products with personal knowledge of the applicant's licensed experience in the profession for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant's experience shall also indicate the following:
 - a. Profession in which applicant gained the experience;
 - b. Starting and ending dates of applicant's experience in the profession;
 - c. Name of licensed salon and address where applicant gained experience in the profession; and
 - d. License number and name of the licensed individual completing the form; or
 - e. Name, address, and telephone number of the individual ~~completing~~ providing the information.

R4-10-105. Application for License by Reciprocity; Application for License by Universal Recognition

A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by reciprocity shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
 - a. The applicant's name, address, e-mail address, telephone number, gender, ~~passport quality photo~~, Social Security number, and birth date;
 - b. A passport quality photo of the applicant;
 - ~~b.c.~~ If previously licensed by the Board, the type of license, license number, license expiration date, and the name used on the license; ~~and~~
 - ~~e.d.~~ A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country; and
 - e. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A certification of hours and proof of graduation or licensure in another state of the United States or a foreign country that shows the number of hours received in a school or the initial and final dates of licensure; and
3. Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.

B. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by universal recognition, as described at A.R.S. § 32-4302, shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
 - a. The applicant's name, address, e-mail address, telephone number, gender, Social Security number, and birth date;
 - b. A passport quality photo of the applicant; and
 - c. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A list of all states in which the applicant is currently licensed and certification from the licensing states that the applicant's license is in good standing;
3. Proof of Arizona residency; and

4. Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.

R4-10-106. Licensing ~~Time-frames~~ Time Frames

- A. The overall, ~~administrative completeness, and substantive review~~ time frame ~~time frames~~ described in A.R.S. § 41-1072 for each type of ~~approval~~ license granted by the Board ~~is set forth~~ are listed in Table 1. The applicant and ~~the~~ Executive Director of the Board may agree in writing to extend the overall ~~time frame~~ time frame. The substantive review ~~time frame~~ time frame may not be extended by more than 25% percent of the overall ~~time frame~~ time frame.
- B. The ~~administrative completeness~~ time frame described in A.R.S. § 41-1072(1) for each type of ~~approval~~ granted by the Board is set forth in Table 1.
 1. The administrative completeness review ~~time frame~~ time frame begins:
 - a. ~~For approval to take an examination, approval or denial of school or salon license, or approval or denial of a license by reciprocity,~~ when the Board receives an application packet;
or
 - b. ~~For approval or denial of a license by examination, when the applicant takes an examination.~~
 2. ~~1.~~ If an application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review ~~time frame~~ time frame and the overall ~~time frame~~ time frame are suspended from the postmark date of the notice until the date the Board receives a complete application packet from the applicant.
 3. ~~2.~~ If an application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
 4. ~~3.~~ If the Board grants a license ~~or approval~~ during the ~~time provided to assess~~ administrative completeness time frame, the Board shall not issue a separate written notice of administrative completeness.
- C. The substantive review ~~time frame~~ described in A.R.S. § 41-1072(3) ~~is set forth in Table 1 and~~ time frame begins on the postmark date of notice of administrative completeness.
 1. As part of the substantive review for a ~~school~~ license to operate a school, the Board shall conduct an inspection that may require more than one visit to the school.
 2. During the substantive review ~~time frame~~ time frame, the Board may make one comprehensive written request for additional information or documentation. If the applicant has applied for licensure by examination, the Board shall request evidence of passing the examination required

under R4-10-108. The ~~time frame~~ time frame for the Board to complete the substantive review is suspended from the postmark date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.

3. If an applicant meets the requirements of A.R.S. ~~§ 32-501 through § 32-575~~ Title 32, Chapter 5 and this Chapter, the Board shall send written notice ~~of approval~~ granting a license to the applicant. ~~If an applicant is applying for approval to take an examination, the notice shall include the date, time, and place the applicant is scheduled to take an examination.~~
4. If an applicant does not meet the requirements of A.R.S. ~~§ 32-501 through § 32-575~~ Title 32, Chapter 5 and this Chapter, the Board shall send a written notice ~~of denial~~ denying a license to the applicant. The Board shall include in the notice of denial including a the basis for the denial and an explanation of the applicant's right to appeal as ~~prescribed in~~ under A.R.S. ~~§ 41-1076~~ Title 41, Chapter 6, Article 10.

D. The Board shall consider an application withdrawn if within 180 days from the application submission date the applicant fails to:

1. ~~Supply~~ supply the missing information under subsection ~~(B)(2)~~ (B)(1) or (C)(2); ~~or~~
2. ~~Take an examination.~~

~~**E.** An applicant who does not wish an application withdrawn may request a denial in writing within 180 days from the application submission date.~~

~~**F.E.**~~ An individual shall not practice as an aesthetician, cosmetologist, hairstylist, instructor, or nail technician until the individual receives and posts the license at the individual's place of employment.

~~**G.F.**~~ If a ~~time frame's~~ the last day of a time frame falls on a Saturday, Sunday, or a legal holiday, the Board shall consider the next business day the ~~time frame's~~ last day of the time frame.

R4-10-107. License Renewal

A. An aesthetician, cosmetologist, hairstylist, nail technician, or instructor licensee shall postmark or electronically submit an application for renewal to the Board on or before the licensee's birthday every two years.

1. If a licensee's birthday falls on a Saturday, Sunday, or legal holiday, the licensee may file the renewal application on the next business day following the licensee's birthday.
2. A renewal application consists of:

- a. A form provided by the Board that contains: the licensee's name, address, e-mail address, Social Security number, and signature ~~or Personal Identification Number (PIN) supplied by the Board if filed electronically~~;
 - b. A copy of a government-issued identification containing a photograph of the licensee;
 - c. If the documentation previously submitted under R4-10-104(A)(3) or R4-10-105(3) did not establish citizenship in the United States or was not a non-expiring work authorization, documentation specified under A.R.S. § 41-1080 that the licensee's presence in the United States continues to be authorized under federal law;
 - ~~b.d.~~ A statement of whether the licensee has changed the licensee's name since the previous application and, if name has changed, a copy of a legal document, such as a marriage license or divorce decree, showing the name change; and
 - ~~e.e.~~ The fee required in R4-10-102.
- B.** An establishment licensee shall annually postmark or electronically submit to the Board an application for renewal ~~and the fee required in R4-10-102~~ on or before the license renewal date.
1. If the license renewal date falls on a Saturday, Sunday, or legal holiday, the licensee may file the application on the next business day following the license renewal date.
 2. A renewal application consists of:
 - a. ~~a~~ A form provided by the Board that contains:
 - ~~i.~~ i. The establishment's name ~~and license number~~;
 - ii. The licensee's license number; and
 - ~~iii.~~ iii. If the ~~owner~~ licensee is an individual or partnership, the signature and tax identification number of the ~~owner~~ licensee; or if the ~~owner~~ licensee is a corporation or limited liability company, the signature of the authorized signer and the tax identification number of the corporation or limited liability company; ~~if filed electronically, the Personal Identification Number (PIN) supplied by the Board may be used in place of the signature.~~ and
 - b. The fee required in R4-10-102.

R4-10-108. Pre-screening Review; Licensing Examination

- A.** A student planning to apply to the Board for licensure may, but is not required to, request that the Board complete a pre-screening review of whether the student is qualified to take the licensing examination. The student may request the pre-screening review before the student graduates from a licensed school but the student shall not be issued an examination date until the student has completed a minimum of:
1. 1450 hours of cosmetology training,

2. 750 hours of hairstyling training,
 3. 500 hours of aesthetics or nail technology training, or
 4. 350 hours of cosmetology, hairstyling, aesthetics, or nail technology instructor training.
- B.** After the Board completes the pre-screening review and determines the student has completed the number of hours specified in subsection (A), the Board or national professional organization with which the Board contracts to administer the licensing examination shall issue an examination date to the student. However, the Board shall not allow the student to take the examination until the student applies for licensure and provides a certification of graduation to the Board.
- C.** If a student who has been issued an examination date fails to apply for licensure and provide a certification of graduation by the examination date or fails to appear at the examination site at the scheduled examination time, the examination fee is forfeited.
- D.** A request for a pre-screening review is not an application for licensure and does not guarantee the Board will issue a license.
- E.** The Board or national professional organization with which the Board contracts to administer the licensing examination shall provide written notice to an applicant of the date, time, and location for the examination.
- F.** An applicant shall provide photographic identification ~~upon~~ when entering the examination site. The following U.S.-issued forms of identification are acceptable: passport, driver license, bank identification card, military identification, or other government-issued identification card.
- G.** The licensing examination consists of both a written and practical section. An applicant shall perform a live demonstration on a model during the practical section of the licensing examination. ~~During the live demonstration, the applicant shall:~~
- ~~1. Provide the model required for the demonstration. If the applicant provides a live model for the demonstration, the live model shall not be a current or former student of aesthetics, cosmetology, or nail technology or a current or former licensee;~~
 - ~~2. Provide all equipment, supplies, tools, or instruments required for the demonstration; and~~
 - ~~3. Comply with all infection control and safety standards specified in R4-10-112, including those regarding blood spills. If an applicant fails to follow proper blood spill procedures during the demonstration, the examination administrator shall dismiss the applicant from the examination and cause the examination fee to be forfeited.~~
- H.** If an applicant fails to appear for a licensing examination as scheduled, the applicant forfeits the examination fee. If an applicant arrives at an examination site after the scheduled examination begins, the examination administrator shall not allow the applicant to take the examination. An applicant may reschedule a missed examination by paying another examination fee.

