

SCHOOL APPLICATION CHECK LIST

- 1) Application – completed
 - a) List all Partners, indicate General or Limited & enclose signed copy of Partnership agreement; or
 - b) If a Corporation or LLC Company enclose a copy of Articles of Incorporation or LLC papers.
 - c) Application must be notarized.

- 2) Fee \$600.00 *Fee is non-refundable (Cashier's Check or Money Order)

- 3) Bond \$10,000.00

- 4) Submit 8½" by 11" floor plan of school

- 5) School and Student Contract

- 6) School catalogue includes:
 - a) Name and address
 - b) Date of Publication
 - c) Admission requirements and procedures
 - d) Number of hours required
 - e) Curriculum or course guidelines
 - f) Description of facilities & equipment
 - g) Policies relating to tardiness, absences, make-up work, conduct, termination & other rules of the school
 - h) Grading system
 - i) Type of diploma awarded
 - j) A schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction.

Must have posted in a school, upon inspection:

- Work done exclusively by students
- Price List
- Current License
- Instructor's License
- Inspection Sheet

*****Any questions please contact: Theresa Bunch at 480-784-4539 X238.**

ARIZONA STATE BOARD OF COSMETOLOGY

1721 East Broadway • Tempe, AZ • 85282-1611

Phone (480) 784-4539 • Fax (480) 784-4962

This application form must be complete. (Incomplete forms will delay licensure.)

SCHOOL LICENSE APPLICATION

TYPE OF SCHOOL: COSMETOLOGY NAIL TECH. AESTHETIC

(✓ Cosmetology school only, if you are offering a full course)

FIRST LICENSE: **LOCATION CHANGE:** **OWNER CHANGE:**

FEE: \$600.00 (NON-REFUNDABLE)

OWNER'S INFORMATION:

1) Applicant's Name: _____

Home Address: _____

Telephone: **home:** (____) _____ **work:** (____) _____

Social Security #: _____ Federal ID #: _____

2) Applicant is: individual partnership corporation

Have you ever applied for or owned a school? yes no If yes, name of school _____

PARTNERSHIP INFORMATION:

(List **ALL** partners; indicate general or limited and enclose signed copy of partnership agreement)

Name	Title	Address	City	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name	Title	Address	City	Zip
_____	_____	_____	_____	_____

CORPORATION INFORMATION:

State of Incorporation _____ Authority to do business in Arizona? yes no

** If a corporation, submit articles of incorporation

Names, titles and addresses of officers:

SCHOOL INFORMATION:

3) Name under which school is to be operated: _____

Address of the school: _____

City: _____ State: ARIZONA Zip Code: _____

School Phone #: (____) _____ Fax: (____) _____

School's email address: _____ Website address: _____

4) Name and address of licensed instructor in charge of the school:

Instructor's Arizona License #: _____

5) Date of proposed opening of school if a new school _____

6) Date assuming ownership change if an existing school _____

BOND INFORMATION

7) Name of Bond Company _____ Phone # (_____) _____

Address _____ City _____ State _____ Zip Code _____

Bond # _____ Expiration/renewal date _____

8) Does the proposed school provide:

- a) yes no Area of instruction for every 20 students;
- b) yes no A licensed instructor, or manager, or director?;
- c) yes no A desk, table, and chair or other instructional fixtures and facilities for each student during theory instruction;
- d) yes no Filing cabinets to hold all school and student records;
- e) yes no Instruction board in each room used for instruction;
- f) yes no 2 cubic feet of individual locked area with a different locking device for each enrolled student and each instructor to store personal objects and training kits;
- g) yes no A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals and the disinfection of small tools and implements;
- h) yes no One rest room meeting the requirements of A.A.C. R4-10-109;
- i) yes no Separate receptacles for garbage and soiled linens;
- j) yes no One container for wet disinfection when performing aesthetics and nail technology as specified by R4-10-109;
- k) yes no Clinic floor area;
- l) yes no Appropriate amount of equipment, tools, implements, and supplies needed to perform assignments and for instructional purposes, expect that the school may require each student to furnish small tools or implements. All equipment, tools, and materials shall be salon quality and maintained in good repair at all times;
- m) yes no School library – (see Question 13);
- n) yes no Is the school separated form other businesses by walls of permanent construction with no doors or openings between them;
- o) yes no Is a price list for services to the public posted which is large enough to
- p) be easily read from a distance of ten feet;
- q) yes no Is there hot and cold running water; and
- r) yes no Is there a free standing sink?