- I. An applicant may cancel a scheduled examination date once by providing notice of cancellation at least 48 hours before the examination start time. The Board does not require another examination fee to reschedule a canceled examination.
- J. Neither the Board nor the examination administrator shall make examination materials available for inspection or copying by any person. A person shall not attempt to obtain or provide examination materials.
- K. An applicant shall not bring and the examination administrator shall not allow written material or recording media to either the written or practical section of the licensing examination. The examination administrator may exclude from the written or practical section of the licensing examination any items the examination administrator believes may impede the fair administration or security of the examination. The examination administrator shall dismiss from the examination an applicant who seeks to impede the fair administration of the examination, or copies or asks for information from another applicant and cause the examination fee to be forfeited.
- L. If an applicant passes the examination but fails to complete the licensure process within one year after the date of the examination, the Board shall void the examination scores.
- M. If application is made for licensure by reciprocity, the Board shall accept a score on a written or practical examination from another jurisdiction if the examination:
 1. Is the same national examination administered in Arizona,
 2. The score obtained by the applicant is at least the same as the passing score required by the Board at the time the applicant took the examination in the other jurisdiction, and
 3. The applicant provides the Board with documentation from the other jurisdiction verifying the passing score and that the score was received within one year before the application for licensure by reciprocity.
- N. The Board or national professional organization with which the Board contracts to administer the licensing examination shall conduct:
 1. ~~The~~ the practical section of the licensing examination in English and an applicant shall submit answers in English;
 2. ~~The written section of the licensing examination in English and other~~ is conducted in languages specified by the national professional organization. ~~An and chosen by the applicant may choose to take the written section of the licensing examination in any of the offered languages.~~

R4-10-110. Reactivating an Inactive License

- A. A cosmetology, hairstyling, nail technology, aesthetics, or instructor license that has been inactive for less than two years may be reactivated by paying the delinquent renewal fee.

- B.** A cosmetology, hairstyling, nail technology, aesthetics, or instructor license that has been inactive for more than two years, but less than ~~five~~ 10 years, may be reactivated by the inactive licensee paying the delinquent renewal fee, as described in R4-10-102(A)(3), and paying for and completing the infection protection class and law review class, offered by the Board.
- C.** A cosmetology, hairstyling, nail technology, aesthetics, or instructor license that has been inactive for more than ~~five~~ 10 years, may be reactivated by the inactive licensee if the licensee ~~does all of the following:~~
1. ~~Provides a certification of licensure;~~
 2. ~~Completes the infection protection class and law review class given by the Board;~~
 3. ~~Takes and passes the Board examination pertaining to the type of license formerly held; and~~
 4. ~~Pays for the classes required under subsection (C)(2) and the delinquent renewal fee.~~
- ~~D.C.~~** If a cosmetology, hairstyling, nail technology, aesthetics, or instructor license has been inactive for more than 10 years, the inactive licensee shall pay 10 years of delinquent renewal fees and comply with all application requirements in R4-10-104 before practicing or teaching cosmetology in Arizona.

R4-10-111. Display of Licenses and Signs

- A.** ~~The~~ An establishment licensee shall ensure the name on an ~~the~~ establishment's exterior sign, advertising, and publications ~~shall be~~ is the same as the name on the ~~establishment~~ license to operate the establishment issued by the Board. The establishment's exterior sign shall ~~contain lettering at least 2 1/2 inches in height~~ be prominently posted.
- B.** A school licensee shall: ~~prominently~~
1. Prominently post a ~~class course~~ schedule that lists the names of instructors and ~~classes courses;~~ and
 2. ~~The school shall display~~ Display the licenses of the school licensee and ~~instructor licenses all~~ instructors near the school entrance, visible to the public.
- C.** A salon licensee shall:
1. ~~prominently~~ Prominently post the ~~license of the salon licensee~~ licensee, and
 2. ~~ensure~~ Ensure that the personal license of each licensee performing services in the salon is posted at the licensee's work station.
- D.** A licensee performing mobile services shall prominently display in the area where mobile services are provided:
1. ~~a duplicate~~ A photocopy of the licensee's personal license or the licensee's Board-issued, wallet-size license card, and ~~establishment~~

2. A photocopy of the Board-issued license to operate a salon or Board-issued, wallet-size license card to operate a salon in the area where mobile services are provided. The licensee's original license shall be prominently displayed in the salon from which the licensee was dispatched in accordance with subsection (C).
- E. A copy of R4-10-112 shall be prominently posted in each establishment.
- F. ~~A~~ If applicable, a salon licensee shall prominently post a notice sign that reads: "These of salon services that are not regulated by the Arizona Board of Cosmetology" and include a list services provided but not regulated and that are provided at the salon.

R4-10-112. Infection Control and Safety Standards

- A. An establishment licensee shall ensure the establishment have has and maintain maintains the following minimum equipment and supplies:
1. Non-leaking, solid-side waste receptacles with liners, which ~~shall be~~ are emptied, cleaned, and disinfected daily;
 2. Ventilated, covered, containers for soiled linens including towels and capes;
 3. ~~Closed~~ Covered, clean containers or cabinets to hold clean linens including towels and capes;
 4. ~~A covered~~ Covered, wet disinfectant container ~~made of stainless steel or a material recommended by the manufacturer of the wet disinfectant~~ that:
 - a. ~~Is large enough to contain sufficient disinfectant solution to allow for the total immersion of tools and instruments,~~
 - ~~b.a.~~ Is set up with disinfectant solution at all times the establishment is open, and
 - ~~e.b.~~ Is changed as determined by the manufacturer's instructions or when visibly cloudy or contaminated; and
 5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, ~~and pseudomonacidal (formulated for hospitals)-disinfectant~~ effective against HIV and human hepatitis B virus, which shall be mixed and used according to manufacturer's directions on all tools, instruments, and equipment, ~~except those that have come in contact with blood or other body fluids; and,~~
 6. ~~An EPA registered disinfectant that is effective against HIV 1 and Human Hepatitis B Virus, or Tuberculoicidal which shall be mixed and used according to the manufacturer's directions on tools, instruments, and equipment that come in contact with blood or other body fluids.~~
- B. Procedure for disinfecting non-electrical equipment. A licensee or student shall disinfect non-electrical equipment by

1. ~~Non-electrical equipment shall be disinfected by cleaning~~ Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
 2. Totally immersing in the wet disinfectant required under subsection (A)(5) ~~or (A)(6)~~ following manufacturer's recommended directions.
- C. Procedure for ~~storage of~~ storing tools and instruments. A licensee or student shall:
1. ~~A Place a tool or implement instrument that has been used on a client or soiled in any manner shall be placed in a covered properly labeled receptacle that is labeled "dirty"; and~~
 2. ~~A Place a disinfected implement instrument shall be stored in a disinfected, dry, covered container that is labeled "ready to use" and isolated~~ isolate the disinfected instrument from contaminants.
- D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee or student shall disinfect electrical equipment by:
1. ~~Remove~~ Removing all foreign matter from the equipment;
 2. ~~Clean~~ Cleaning and spray spraying or wipe wiping with a an EPA-registered bactericidal, virucidal, or fungicidal disinfectant, compatible with electrical equipment, as required in subsection (A)(5) or (A)(6), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;
 3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
 - 3.4. ~~Disinfect~~ If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).
- E. Tools, instruments, and supplies. A licensee or student shall:
1. ~~All~~ Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) ~~shall be disposed of by placing them~~ in a waste receptacle immediately after use;
 2. ~~Disinfected~~ Not store or carry disinfected tools and instruments ~~shall not be stored in a leather or cloth storage pouch or pocket;~~
 3. ~~A~~ Dispose of a sharp cosmetology tool or ~~implement that is to be disposed of~~ shall be sealed instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposed disposing of in a manner that keeps licensees, students, and clients, and sanitation workers safe;
 4. ~~An instrument or supply shall not be carried in or on a garment while practicing in the establishment;~~
 - 5.4. ~~Clips~~ Not place clips or other tools and instruments shall not be placed in mouths the mouth, pockets pocket, or other unsanitized holders holder that cannot be cleaned and disinfected;

- ~~6.5. Pencil~~ Sharpen pencil cosmetics ~~shall be sharpened~~ before each use and clean and disinfect the sharpener after each use; and
7. All supplies, equipment, tools, and instruments shall be kept clean, disinfected, free from defects, and in good repair;
8. Cutting equipment shall be kept sharp; and
- ~~9.6.~~ A client's personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.
- F. If there is a ~~blood spill or~~ exposure to blood or other body fluids during a service, ~~licensees and students~~ a licensee or student shall stop the service and:
1. ~~Before returning to service,~~ If the wound is on the licensee's or student's hand, the licensee or student shall:
 - a. ~~clean~~ Clean the wound with an antiseptic solution;
 - b. Cover the wound with a sterile bandage; and
 - c. ~~If the wound is on a licensee's or student's hand in an area that can be covered by~~ Cover the wounded area with a glove or finger cover; the licensee or student shall wear a clean, fluid proof protective glove or finger cover. If the wound is on the client, the licensee or student providing service to the client shall wear gloves on both hands;
 - ~~4.2. Blood stained~~ Discard all blood-stained tissue or cotton or other blood-contaminated material ~~shall be placed in a sealed plastic bag and that plastic bag shall be placed into another plastic bag (double bagged), labeled with a red or orange biohazard warning, and discarded;~~
 - ~~5.3. All~~ Disinfect all equipment, tools, and instruments that ~~have come~~ came in contact with blood or other body fluids ~~shall be disinfected~~ as discussed in subsections ~~(A)(6)~~ (A)(5) and (B); and
 - ~~6.4. Electrical~~ Disinfect electrical equipment ~~shall be disinfected~~ as discussed in subsection (D).
- G. ~~All~~ An establishment licensee shall ensure all circulating and non-circulating tubs or spas ~~shall be~~ are cleaned as follows ~~using the disinfectant in subsection (A)(5) or (6):~~
1. After each client or service, complete all of the following:
 - a. Drain the tub;
 - b. Clean the tub according to manufacturer's instructions, taking special care to remove all film, especially at the water line;
 - c. Rinse the tub;
 - d. Fill the tub with water and disinfectant as in subsection ~~(A)(5) or (6);~~ and
 - e. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer's instructions.
 2. At the end of the day, complete all of the following:

1. Drain the tub;

~~a.2.~~ Remove all filters, screens, drains, jets, and other removable parts;

~~b.3.~~ Scrub all removed parts with a brush and soap or detergent until free from debris;

~~c.4.~~ Rinse the removed parts;

~~d.5.~~ Completely immerse the removed parts in the ~~solution described in~~ disinfectant listed under subsection (A)(5);

~~e.6.~~ Rinse the tub;

f. ~~Air dry;~~ and

~~g.7.~~ Replace the disinfected parts ~~in the tubs or store in a disinfected, dry, covered container.~~;

8. Fill the tub with clean water and the amount of disinfectant proper for the volume of water;

9. Circulate the water and disinfectant for the full contact time listed on the manufacturer's label. If the tube does not have jets, allow the water and disinfectant to stand for the full contact time listed on the manufacturer's label; and

10. Drain the tub.

H. Personal cleanliness. A licensee or student shall:

1. ~~A licensee or student shall thoroughly~~ Thoroughly wash his or her hands with soap and warm water or any equally effective ~~cleansing agent~~ hand sanitizer immediately before providing services to each client, before checking a student's work on a client, or after smoking, eating, or using the restroom;

2. ~~A licensee or student shall wear clothing and shoes;~~

~~3.2. A client's skin upon which services will be performed shall be washed~~ Wash a client's skin on which services will be performed with soap and warm water or ~~wiped~~ wipe the skin with ~~disinfectant~~ or waterless hand ~~cleanser~~ sanitizer approved for use on skin before a nail technology service, including a pedicure service, is provided; and

~~4.3. A licensee or student shall wear~~ Wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed. Discard gloves immediately after use.

I. Disease and infestation. A licensee or student shall not perform a service on an individual:

1. ~~A licensee or student who has a contagious disease shall not perform services on a client until the licensee or student takes medically approved measures to prevent transmission of the disease; and~~

~~2.1. Services shall not be performed on an individual who~~ Who has a contagious disease that may be transmitted by the performing of the ~~services~~ service on the individual; or

2. Who is exhibiting a sign of infection such as reddened, erupted, or open skin.

J. Client protection. A licensee or student shall:

1. ~~A Protect a client's clothing shall be protected~~ from direct contact with shampoo bowls or headrests by ~~the use of~~ using clean linens, capes, robes, or protective neck strips;
2. ~~Infection Maintain infection control shall be maintained and perform services shall be performed~~ safely to ~~protect the licensee or student and client~~;
3. ~~Double Use bracing shall be used~~ around a client's eyes, ears, lips, fingers, and toes; and
4. ~~A Provide a client shall receive~~ a pre- and post-analysis that includes appropriate instructions for follow-up.

K. Care and storage of linens including towels, robes, and capes. An establishment licensee shall ensure:

1. Clean linens ~~shall be~~ are provided for each client and laundered after each use;
2. Soiled linens ~~shall be~~ are stored in a ventilated receptacle;
3. Laundering ~~shall include~~ includes disinfecting washing linens ~~by~~ using detergent and bleach; and
4. Clean linens ~~shall be~~ are stored in ~~closed~~ covered containers or closets.

L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants. An establishment licensee shall ensure:

1. All products ~~shall be~~ are stored in a container that is clean and free of corrosion, ~~and~~ labeled to identify contents, and in compliance with state and local laws and manufacturer's instruction;
2. All products containing poisonous substances ~~shall be~~ are distinctly marked;
3. When only a portion of a cosmetic product is to be used, the portion ~~shall be~~ is removed from the container in a way that does not contaminate the remaining product; and
4. Once dispensed, a product ~~shall not be~~ is not returned to the original container.

M. Prohibited hazardous substances and use of products. An establishment licensee shall ensure

1. ~~An establishment shall not have on the premises~~ No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride, are on the establishment premises; and
2. ~~Product shall be~~ All products are used only in a manner approved by the FDA, EPA, or other regulatory agency; and
3. Instructions on the manufacturer's label are followed at all times.

N. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:

1. Headrests of chairs and treatment tables ~~shall be~~ are disinfected at least daily; ~~and treatment~~
2. Treatment tables are covered with a clean linen or paper sheet for each client;
- 2.3. Shampoo bowls and neck rests ~~shall be cleansed~~ are cleaned with soap and warm water or other detergent and disinfected after each use and kept in good repair; and

~~3.4. Shampoo neck rests shall be~~ are disinfected with a solution ~~described in~~ listed under subsection (A)(5) ~~or (A)(6)~~ before each use.

O. Prohibited devices, tools, or chemicals; invasive procedures. An establishment licensee shall ensure:

1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are ~~prohibited from being~~ not present in or used in a salon:
 - a. A devise, tool, or chemical ~~that is~~ designed or used to pierce the dermis; and
 - b. A low-frequency, or low-power ultrasonic, or sonic device except one intended for skin cleansing, exfoliating, or product application.
2. A ~~salon or~~ licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law, complies ~~shall ensure that the performance of the procedure complies~~ with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.

P. Skin peeling. A licensee shall:

1. Except as provided in ~~subsections (O)(1) and~~ subsection (O)(2), remove only the non-living, uppermost layer of skin, known as the epidermis, ~~may be removed~~ by any method or means and only for the purpose of beautification;
2. Not use a skin removal technique or practice that affects the dermal layer of the skin is ~~prohibited~~;
3. ~~Skin removal products shall not be mixed~~ Not mix or ~~combined~~ combine skin removal products except as required by manufacturer instructions and approved by the FDA; and
4. Only Use only commercially available products for the removal of epidermis for the purpose of beautification ~~shall be used~~.

Q. Restricted use tools and instruments. A licensee shall use:

1. ~~Nippers shall be used~~ Nippers only to remove loose cuticles; and
2. Pre-sterilized, disposal lancets ~~shall be used~~ only to dilate follicles and release sebaceous debris from the follicle.

R. Cleanliness An establishment licensee shall maintain cleanliness and repair of the establishment ~~shall be maintained~~ according to the following guidelines:-

1. ~~After each client,~~ Discard hair and nail clippings ~~shall immediately be discarded~~ after each client;
2. ~~All areas of the establishment, including storerooms and passageways,~~ shall be well lighted, ventilated, and free from infectious agents;
3. ~~Floors, walls, woodwork, ceilings, furniture, furnishings, and fixtures shall be clean and in good repair;~~

~~4.2. Shampoo~~ Clean and disinfect shampoo bowls shall be clean and disinfected by using a disinfectant ~~discussed in~~ listed under subsection (A)(5) ~~or (A)(6)~~ and ensure drains shall be are free running;

~~5.3. Counters~~ Disinfect counters and all work areas shall be ~~disinfected~~ after each client by using a disinfectant discussed in subsection (A)(5) ~~or (A)(6)~~; and

~~6. Waste or refuse shall be removed timely so there is no accumulation.~~

S. ~~Building~~ An establishment licensee, including the licensee of a salon in a residence, shall ensure compliance with the following building standards-;

1. There ~~shall is be a direct~~ an entrance into the establishment from the outside. If the establishment is a salon in a residence, the entrance may be, ~~not~~ through living quarters, ~~into the establishment;~~

2. ~~If connected to a residence, all passageways between the living quarters and the establishment shall have a door that remains closed during business hours;~~

~~3.2. The~~ Except for a salon in a residence, an establishment shall not be used for residential or other living purposes;

~~4.3. The establishment shall have~~ has a restroom open and available for employees' and clients' use during business hours. The restroom that has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; and is in close enough proximity to the ~~salon~~ establishment to ensure safety for cosmetology procedures during use; ~~and is open and available for use by employees and clients of the salon;~~

~~5.4. Any excess~~ Extra material stored in a the establishment restroom shall be ~~in a~~ is locked in a cabinet;

~~6.5. The establishment, including a mobile unit, shall have~~ has sufficient hot and cold running water;

~~7. A mobile unit shall have sufficient water at all times; and~~

~~8.6. The establishment shall have~~ has a natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.

T. ~~General~~ An establishment licensee shall ensure compliance with the following general requirements.

1. ~~The establishment shall have a~~ A first-aid kit that contains, at a minimum, ~~small~~ bandages, gauze, antiseptic, and antibiotic cream; is present in the establishment and easily accessible; ~~and a blood-spill kit that contains disposable bags, gloves, and hazardous waste stickers;~~

2. ~~No bird or animal, except~~ Only fish in aquariums and service animals, are allowed in the establishment; and

3. The establishment ~~shall comply~~ complies with federal and state requirements.

R4-10-113. Establishment Management

- A. The manager of ~~each~~ an establishment shall ensure ~~that~~:
 - 1. Licenses, notices, and the Board's most recent inspection sheet are prominently displayed;
 - 2. The establishment and all licensees in a salon, school, or a mobile service area have current licenses;
 - 3. Infection control and safety standards are maintained.
- B. ~~The Board shall hold the salon and school owner establishment licensee and salon and school manager or director shall be~~ responsible for all violations of requirements enumerated in subsection (A), ~~occurring that occur~~ within the ~~salon, school, or mobile service areas~~ establishment.
- C. If a ~~salon owner licensee~~ rents or leases space within the salon to a person who obtains a separate ~~salon~~ license to operate a salon, ~~the Board shall hold the that~~ second licensee and ~~their salon manager and the owner shall each be~~ responsible for all violations of requirements enumerated in subsection (A) ~~occurring that occur~~ within the portion of the salon the second licensee's licensed portion of the salon, and are each responsible for the common areas licensee is licensed to operate.

R4-10-114. ~~Disciplinary Action~~ Board Inspection

- A. ~~Licenses~~ A licensee or manager of an establishment shall permit ~~an~~ a Board inspector or Board representative to inspect the premises of ~~any salon or school~~ the establishment regardless of whether the establishment has been identified in a complaint.
- B. ~~, or other location identified by a complaint or the~~ A Board, inspector or representative may inspect the premises of a location alleged to be alleging the location is operating as a salon or school without a license from the Board.
- ~~B.C.~~ Board action is required to dismiss a complaint.