9) List number of square feet within school area: _____

10) Describe floor covering in all areas: _____

11) Describe the lighting and ventilation: _____

12) List title and publisher of each textbook used: _____

13) Does the school library contain:

- a) yes no Standard dictionary,
- b) yes no Medical dictionary,
- c) yes no Anatomy charts (e.g. bones, muscles, hair, skin, etc.),
- d) yes no 3 current periodicals on the art and science of cosmetology, and
- e) yes no Current cosmetology instruction manuals or textbooks?

NOTARY:

I hereby certify by my signature that I am in compliance with A.R.S. Title 32, Chapters. 32-551 thru 32-564.

Signature of Owner _____ Title _____ Printed Name _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

SEAL:

Notary Public

If you have a disability and require reasonable accommodations to participate in our services, contact the ADA Coordinator at (480) 784-4539 at the Board office. Shared\commom\exam\work\appl for sch. 5/04 (web)

INSTRUCTIONS FOR CHANGE IN OWNERSHIP OF A SCHOOL

- 1) Application must be accompanied by appropriate fee
- 2) Application must also be accompanied by a bond in the of \$10,000.00 running in favor of the state with surety by a corporate bonding company authorized to do business in this state. Or information about a CD is provided.
- 3) Submit a specimen copy of the contract between school and student
- 4) Submit a copy of the catalogue and it must include:
 - a. Name and address
 - b. Date of Publication'
 - c. Admission requirement
 - d. Number of hours required
 - e. Curriculum or course guidelines
 - f. Description of facilities
 - g. School rules
 - h. Grading system
 - i. Type of diploma awarded
- 5) Floor plan of the school 8½” by 11”
- 6) **Application that represents a change of ownership requires a release form from the existing owner**

AESTHETIC

A.A.C R4-10-205. AESTHETICS SCHOOL REQUIREMENTS

- A. Schools which provide aesthetics 600-hours training for students, 500-hours training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that required by A.A.C. R4-10-203 and R4-10-204.
1. A work station for each student in attendance to perform aesthetics services to the public, each having:
 - a) a facial chair or table;
 - b) a table top which is 32"x16" or larger;
 - c) a mirror that is at least 4"x 4" when performing services on a client; and
 - d) a dry, disinfected, covered container to store disinfected tools and implements as specified by A.A.C. R4-10-109,
 2. 1 steamer, vaporizer, or pulverize machine for every 12 students in attendance;
 3. 1 galvanic current machine;
 4. 1 suction or vacuum machine with a comedone extractor and a sebum extractor for every 12 students in attendance;
 5. 1 high frequency Tesla or violet ray unit and a facial electrode for every 12 students in attendance;
 6. 1 magnifying lamp for every 12 students in attendance;
 7. 1 therapeutic lamp for every 12 students in attendance;
 8. Cleansing cream;
 9. Massage cream;
 10. Astringent, toner, and mist;
 11. Mask or pack;
 12. Chemical and physical depilatories;
 13. Artificial eyelashes; and
 14. Cosmetics.
- B. Each student shall have a student training kit for each aesthetics student enrolled containing the following:
1. 1 standard textbook for professional aestheticians and Arizona cosmetology laws and rules;
 2. 1 set of 4 facial brushes without defects;
 3. 1 professional tweezer;
 4. 1 disinfected, covered container to store disinfected tools and implements as specified by R4-10-109; and
 5. A container for contaminated tools or implements.

COSMETOLOGY

A.A.C. R4-10-206 COSMETOLOGY SCHOOL REQUIREMENTS

A. Schools which provide cosmetology 1600-hour training for students, 650-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that specified by A.A.C.R4-10-203 and R4-10-204.

1. A work station for each student in attendance performing cosmetology services to the public for a fee, each having;
 - a. a mirror that is at least 18'x30' when performing services on a client;
 - b. a table top or counter;
 - c. a client chair;
 - d. a disinfected, covered receptacle to store disinfected tools and implements, as specified by A.A.C. R4-10-109, and
 - e. a container for contaminated tools or implements;
 2. One shampoo basin for each 10 students in attendance during practical instruction;
 3. 1 hand-held hair dryer for each student in attendance during practical instruction;
 4. 1 hooded dryer for each 7 student in attendance during practical instruction;
 5. 1 high frequency Tesla or violet ray unit, including a facial and scalp electrode, for each 20 students in attendance during practical instruction;
 6. 1 electrical clipper for each 5 students in attendance during practical instruction;
 7. Chemical and physical depilatories;
 8. Chemical hair straighteners including:
Thioglycolate and Sodium hydroxide
 9. 1 nail technology table with a 32"x16", or larger top for each 10 students in attendance during practical instruction;
 10. A facial work station for each Aesthetic student in attendance during practical instruction;
 11. A receptacle large enough to completely immerse both feet, for each 20 cosmetology students in attendance during practical instruction;
 12. 1 ultraviolet light in each school;
 13. 1 electric or battery operated nail drill for filing and buffing; and
 14. Nail products for acrylics, gels, wraps and polishing.
- B. Each enrolled student shall have a non-returnable student training kit containing;
1. 1 instruction manual or textbook of cosmetology, and Arizona Cosmetology laws and rules;
 2. 1 mannequin with sufficient hair on which to practice cosmetology;
 3. Combs and brushes without defects;
 4. 1 electric curling iron with Marcel type handle;
 5. 1 razor;
 6. 1 cutting shear; and
 7. 1 disinfected, covered container to store disinfected tools and implements as specified by A.A.C. R4-10-109.