R4-10-115. Rehearing or Review of ~~Decisions~~ a Board Decision

- A. ~~Except as provided in subsection (G), any party in a contested case before the Board who is aggrieved by a decision rendered in such case may file with the Board, not later than 15 calendar days after service of the decision, a written motion for rehearing or review of the decision specifying particular grounds therefor. For purposes of this subsection, a decision shall be deemed to have been served when personally delivered or mailed by certified mail to the party's last known residence or place of business.~~ The Board shall provide for a rehearing or review of its decisions under A.R.S. Title 41, Chapter 6, Article 10 and the rules established by the Office of Administrative Hearings.

B. Except as provided in subsection (H), a party is required to file a motion for rehearing or review of a Board decision, within 30 calendar days after service of the decision, to exhaust the party's administrative remedies.

B.C. A motion for rehearing or review may be amended at any time before it is ruled ~~upon~~ on by the Board. A response may be filed within ~~10~~ 15 calendar days after service of ~~such a~~ a motion or amended motion by any party. The Board may require the filing of written briefs ~~upon~~ regarding the issues raised in the motion and may provide for oral argument.

C.D. ~~A~~ The Board may grant a rehearing or review of the decision may be granted for any of the following causes materially affecting the moving party's rights:

1. Irregularity in the administrative proceedings ~~of the agency or its hearing officer or the prevailing party,~~ or any order or abuse of discretion, ~~whereby~~ that deprived the moving party ~~was deprived~~ of a fair hearing;
2. Misconduct of the Board or its staff, ~~or its~~ an administrative hearing officer, ~~or~~ the prevailing party;
3. Accident or surprise ~~which~~ that could not have been prevented by ordinary prudence;
4. Newly discovered material evidence ~~which~~ that could not with reasonable diligence have been discovered and produced at the original hearing;
5. Excessive ~~or insufficient~~ penalties;
6. Error in the admission or rejection of evidence or other errors of law occurring at the administrative hearing or during the progress of the proceedings; or
7. A decision ~~which~~ that is not justified by the evidence or is contrary to law.

D.E. ~~Not later than 10 calendar days after the Board's receipt of a motion for rehearing or review,~~ The Board may affirm or modify the decision or grant a rehearing or review to any of the parties and on all or part of the issues for any of the reasons set forth in subsection (C) (D). An order granting a rehearing or review The Board shall specify with particularity the ground or particular grounds on which the rehearing or review is granted, and the rehearing or review shall cover only those matters so specified for any order modifying a decision or granting a rehearing or review. If a rehearing or review is granted, the rehearing or review shall cover only the matters specified in the order. If a rehearing is granted, the Board shall hold the rehearing within 60 days after the date on the order granting the rehearing.

E.F. ~~Not~~ No later than ~~15~~ 30 calendar days after the date of a decision is rendered and after giving the parties notice and an opportunity to be heard, the Board may, on its own initiative, order a rehearing or review of its decision for any reason for which it might have granted a rehearing or review on motion of a party. ~~After giving the parties or their counsel notice and an opportunity to be heard on~~

~~the matter, the~~ The Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion. ~~In either case the~~ An order granting such a rehearing or review shall specify the grounds therefor on which the rehearing or review is granted.

F.G. When a motion for rehearing or review is based ~~upon~~ on affidavits, they shall be served with the motion. An opposing party may, within ~~40~~ 20 calendar days after ~~such~~ service, serve opposing affidavits, ~~which period~~ . This time may be extended for an additional period not exceeding 20 calendar days by the Board ~~for~~ when there is a showing of good cause ~~shown~~ or by written stipulation of the parties. Reply affidavits may be permitted.

G.H. ~~If in a particular decision the Board makes a specific findings that the immediate effectiveness of the decision is necessary for the immediate preservation of the finding that a particular decision needs to be effective immediately to preserve public peace, health, or safety and that a rehearing or review of the decision is impractical, unnecessary, or contrary to the public interest, the Board may issue the decision may be issued as a final decision without an opportunity for rehearing or review. An application for judicial review of the decision shall be made within the time limits permitted for applications for judicial review of the Board's final decisions.~~

H. I. ~~For purposes of this Section, the terms “contested case” and “party” shall be defined as provided in A.R.S. § 41-1001. A Board order is final on expiration of the time for filing a motion for review or rehearing or on denial of a motion for review or rehearing, whichever is later. A party that has exhausted the party’s administrative remedies may appeal a final order of the Board under A.R.S. Title 12, Chapter 7, Article 6.~~

J. A person that files a complaint with the Board against a licensee:

1. Is not a party to:
 - a. A Board administrative action, decision, or proceeding; or
 - b. A court proceeding for judicial review under A.R.S. Title 12, Chapter 7, Article 6; and
2. Is not entitled to seek rehearing or review of a Board action or decision under this Section.

Table 1. ~~Time-frames~~ Time Frames (in days)

Type of Approval	Statutory Authority	Overall Time-frame <u>Time Frame</u>	Administrative Completeness Time-frame <u>Time Frame</u>	Substantive Review Time-frame <u>Time Frame</u>
Approval to Take an	A.R.S. §§ 32-514,	90	60	30

Examination	32-515, 32-533			
License by Examination	A.R.S. §§ 32-510, 32-511, 32-512, <u>32-512.01</u> , 32-531	60 <u>90</u>	30 <u>60</u>	30
License by Reciprocity or Universal Recognition	A.R.S. §§ 32-513, 32-532, <u>32-4302</u>	60	30	30
School License	A.R.S. § 32-551	90	30	60
License Renewal	A.R.S. §§ 32-517, 32-535, 544, 32-564	75	45	30
Salon License	A.R.S. §§ 32-541, 32-542	90	30	60
License Reactivation	A.R.S. § 32-518	30	15	15

ARTICLE 2. SCHOOLS

R4-10-201. Application for a ~~School~~ License to Operate a School; Renewal

- A. An applicant for a ~~school~~ license to operate a school shall submit the documents required in A.R.S. § 32-551 and:
1. An application, on a form provided by the Board, which is signed by the applicant, and notarized that contains provides the following information:
 - a. The applicant's name, address, e-mail address, federal tax identification number, and telephone number;
 - b. If the applicant is a partnership, each partner's name, ~~and~~ address, and an identification of whether each is a limited or general partner;
 - c. If the applicant is a corporation, the state of incorporation and ~~the~~ name, title, and address of at least two officers of the corporation and the statutory agent;

- d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
 - e. If the applicant is an Arizona school district or community college:
 - i. Office address of the school district or community college, and
 - ii. Number of the school district and name of the superintendent, or
 - iii. Name of the community college dean;
 - ~~d.f.~~ The name under which the school will be operated as registered with the Arizona Secretary of State;
 - e.g. The name and Board-issued license number of the instructor in charge of the school;
 - ~~f.h.~~ If an existing school, the date the applicant will be assuming ownership; and
 - ~~g.i.~~ If a new school, the scheduled date for opening the school; and
 - j. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. ~~If a partnership, a copy of the partnership agreement;~~ The following evidence of business organization, as applicable:
 - a. Copy of the partnership agreement for a partnership,
 - b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
 - c. Copy of the articles of organization for a limited liability company.
 3. ~~If a corporation, the articles of incorporation and a Certificate of Good Standing from the Corporation Commission;~~
 4. ~~3.~~ A signed statement that the establishment has the equipment required by statute and rule for the school;
 5. ~~4.~~ An ~~unexpected~~ unexecuted student-school contract form, as required by under A.R.S. § 32-558;
 6. ~~5.~~ A operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
 7. ~~6.~~ A proposed schedule of ~~classes~~ courses to be taught at the school;
 8. ~~7.~~ The name, address, e-mail address, and telephone number of ~~the~~ a bonding company, as required under A.R.S. § 32-551, and a copy of the bond;
 9. ~~8.~~ A copy of all school policies and procedures;
 10. ~~9.~~ A school catalog that contains the information required by under A.R.S. § 32-559 and:
 - a. The number of days during course enrollment ~~that are~~ necessary to complete the course hours for the course;
 - b. The days and hours of operation, vacation periods, and holidays;

- c. ~~A listing of policies~~ Policies regarding leaves of absence, refunds, and vacation approval for students;
- ~~11.10.~~ Demonstrate evidence of compliance with A.R.S. §§ 32-551 through 32-575 and these rules through a school inspection conducted by the Board; and
- ~~12.11.~~ The fee required in R4-10-102.
- B.** In addition to the requirements in R4-10-107, when renewing a license, a licensee shall submit ~~the following when renewing a license:~~
1. ~~The most recent school catalog that~~ A statement that indicates:
 - a. ~~Indicates where any~~ Any modifications, additions, or deletions ~~from~~ to the previously submitted catalog ~~may be found;~~
 - b. ~~Contains an index that shows where the information required by A.R.S. § 32-559 is located in the catalog~~ Any changes that have occurred regarding the school's accrediting or approving organization; and
 - c. ~~Contains the name of each accrediting or approving organization; and~~ The school continues to maintain all equipment required by statute and rule;
 - d. ~~Provides a signed statement that the establishment has the equipment required by statute and rule for the school.~~
 2. A subject description for each new course ~~and its schedule~~, if applicable;
 - ~~3. A new operating schedule if changes will occur beginning with the new license year;~~
 - ~~4.3.~~ The name, and address, and e-mail address of any a new statutory agent if the statutory agent will change will take effect beginning with the new license year;
 - ~~5.4.~~ The name and license number of the ~~current licensed~~ instructor in charge of the school; and
 - ~~6.5.~~ The name, address, e-mail address, and telephone number of the bonding company, the bond number, the expiration date of the bond, and a copy of the bond.
- C.** The ~~owner of a school licensee~~ shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;
- D.** Within five days after a change occurs during the license year, the ~~owner of a school licensee~~ shall submit to the Board ~~the~~ a subject description of any new course; the name of any new statutory agent; ~~or any a~~ a description of a change to the ~~catalogue, catalog or school policies, procedures, or hours of operation, generie a copy of the student-school contract, policies, procedures, hours of operation, or a copy of the bond.~~

R4-10-202. School Closure

- A. For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if ~~it~~ the school licensee fails for five consecutive school days to ~~provide~~ ensure instruction is provided in accordance with ~~its~~ the schedule of operations on file with the Board.
1. ~~All~~ The school licensee shall notify all enrolled students and employees ~~shall be notified by the school~~ in writing of a pending closure at least five calendar days before closure of the school, unless the time of ~~such~~ closure could not have been anticipated. A copy of the notice shall be sent to the Board at the time it is delivered to ~~the~~ students and employees.
 2. The licensee of a closed school shall release students' and employees' personal belongings, including equipment, tools, and ~~implements shall be released to each student or employee instruments~~ immediately ~~upon request~~ when requested.
 - 2.3. ~~Student records as specified by~~ As required under A.R.S. § 32-563, the licensee of a closed school shall ~~be sent~~ electronically deliver or otherwise send the following student records to the Board within 10 calendar days after the school ~~closure, including closes:~~
 - a. ~~Copies~~ As specified in R4-10-204, copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school ~~closure~~ closed as specified by R4-10-204;
 - b. ~~A~~ As specified in R4-10-204, a copy of the file of each student who was enrolled the last school day ~~prior to~~ before closure ~~as specified by R4-10-204~~. If a ~~teachout~~ teach-out was arranged with another school ~~which agreed to complete the training~~, the licensee of the closed school shall transfer the student's file ~~shall be transferred~~ to that school; and
 - c. A written statement signed by each enrolled student verifying the ~~school's~~ school licensee's compliance with subsection (A)(1) as it applies to students.
- B. ~~Failure~~ The Board shall consider failure to comply with subsection (A) ~~may be~~ as possible grounds for refusal to issue a school license to an owner, manager, director, or instructor of the school at the time of ~~the school~~ closure.

R4-10-203. General School Requirements

- A. ~~An~~ The licensee of an aesthetics, cosmetology, hairstyling, or nail technology school shall ensure the school complies with R4-10-112 and has the following minimum facilities, equipment, supplies, and materials:
1. One area of instruction for every 20 students;
 2. A licensed instructor as manager or director;
 3. A desk, or table and chair, or other instructional fixtures and facilities for each student during theory instruction;

4. ~~Filing cabinets to hold all school and student records;~~
 - 5.4. ~~An instruction~~ A board in each room used for on which to write or post materials during instruction;
 - 6.5. ~~At least two cubic feet of an individual locked area with a different locking device for each enrolled student and each instructor to store personal objects and training kits~~ A secured area for personal items of students and instructors ;
 - 7.6. ~~A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals, and for the disinfection of small tools or instruments;~~
 - 8.7. ~~At least one restroom that meets the requirements of R4-10-112; and~~
 - 9.8. ~~Separate receptacles for garbage and soiled linens; and~~
 10. ~~One container for wet disinfectant for each student performing aesthetics or nail technology.~~
- B.** The school licensee shall furnish equipment, tools, instruments, materials, and supplies needed to perform assignments and for instructional purposes, except ~~that the school may require~~ each student may be required to furnish small tools or instruments. ~~All~~ The school licensee shall ensure all equipment, tools, and materials ~~shall be~~ are salon quality and maintained in good repair at all times.
- C.** The school licensee shall ~~have~~ ensure students have access to the following materials whether in a school library for student use which contains at least the following materials relating to the courses offered by the school or electronically:
1. Standard dictionary;
 2. Medical dictionary;
 3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair, and skin;
 4. Three current periodicals on the art and science of cosmetology;
 5. Current cosmetology instruction manuals or textbooks;
 6. Current Arizona Board of Cosmetology statutes and rules; and
 7. A cosmetology dictionary.
- D.** ~~Each~~ The school licensee shall maintain at the school a complete file on all current curriculum requirements.
- E.** ~~A~~ The school licensee shall not pay an enrolled student for time while the student is taking ~~classes~~ courses or receiving credit.
- F.** ~~A licensed~~ The school licensee may offer a postgraduate or advanced continuing education aesthetics, cosmetology, hairstyling, or nail technology course to currently licensed individuals without a licensed instructor present and to students currently enrolled in the school with a licensed instructor present.

1. ~~A~~ The school licensee shall not report ~~post-graduate~~ postgraduate credit hours to the Board or apply the hours toward graduation.
 2. ~~G.~~ Currently The school licensee shall not allow enrolled students ~~shall not~~ to perform services upon on a person without ~~an~~ a licensed instructor present.
 3. ~~A student file is not required for licensed individuals.~~
 4. ~~Each licensee shall have the licensee's current Board-issued license number onsite.~~
- ~~G.H.~~ An A school licensee may enroll an individual licensed by the Board ~~may re-enroll in a licensed~~ the school for a refresher course as a current student. ~~Credit~~ and shall submit to the Board a record of hours for training received shall be submitted by the school to the Board in the refresher course.
- ~~H.I.~~ A school licensee shall establish a periodic grading schedule and ~~keep~~ ensure student transcripts are kept current.
- ~~I.J.~~ A school licensee shall schedule a minimum of four hours of theory ~~classes~~ courses each week for each full-time student and a minimum of two hours of theory ~~classes~~ courses each week for each part-time student.
- ~~J.K.~~ A school licensee shall ~~teach~~ ensure safety and infection control measures relating to each subject are taught in conjunction with that subject.
- ~~K.L.~~ A school licensee shall not solicit students for enrollment at other school sites.
- ~~L.M.~~ While A school licensee shall ensure that while teaching, instructors ~~shall~~ wear a tag indicating the instructor's name and courses taught.
- ~~M.N.~~ A school licensee shall ensure compliance with the following:
1. A student ~~shall~~ does not attend school more than 56 hours in any one week.
 2. A student ~~shall only operate~~ operates only safe equipment in good repair.
 3. A student of aesthetics, cosmetology, hairstyling, or nail technology performs services within the enrolled course, ~~upon~~ on the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, R4-10-304.1, or R4-10-305.
 4. ~~A school shall~~ student is not ~~prevent~~ prevented or ~~discourage a student~~ discouraged from making a complaint to the Board.
 5. ~~A school~~ student shall is not ~~dismiss a student~~ dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
 6. While in school, each student ~~shall wear~~ wears a tag indicating the student's name and the course in which the student is enrolled; and

7. If the school has a distant classroom, the ~~school shall ensure that~~ equipment for each in the distant classroom is the same as that required ~~for each course of instruction in the school~~ under this Section; and:
 - a. Private postsecondary and public educational facilities ~~shall do not~~ extend ~~the school facilities~~ beyond ~~.5 miles apart as verified by Global Positioning System map readings~~ Arizona boundaries;
 - b. ~~Public educational facilities shall not extend the school beyond the school designated campus~~;
 - e.b. A duplicate photocopy of the Board-issued school license to operate a school or Board-issued, wallet-size license card to operate a school shall be posted in each distant facility;
 - ~~d.c.~~ Duplicate instructor ~~licensees~~ licenses are not required in a distant classroom; and
 - e.d. ~~Clinic No clinic, retail, all public services, and appointments by the or public services are prohibited~~ allowed in a distant classroom.

R4-10-204. School Records

- A. A school licensee shall maintain a student's records at the school where the student is enrolled. The Board may inspect the records at any time the school is open.
- B. ~~When~~ A school licensee shall ensure that when a student transfers from one school to another or withdraws, the school from which the student is transferring ~~shall~~ or withdrawing:
 1. ~~Keep~~ Keeps a copy of the student's transcript,
 2. ~~Forward~~ Forwards one copy of the student's hours to the student and another copy to the Board within three days of the date of transfer or withdrawal, and
 3. ~~Withdraw~~ Removes the student ~~on~~ from the school records and ~~the~~ monthly report submitted to the Board in the month following the transfer or withdrawal.
- C. ~~Each~~ A school licensee shall keep ensure the following are maintained:
 1. A complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips;
 2. A complete and accurate record that shows the ~~school's~~ basis for certification of the student hours. A school licensee shall certify only ~~those~~ hours of training the student receives ~~in that~~ at the licensee's school or hours the school licensee accepts as received in another state or country;
 3. A complete and accurate individual student file for each student enrolled containing:
 - a. ~~Contract and enrollment agreement~~ Executed student-school contract;
 - b. Financial aid transcript;

- c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology course or proof of high school equivalency or 18 years of age for a student enrolled in an instructor course;
 - d. ~~Identification number;~~
 - e.d. Proof of one year of licensed work experience for a student instructor;
 - f.e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student. ~~The contract shall set forth the contents of the kit including~~ and the following information:
 - i. ~~The price of items contained in the kit;~~
 - ii.i. When the ~~items shall~~ training kit will be distributed to the student;
 - iii. ~~The manufacturer of the products;~~
 - iv.ii. The retail value of the training kit; and
 - v.iii. A statement that ~~if~~ substitutions occur made after the contract statement is signed, ~~the substitutions shall~~ will be of comparable value; and
 - g.f. A record of completed hours, including proof of cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and
4. Complete and accurate academic transcripts and attendance and hour records or time cards.
- D. ~~The~~ A school licensee shall electronically deliver to the Board a complete and accurate monthly report, containing the following information, no later than the 10th day of each month. ~~The monthly report shall include:~~
- 1. ~~For~~ Only for each student enrolled since the prior monthly report ~~only~~:
 - a. Name;
 - b. ~~Student identification number;~~
 - e.b. Enrollment date;
 - d.c. Address and e-mail address;
 - e.d. Telephone number;
 - f.e. Type of educational documentation that meets the requirements of R4-10-104;
 - g.f. Proof of hours received from another ~~Board-licensed~~ school for which the Board issued a license to operate; or a school in another state; or country; and certified by the school licensee, if applicable;
 - h.g. Proof Acceptance of crossover hours ~~necessary to qualify for R4-10-306~~, if applicable; and
 - i.h. Birth date.
 - 2. The enrollment category of each student;

3. The name, license number, and work schedule of the instructor in charge of the school; and name of the custodian of records;
 4. The name, license number, and work schedule of each instructor employed by the school licensee;
 5. The signature of the instructor who prepares and certifies ~~that~~ the report is correct;
 6. The name of ~~student instructors~~, the scheduled attendance, and the Board-issued license number for each student instructor;
 7. For each demonstration given, the name of the demonstrator, ~~the~~ name of the observing instructor, ~~the~~ name of the process or product demonstrated, ~~the~~ number of students in attendance, and ~~the~~ name of the course in which the demonstration was given;
 8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
 9. Signature of each student verifying approval of the certified hours;
 10. The ~~school's~~ school licensee's certification of the students who meet ~~the~~ graduation requirements ~~of the school~~, including the day, month, and year of graduation; and
 11. The notation "transferred," "withdrawn," or "leave of absence" for students who discontinue training, and the day, month, and year training was discontinued. ~~The school shall provide certification to the student within one week of the hours earned by the student before the student withdraws or takes a leave of absence.~~
- E. A school licensee shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the Board required examination, and stays in school until the date of the examination.
- F. A school licensee is not required to maintain a student file for licensed individuals.