NAIL TECHNOLOGY

A.A.C. R4-10-207 NAIL TECHNOLOGY SCHOOL REQUIREMENTS

- A. Schools which provide nail technology 300-hour training for students, 350-hour training for instructors or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that required by A.A.C. R4-10-203 and R4-10-204:
1. A work station to perform nail technology services for the public for each student enrolled, 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 implements as specified by A.A.C. R4-10-109;
 - e) a receptacle with wet disinfectant as specified by A.A.C. R4-10-109;
 - f) a container for disinfected tools or implements;
 - g) a garbage receptacle; and
 - h) a light;
 2. 1 electric or battery operated nail drill for filing and buffing;
 3. 1 container large enough to completely immerse both feet for every 5 students in attendance during practical training;
 4. Nail products for acrylics, gels, tips, wraps, and polishing; and
 5. 1 ultraviolet light
- B. Each enrolled nail technology student shall have a training kit containing:
1. 1 simulated hand or finger for practice training;
 2. Disinfected tools, including pusher, nipper, file or emery boards, tweezer, nail brush, finger bowl, buffers, artificial nail products kit, nail forms, and one brush product applicator to enable the student to perform nail technology;
 3. 1 covered container to store disinfected tools and implements as specified by A.A.C. R4-10-109;
 4. A container for contaminated tools or implements; and
 5. 1 instruction manual or textbook of nail technology and Arizona Cosmetology laws and rules.

ARTICLE 5 SCHOOLS

32-551. School licenses; applications; requirements

- A. A person is entitled to a license to operate a school if:
1. He pays the prescribed fee. 2003
 2. He furnishes a surety bond in the amount of ten thousand dollars approved by the board and executed by a corporate bonding company authorized to do business in this state. The bond shall be for the benefit of and subject to the claims of the state for failure to comply with the requirements of this chapter and any student who fails to receive the full course of instruction required under this chapter.
 3. He submits to the board under oath an application for a school license on a form supplied by the board and other documentation required by the board in its rules.
 4. The proposed school passes an inspection by the board before it opens.
- B. An incomplete application shall be returned to an applicant within thirty days after the board receives it with the causes for the return. 1984

32-552. Transfer of ownership or location; change of trade name

- A. A school shall not be transferred from the name of one licensee to another or from one location to another or change its trade name without filing a new application and paying the prescribed fee.
- B. A school owner shall notify the board of any transfer of his school or change in the school's trade name within ten days after the transfer or change, submit a new license application for the school and pay the prescribed fee. 1984

32-553. Instruction Staff

Text of section as amended by Laws 200, Ch. 147, § 19, effective April 4, 2000

- A. Instructors shall not apply their time to private practice with or without compensation in a school.
- B. Students shall be under the constant supervision of an instructor.

32-554. Required display

Schools shall display the following in a conspicuous location:

1. The current school license.
2. The current licenses of instructors teaching in the school.
3. The latest inspection sheets. 1984

32-555. Equipment

A school shall contain sufficient equipment as prescribed by the board in its rules.

32-556. Separation of schools from other businesses

Text of section as amended by Laws 2000 ch. 147, § 20, effective April 4, 2000.