R4-10-205. Aesthetic School Requirements

- A. ~~Schools~~ The licensee of a school that ~~provide~~ provides aesthetics 600-hour training for students, 350-hour training for instructors, or both, shall ~~provide~~ ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to ~~that~~ those required by under R4-10-203 and R4-10-204:
1. A work station for each student in attendance to perform aesthetics services to the public for a fee, each having:
 - a. A facial chair or table;
 - b. A supported table top ~~that is 12" x 18" or larger~~;

- c. A dry, disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112, and
 - d. A labeled receptacle for contaminated tools ~~or~~ and instruments as specified under R4-10-112.
2. One steamer machine for each group of four students in attendance during ~~lab~~ classroom instruction and two students in attendance during clinic instruction;
 3. One microdermabrasion machine to be used at a non-invasive level;
 4. One magnifying lamp of at least 5 diopters for each group of two students in attendance during ~~lab~~ classroom instruction and each group of four students in attendance during clinic instruction;
 5. Cleansers;
 6. Massage medium;
 7. Toner; and
 8. ~~Exfolients~~ Exfoliants and masks; ~~and~~
 9. ~~Depilatories~~.
- B.** ~~Each~~ A school licensee shall ~~provide~~ ensure a nonreturnable student training kit ~~for~~, containing at least the following, is provided to each enrolled aesthetics student. ~~The kit shall contain at a minimum, the following:~~
1. ~~One~~ Access to an electronic or standard textbook for professional aestheticians;
 2. ~~One~~ Access to an electronic or hard copy of the Arizona ~~cosmetology~~ Board of Cosmetology statutes and rules;
 3. One disinfected, covered container to store disinfected tools and instruments as specified ~~by~~ under R4-10-112; and
 4. ~~A~~ One container for contaminated tools ~~or~~ and instruments as specified under R4-10-112.

R4-10-206. Cosmetology School Requirements

- A.** ~~Schools~~ The licensee of a school that ~~provide~~ provides cosmetology 1600-hour training for students, 350-hour training for instructors, or both, shall ~~provide~~ ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to ~~that those~~ specified ~~by~~ under R4-10-203 and R4-10-204:
1. A work station for each student in attendance ~~performing~~ to perform cosmetology services to the public for a fee, each having:
 - a. A mirror ~~that is at least 18" by 30" when performing services on a~~ for client services;
 - b. A table top or counter;
 - c. A client chair;

- d. A dry, disinfected, covered receptacle to store disinfected tools and instruments as specified under R4-10-112; and
 - e. A container for contaminated tools ~~or~~ and instruments as specified under R4-10-112;
 2. One shampoo basin for each group of 10 students in attendance during ~~lab~~ classroom or clinic instruction;
 3. One hand-held hair dryer for each student in attendance during ~~lab~~ classroom or clinic instruction;
 4. ~~One hooded dryer for each group of 20 students in attendance during lab or clinic instruction;~~
 5. ~~One high frequency Tesla or violet ray unit, including a facial and scalp electrode, for each group of 20 students in attendance during practical instruction;~~
 6. ~~4~~. Two electric clippers in the school;
 7. ~~Depilatories;~~
 8. ~~5~~. Chemical hair straighteners;
 9. ~~6~~. One nail technology table ~~with a 12" x 18" or larger top~~ for each group of 10 students in attendance during practical instruction;
 10. ~~7~~. A facial work station for each group of 10 students in attendance and receiving ~~lab~~ classroom or clinic aesthetics instruction;
 11. ~~8~~. A receptacle, large enough to completely immerse two feet for each group of 10 students in attendance during ~~lab~~ classroom or clinic nail technology instruction;
 12. ~~9~~. ~~Two~~ One electronic nail drills file for filing and buffing ~~in the school~~; and
 13. ~~10~~. Nail products for acrylics, gels, tips, wraps, and polishing.
- B.** ~~Each~~ A school licensee shall provide ensure a nonreturnable student training kit for, containing at least the following, is provided to each enrolled cosmetology student a nonreturnable student training kit. The kit shall contain at a minimum, the following:
1. ~~One~~ Access to an electronic or standard textbook for professional cosmetologists;
 2. ~~One~~ Access to an electronic or hard copy of the Arizona ~~cosmetology~~ Board of Cosmetology statutes and rules;
 3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
 4. A container for contaminated tools ~~or~~ and instruments as specified under R4-10-112.

R4-10-206.1. Hairstyling School Requirements

- A.** A The licensee of a school that provides hairstyling 1000-hour training for students, 350-hour training for instructors, or both, shall ensure the minimum facilities, equipment, supplies, and materials listed

under R4-10-206(A)(1) through (6) are provided in addition to those specified under R4-10-203 and R4-10-204.

- B.** A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:
1. ~~Reasonable access~~ Access to an ~~online electronic~~ or standard textbook for professional hairstylists;
 2. ~~Reasonable access~~ Access to an electronic or a hard copy of the Arizona Board of Cosmetology statutes and rules;
 3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
 4. A container for contaminated tools and instruments as specified under R4-10-112.

R4-10-207. Nail Technology School Requirements

- A.** ~~A~~ The licensee of a school that provides nail technology 600-hour training for students, 350-hour training for instructors, or both, shall ~~provide~~ ensure the following minimum facilities, tools, instruments, equipment, supplies, and materials are provided, in addition to those ~~required by~~ specified under R4-10-203 and R4-10-204:
1. A work station to perform nail technology services for the public for a fee for each student in attendance containing:
 - a. A nail technology table ~~with a top 32" x 16" or larger~~;
 - b. A client chair;
 - c. A nail technology chair or stool;
 - d. A disinfected, covered container to store disinfected tools and instruments as specified ~~in~~ under R4-10-112;
 - e. A container with wet disinfectant as specified ~~in~~ under R4-10-112;
 - f. A container for soiled tools ~~or~~ and instruments as specified ~~in~~ under R4-10-112;
 - g. A waste receptacle as specified ~~in~~ under R4-10-112; and
 - h. A disinfectant for blood or body-fluid exposure as specified ~~in~~ under R4-10-112.
 2. One container large enough to ~~completely~~ immerse two feet completely, for every five students in attendance during ~~practical training~~ clinic instruction;
 3. Nail products for acrylics, gels, tips, wraps, and polishing; and
 4. One ultraviolet light.

- B.** ~~Each~~ A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled nail technology student ~~shall have a training kit containing:~~
1. One simulated hand;
 2. Disinfected tools and instruments including pusher, nipper, file or porous emery boards, tweezer, nail brush, and finger bowl;
 3. One covered container to store disinfected tools and ~~implements~~ instruments as specified by under R4-10-112;
 4. A container for soiled tools and instruments as specified ~~in~~ under R4-10-112;
 5. ~~A current instruction manual or~~ Access to an electronic or standard textbook of for professional nail technology and access to an electronic or hard copy of the Arizona cosmetology laws Board of Cosmetology statutes and rules;
 6. Artificial nail enhancement kit with remover, wrap kit, two dappen dishes, polish kit, nail forms, finishing tools and instruments, and one brush product applicator; and
 7. One electric nail file.

R4-10-208. Combined School Requirements

- A.** A ~~licensed~~ school licensee shall ensure ~~that~~ the following hours are taught to a student enrolled in the specific curriculum before allowing the student to graduate:
1. Aesthetics course - 600 hours,
 2. Aesthetics instructor course - 350 hours,
 3. Cosmetology course - 1600 hours,
 4. Cosmetology instructor course - 350 hours,
 5. Hairstyling course – 1000 hours,
 6. Hairstyling instructor course – 350 hours,
 7. Nail technology course - 600 hours, and
 8. Nail technology instructor course - 350 hours.
- B.** A school licensee that provides training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required ~~by~~ under:
1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
 4. R4-10-206,

5. R4-10-206.1, and
 6. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- C. A school licensee that provides the curriculum specified in subsections (A)(3) through (A)(8) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
 2. R4-10-204,
 3. R4-10-206,
 4. R4-10-206.1, and
 5. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- D. A school licensee that provides the curriculum specified in subsections (A)(1) through (A)(6) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
 4. R4-10-206, and
 5. R4-10-206.1.
- E. A school licensee that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(7) and (A)(8) only shall have the minimum records, facilities, equipment, supplies, and material required under:
1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205, and
 4. R4-10-207.

R4-10-209. Demonstrators; Exclusions

- A. A school licensee shall ensure only an individual person who does not hold holds an instructor license shall not or a student instructor is allowed to teach in a school.
- B.** but A school licensee shall ensure an unlicensed individual may demonstrate to enrolled students any who demonstrates a process, product, or appliance to enrolled students presents the demonstration only when an a licensed instructor is present and observing the demonstration.

~~B.C. When demonstrating~~ A school licensee shall ensure an unlicensed individual who conducts a demonstration on a model, the demonstrations shall be confined to an ~~confines the demonstration to~~ an explanation of the products, procedures, and appliances being promoted.

R4-10-210. Changes Affecting a License to Operate a School

A. A licensee shall apply for a new license to operate a school when any of the following occurs:

1. The school address changes;
2. The name of the school changes;
3. If the school licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or
4. If the school licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.

B. A school licensee and the instructor in charge shall ensure a Board-issued license to operate a school, indicating the correct ownership of the license, is posted in the school before the school is opened for business.

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed Individuals

~~Licensed schools~~ A school licensee that provide ~~provides instruction~~ a course for licensed individuals pursuant to licensed under this Article shall:

1. Keep a record of the: ~~date,~~
 - a. Date, time, title, and name of the provider of the course; and along with the attendee's name
 - b. Names and license number numbers of all attendees;
2. Ensure ~~that~~ the ~~instruction~~ course consists of professional development related to scope of practice as specified ~~by~~ under A.R.S. § 32-501; and
3. Ensure ~~that~~ hours are not granted toward licensing unless ~~it is~~ the hours are part of ~~the approved a~~ course required for licensing and provided by or in the presence of a licensed instructor.

R4-10-302. Instructor Curriculum Required Hours

A. A school licensee shall ensure each student in an aesthetics, cosmetology, hairstyling, or nail technology instructor course completes 350 curriculum hours that includes include the following:

1. Orientation and review of the Arizona Board of Cosmetology statutes and rules;
2. Theory, preparation, and practice curriculum development. This includes:

- a. Developing and using educational aids;
 - b. Practical and written presentation principles;
 - c. Classroom management evaluation, assessment, and remediation methods;
 - d. Diversity in learning including cultural differences;
 - e. Methods of teaching;
 - f. Professional development including ethics; and
 - g. Alternative learning;
3. Classroom and clinic oversight.
- B.** A school licensee may allow a student in an instructor course to satisfy, in part, curriculum hours required under subsection (A)(2) by completing a course at an accredited college or university or an educational institution described under R4-10-101(~~14~~)(15)(c) and (d). Hours obtained under this subsection are subject to the following limits:
- 1. No more than nine credit hours for cosmetology, hairstyling, or aesthetics;
 - 2. No more than six credit hours for nail technology; and
 - 3. Each ~~college~~ credit hour equals no more than 30 of the clock hours required under subsection (A).
- C.** A school licensee may allow a student in an instructor course to satisfy the curriculum hours required under subsection (A)(2) by participating in virtual learning.
- ~~**C.D.**~~ All A school licensee shall ensure all instruction given by a student instructor ~~shall be~~ is under the direct supervision and observation of a licensed instructor.
- ~~**D.**~~ ~~A student instructor as a student for the purpose of determining the maximum allowed ratio of 40 students during a theory class and 20 students during a lab or clinic for each licensed instructor in the school.~~
- E.** A school licensee shall not allow a student instructor ~~shall not to~~ instruct students or check student services performed on the public until the student instructor has received at least 80 hours of ~~basic~~ instructor training.

R4-10-303. Aesthetics Curriculum Required 600 Hours

- A.** Each student in an aesthetics course shall complete the following curriculum:
- 1. Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona ~~cosmetology laws~~ Board of Cosmetology statutes and rules; and
 - 2. Clinical and ~~laboratory~~ classroom aesthetics including theory ~~that involves~~ involving all skin types:
 - a. Principles and practices of infection control and safety;

- b. Recognition of diseases and the treatment of disorders of the skin;
- c. Interpersonal skills and professional ethics;
- d. Clinical and ~~laboratory~~ classroom practice that includes face and body;
- e. Morphology and treatment of skin, including face and body, by hand and machine;
- f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
- g. Aesthetics machines, tools, and instruments and their ~~related~~ uses;
- h. Alternative skin technology;
- i. ~~Pre-~~ Client pre- and ~~post-client~~ service consultation, documentation, and analysis;
- j. Spa body modalities;
- k. Exfoliation modalities;
- l. Body and face massage and manipulations;
- m. Body and facial hair removal except by electrolysis;
- n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
- o. Cosmetic enhancement applications; and
- p. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in an aesthetics course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

B.C. ~~An aesthetics~~ A school licensee shall not receive remuneration for ~~a~~ an aesthetics student performing clinical services ~~to~~ for the public until the student has received at least 120 hours of aesthetics training; and

C.D. ~~Each~~ A school licensee shall ensure each student ~~shall be~~ is evaluated for progress and ~~provided~~ suggested remediation of suggestions are provided to the student for remediating deficiencies.

R4-10-304. Cosmetology Curriculum Required 1600 Hours

A. Each student in a cosmetology course shall complete the following curriculum:

1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, ~~electricity,~~ diseases and disorders, and Arizona ~~cosmetology laws~~ Board of Cosmetology statutes and rules; and
2. Clinical and ~~laboratory~~ classroom cosmetology including theory that involves nails, hair, and skin:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the hair, skin, and nails;
 - c. Morphology and treatment of hair, skin, and nails;

- d. Interpersonal skills and professional ethics;
- e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
- f. Cosmetology machines, tools, and instruments and their ~~related~~ uses;
- g. Chemical texturizing;
- h. Changing existing hair color;
- i. Hair and scalp care;
- j. Fundamentals of hairstyling including braiding and extensions;
- k. Body, scalp, and facial massage and manipulations;
- l. Hair cutting fundamentals;
- m. Fundamental aesthetics of the body and face;
- n. Fundamentals of nail technology;
- o. Clinical and ~~laboratory~~ classroom practice that includes hair, skin, and nails;
- p. Alternative hair, skin, and nail technology;
- q. ~~Pre-~~ Client pre- and ~~post-client~~ service consultation, documentation, and analysis;
- r. Body and facial hair removal except by electrolysis;
- s. ~~Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;~~
- ~~t.s.~~ Cosmetology technology; and
- ~~u.t.~~ Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a cosmetology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

B.C. A ~~cosmetology~~ school licensee shall not receive remuneration for a cosmetology student performing ~~any~~ clinical services, except shampooing, ~~to~~ for the public until the student has received at least 300 hours of cosmetology training; and

C.D. ~~Each~~ A school licensee shall ensure each student ~~shall be~~ is evaluated for progress and ~~provided~~ suggested remediation of suggestions are provided to the student for remediating deficiencies.

R4-10-304.1. Hairstyling Curriculum Required 1000 Hours

A. Each student in a hairstyling course shall complete the following curriculum:

1. Theory of hairstyling, infection control, anatomy, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
2. Clinical and classroom instruction in hairstyling including theory that involves hair:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the hair and scalp;

- c. Morphology and treatment of hair;
- d. Interpersonal skills and professional ethics;
- e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
- f. Hairstyling machines, tools, and instruments and their uses;
- g. Chemical texturizing;
- h. Changing existing hair color;
- i. Hair and scalp care;
- j. Fundamentals of hairstyling including braiding and extensions;
- k. Neck and scalp massage and manipulations;
- l. Hair cutting fundamentals;
- m. Clinical and classroom practice that includes hair;
- n. Alternative hair technology;
- o. Client pre- and post-service consultation, documentation, and analysis;
- p. Hairstyling technology;
- q. Facial hair removal except by electrolysis; and
- ~~q-r~~. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a hairstyling course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

~~B-C.~~ A school licensee shall not receive remuneration for a hairstyling student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of hairstyling training; and

~~C-D.~~ A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

R4-10-305. Nail Technology Curriculum Required 600 Hours

A. Each student in a nail technology course shall complete the following curriculum:

1. Theory of nail technology; infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona ~~state~~ ~~cosmetology laws~~ Board of Cosmetology statutes and rules; and
2. Clinical and ~~laboratory~~ classroom instruction in nail technology including theory that involves nails, skin, and limbs:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the nail and skin;
 - c. Massage and manipulation of the limbs;

- d. Interpersonal skills and professional ethics;
- e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
- f. Nail technology machines, tools, and instruments and their ~~related~~ uses;
- g. Clinical and ~~laboratory~~ classroom practice that includes nails, skin, and limbs;
- h. ~~Pre- Client pre-~~ and ~~post-client~~ treatment consultation, documentation, and analysis;
- i. Manicuring, including use of nippers;
- j. Pedicuring, including use of nippers;
- k. Artificial nail enhancements (application and removal);
- l. Alternative nail technology;
- m. Electric file use;
- n. Pedicure spa modalities;
- o. Exfoliation modalities on limbs or the body; and
- p. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a nail technology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

~~B.C.~~ A ~~nail technology~~ school licensee shall not receive remuneration for ~~students a nail technology~~ student performing clinical services ~~to~~ for the public until the student has received at least 80 hours of nail technology training; and

~~C.D.~~ ~~Each~~ A school licensee shall ensure each student ~~shall be~~ is evaluated for progress and ~~provided~~ suggested remediation of suggestions are provided to the student for remediating deficiencies.

R4-10-306. Curricula Hours

A. A school licensee shall ensure hours of training received in an aesthetics, cosmetology, hairstyling, or nail technology course are not applied toward hours required to obtain an instructor's license.

B. A school licensee shall ensure hours of training received in an instructor course are not applied toward hours required to obtain an aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to reactivate an aesthetics, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.

C. When evaluating an application for licensure, the Board shall ~~allow the following hours to apply toward licensing:~~ accept crossover hours. The Board shall accept an hour of training as a crossover hour only once.

- 1. 100% of the hours of training received in a nail technology course toward a cosmetologist license;

2. ~~100% of the hours of training received in an aesthetics course toward a cosmetologist license;~~
3. ~~100% of the hours of training received in a combined aesthetics and nail technology course toward a cosmetologist license to a maximum of 600 hours;~~
4. ~~100% of the hours of training received in a hairstyling course toward a cosmetologist license;~~
5. ~~100% of the hours of training received in a cosmetology course toward a hairstylist license;~~
6. ~~15% of the hours of training received in a cosmetology course toward a nail technician license;~~
7. ~~15% of the hours of training received in a cosmetology course toward an aesthetician license;~~
8. ~~33% of the hours of training received in a nail technology course toward an aesthetician license;~~
9. ~~66% of the hours of training received in an aesthetics course toward a nail technologist license;~~
10. ~~50% of the hours of training received in a barber course toward a cosmetologist license;~~
11. ~~200 hours of training received for a registered nurse (RN) or clinical nurse specialist (CNS) license toward an aesthetician license;~~
12. ~~100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward an aesthetics instructor license. The Board shall require the remaining hours needed for an aesthetics instructor license to be obtained in an aesthetics or cosmetology instructor course;~~
13. ~~100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward a cosmetology instructor license. The Board shall require the remaining hours needed for a cosmetology instructor license to be obtained in a cosmetology instructor course;~~
14. ~~100% of the hours of training received by a licensed cosmetologist in an aesthetics instructor course toward a cosmetology instructor license. The Board shall require the remaining hours needed for a cosmetology instructor license to be obtained in a cosmetology instructor course;~~
15. ~~100% of the hours of training received in a barber instructor course toward a cosmetology instructor license. The Board shall require the remaining hours needed for a cosmetology instructor license to be obtained in a cosmetology instructor course. For the purpose of qualifying for the cosmetology instructor examination specified under A.R.S. § 32-531, the Board shall accept one year of licensed barber experience as one year of licensed cosmetology experience;~~
~~and~~
16. ~~Hours transferred to another course shall be used only once.~~

D. A school licensee shall ensure that when a student completes a course of instruction, the cumulative hours for the student equal, at a minimum, those specified in this Article, as applicable.

E. ~~Infection~~ A school licensee shall ensure that infection control, disinfection procedures, and safety issues ~~shall be~~ are taught with every subject and every procedure.

- F. Alternative learning hours are hours ~~that~~ a school licensee may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or at a location other than a salon. A school licensee shall ensure a student is not credit a student credited with more than 20% percent of the total hours required for graduation, ~~earned during enrollment at the school~~, as alternative learning hours. The school licensee shall ensure the record of alternative learning hours required under R4-10-204(C) is maintained.
- G. A school licensee that ~~provides~~ authorizes alternative ~~format or location in~~ learning hours under subsection (F) shall include details of the alternative learning format and or location in the school policy policies and procedures in the school catalog.
- H. ~~Up to~~ A school licensee may grant a maximum of 16 hours ~~of~~ obtained during field trips ~~may be granted~~ toward licensing the hours required for graduation if the field trips ~~for which those hours were granted are part of the approved course of instruction and~~ are provided by or in the presence of a licensed instructor. The school licensee shall ensure the record of field trip hours required under R4-10-204(C) is maintained.
- I. If a school is physically ~~eloses~~ closed while ~~providing curricula in an~~ alternative ~~format or location~~ learning hours or ~~while conducting~~ a field trip is provided, the school licensee shall ensure:
1. ~~Post a~~ A notice ~~that~~ is visible to the public and students is posted; and
 2. ~~Send a~~ A notice is sent to the Board indicating the ~~times~~ time and location ~~where the curricula is being conducted~~ of the alternative learning hours or field trip.
- J. A student instructor may obtain ~~lab~~ classroom (clinic) hours in a licensed school other than the licensed school in which the student instructor is enrolled if the student:
1. Has available proof of enrollment in a licensed school to show to a Board inspector, and
 2. Earns no more than the ~~lab~~ classroom (clinic) hours required ~~by~~ under R4-10-302.

ARTICLE 4. SALONS

R4-10-401. Application for a ~~Salon~~ License to Operate a Salon

An applicant for a ~~salon~~ license to operate a salon shall submit:

1. An application on a form provided by the Board ~~that contains~~ , which is signed by the applicant and provides the following information:
 - a. The applicant's name, address, e-mail address, telephone number, federal tax identification number, and signature;
 - b. If the applicant is a partnership, each partner's name, address, and an identification of whether each is a limited or general partner;

- c. If the applicant is a corporation, the state of incorporation and ~~the~~ name, title, and address of each officer of the corporation and the statutory agent;
 - d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
 - ~~d.e.~~ The name of under which the salon will be operated as registered with the Arizona Secretary of State;
 - ~~e.f.~~ If a the location change of the salon is changing, the previous address;
 - f.g. A history of the salon including:
 - i. If the location was previously licensed by the Board, the name of the previous establishment;
 - ii. The name of each business operating at the salon address; and
 - iii. A statement of whether a cosmetology license of the applicant; or any partner of the applicant, or any corporate officer, or member or manager of the applicant has ever been suspended or revoked by any state or foreign country;
 - h. A statement of the kind of salon to be operated: cosmetology, aesthetics, hairstyling, or nail technology; and
 - i. A statement by the applicant verifying the truthfulness of the information provided by the applicant.
2. ~~If a corporation, the articles of incorporation and a Certificate of Good Standing from the 2. Corporation Commission; The following evidence of business organization, as applicable:~~
- a. Copy of the partnership agreement for a partnership,
 - b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
 - c. Copy of the articles of organization for a limited liability company.
3. ~~If a partnership, a copy of the partnership agreement;~~
- 4.3. A signed statement that the establishment is in compliance with all Board statutes and rules and has all of the following in the salon:
- a. Wet disinfectant;
 - b. A dry, closed, disinfected container to store disinfected tools and instruments;
 - c. A sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or restroom sink as required ~~by~~ under R4-10-403;
 - d. A work station;
 - e. A restroom that meets the standards specified under R4-10-112(S); and

- f. ~~Notice posted for activities performed in the salon but not regulated by the Board~~ The notice required under R4-10-111(F); and

~~5.4.~~ The fee required in R4-10-102.

R4-10-402. Changes Affecting a ~~Salon~~ License to Operate a Salon

- A. ~~An owner~~ A licensee shall apply for a new ~~salon~~ license to operate a salon and pay the fee for an initial salon license specified in R4-10-102 when any of the following occur:
1. The salon address changes;
 2. The name of ~~a~~ the salon changes;
 3. ~~The~~ If the salon licensee is a corporation, the controlling ownership ~~in the corporation~~ is transferred or the corporation is reorganized; or
 4. ~~The~~ If the salon licensee is a corporation, limited liability company, or partnership, ~~has a change of any~~ a corporate officer, partner, or statutory agent changes.
- B. A licensee shall apply for an updated license and pay the fee specified at R4-10-102(C)(8) when the suite number of the salon changes.
- ~~B.C.~~ The ~~A~~ salon owner licensee and the manager shall ensure ~~that~~ a Board-issued license to operate a salon, indicating ~~proper~~ the correct ownership of the license, is posted in the salon before ~~opening the~~ the salon is opened for business.

R4-10-403. Salon Requirements and Minimum Equipment

- A. A salon licensee shall perform ensure all services performed at the salon for the public according to are consistent with the type of license issued to the licensee. A salon licensee shall ensure that, except as provided in R4-10-405, all services are performed for the public by an individual who holds a Board-issued license.
- B. ~~Salons~~ A salon licensee shall have ensure the salon has enough equipment, materials, supplies, tools, and instruments to ensure control infection control and protect the safety for of the public and employees.
- C. A salon licensee shall ensure the salon has:
1. A work station for each ~~employee or person~~ licensee using space within the salon;
 2. If licensees using space in the salon is a are performing cosmetology or hairstyling ~~salon services~~, at least one shampoo bowl and one hair dryer, which may be a blow dryer; and

3. If licensees using space in the salon ~~is a~~ are performing aesthetics or nail technology ~~salon services~~, at least one sink in addition to the restroom ~~and dispensary sinks~~.
- D. A salon licensee shall ensure licensed aestheticians, cosmetologists, hairstylists, and nail technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

R4-10-404. Mobile Services

- A. If a salon licensee provides mobile services ~~are provided~~ as an extension of a ~~licensed~~ the salon, the salon licensee shall advertise the mobile service ~~shall advertise~~ using the ~~licensed~~ name of the salon on the Board-issued license. The ~~licensed~~ salon owner licensee and manager shall ensure ~~that the~~ mobile services comply with the Arizona Board's Board of Cosmetology statutes and rules.
1. A salon licensee providing mobile cosmetology, hairstyling, nail technology, or aesthetics services shall ensure licenses are posted as required under R4-10-111.
 2. A salon licensee providing mobile services shall ~~make~~ ensure client appointments are made through the ~~licensed~~ salon using an appointment book that lists the appointments and locations where services are performed.
 3. Mobile services are subject to inspection by the Board at any time.
 4. If a retrofitted ~~mobile~~ motor vehicle is used to provide mobile services, the ~~salon owner licensee~~ and manager shall ensure ~~that~~ the vehicle has the same equipment as specified ~~by~~ under R4-10-403 and complies with safety and infection control requirements specified ~~by~~ under R4-10-112.
 5. If mobile services are provided in a location other than a retrofitted ~~mobile~~ motor vehicle, the ~~salon owner licensee~~ and manager shall ensure ~~that~~ equipment is disinfected before use and stored as specified ~~in~~ under R4-10-112.
- B. If a retrofitted motor vehicle is used exclusively as a mobile facility ~~that is~~ dispatched from a ~~business~~ an establishment address, the ~~owner~~ salon licensee and manager of the mobile facility shall:
1. Comply with all salon requirements, including infection control and equipment requirements, specified in this Chapter;
 2. ~~Comply with all infection control and equipment requirements;~~
 3. ~~2.~~ Maintain a complete and current list of appointment locations at the ~~business~~ establishment address and ~~display~~ ensure the list is displayed ~~in a location listed on~~ as specified in the salon application for a license to operate a salon and ~~that is~~ available to an inspector at all times when the retrofitted motor vehicle is open for business; and
 4. ~~3.~~ Comply with ~~other~~ the Arizona Board of Cosmetology statutes and rules ~~of the Board~~.

R4-10-405. Shampoo Assistants

- A. ~~People who are~~ A salon licensee may hire an individual who is not licensed by the Board ~~may be~~ hired as a shampoo assistant ~~assistant~~ to shampoo and apply ~~cream-rinse~~ conditioner to an individual's hair, comb the hair to remove tangles, and remove rollers ~~and clips~~.
- B. ~~Shampoo assistants~~ A salon licensee shall not ensure a shampoo assistant does not:
1. ~~apply conditioners, reconstructors,~~ Apply hair color, or permanent wave solution or neutralizer;
or ~~remove~~
 2. Remove rods, tint, relaxers, or ~~other~~ chemical solutions from the hair.