A school of any type, including a cosmetology school or otherwise, shall not be conducted with any other business, including a salon. A school of any type, included a cosmetology school or otherwise, and another business shall be separated by walls of permanent construction and not have doors or openings between them. A cosmetology school may offer for sale cosmetology products and related articles. 2000

32-557. Services for the public; restrictions

- A. Students may render services to the public only under the direct supervision of an instructor.
- B. The following notice shall be posted in a conspicuous place within the school in letters large enough to be read across the length of the room, "school of cosmetology- work done exclusively by students."
- C. A student in a school shall not receive a salary or commission from the school for any cosmetology, aesthetics or nail technology services while he is enrolled in the school as a student.
- D. A school shall post a price list for services rendered to the public which is large enough to be easily read from a distance of ten feet. 1987

32-558. Student-school contracts

A private school is required to execute a contract between itself and a student in duplicate. The form of the contract shall be approved by the board. A contract between a school and a student shall bear the signature of the school official and the student or parent of guardian if the student is under eighteen years of age. A fully executed copy of the contract shall given to the student and the school shall keep the original copy. 1984

32-559 School catalogs

- A. A private school shall submit a copy of its official catalog to the board for board approval.
- B. A private school catalog shall contain the following:
 - 1. Name and address of the school.
 - 2. Date of publication.
 - 3. Admission requirements and procedures used by the school.
 - 4. Number of hours of training required for licensure.
 - 5. A brief outline of the curriculum offered by the school.
 - 6. A description of the school's general physical facilities and equipment.
 - 7. Policies relating to tardiness, absences, make-up work, conduct, termination and other rules of the school.
 - 8. The grading system, including a definition of credit units if any.
 - 9. The type of document awarded on graduation from the school. 1984

32-560 Transfer procedures

A student who desires to transfer from one school to another shall execute an application for transfer form prescribed by the board. The transferring school shall complete the application for transfer in triplicate and forward the requested information to the board within three days after the student executes the application for transfer.

1984

32-561. Student records

A school shall keep records as prescribed by the board in its rules on file for each student enrolled or reenrolled in a school for a regular course, postgraduate course or additional hours. 1984

32-562 School inspections

The board shall inspect schools on a regular basis as it deems necessary. 1984

32-563 School closing

- A. Within five days after a school closes it shall notify the board by certified mail of the closure.
- B. Within ten days after a school closes it shall forward all student records to the board. 1984

32-564 School license renewal

- A. School licenses are renewable on or before June 30 of every year by meeting all the requirements for a school license and paying the prescribed renewal fee.
- B. A school owner who fails to renew his school license by June 30 of every year shall apply pursuant to § 32-551 and pay the prescribed fee and delinquent renewal penalty.

1984

GENERAL SCHOOL REQUIREMENTS

R4-10-203

- A. Aesthetic, cosmetology, and nail technology school shall comply with R4-10-109 and have the following minimum facilities, equipment, supplies and materials:
 - 1. 1 area of instruction
 - 2. A licensed instructor as manager or director
 - 3. A desk, table, and chair, or other instructional fixtures and facilities for each student during theory instructions;
 - 4. Filing cabinets to hold all school and student records;
 - 5. An instruction board in each room used for instruction;
 - 6. At least 2 cubic feet of individual locked area with a different locking device for each enrolled student and each instructor to store personal objects and training kits;
 - 7. 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 implements.
 - 8. At least 1 rest room meeting the requirements of R4-10-109;
 - 9. Separate receptacles for garbage and soiled linens; and
 - 10. 1 container for wet disinfectant when performing aesthetics and nail technology as specified by R4-10-109.
- B. The school shall furnish the appropriate amount of equipment, tools, implements, materials, and supplies needed to perform assignments and for instructional purposes, except that the school may require each students to furnish small tools or implements. All equipment, tools and materials shall be salon quality and maintained in good repair at all times.
- C. The school shall have a library for student use which contains at lest the following materials relating to the course or courses offered by the school:
 - 1. Standard dictionary
 - 2. Medical dictionary
 - 3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair and skin;
 - 4. 3 current periodicals on the art and science of cosmetology;
 - 5. Current cosmetology instruction manuals or textbooks;
 - 6. Current Arizona Cosmetology laws and rules governing the practice of aesthetics, cosmetology, and nail technology; and
 - 7. A cosmetology dictionary
- D. Each school shall maintain a complete file on all current curriculum requirements.
- E. Schools may award reduced tuition, scholarships, and grants to students. School shall not pay salaries to enrolled students other than student instructors.
- F. Licensed schools may offer postgraduates or advanced continuing education cosmetology courses with a licensed instructor present; however, credit hours toward graduation or licensure shall not be granted.
- G. Individuals licensed pursuant to A.R.S. § 32-501 et seq. may re-enroll in a licensed school for a refresher course. Credit hours for training received during regular school hours shall be submitted to the Board.
- H. Schools shall establish a periodic grading schedule and keep student transcripts current.
- I. Schools shall schedule a minimum of 4 hours of theory classes each week for each full-time student and minimum of 2 hours of theory classes each week for each part-time student.
- J. Safety and infection control measures relating to each subject shall be taught in conduction with that subject.
- K. Schools shall not solicit students for enrollment on the site of other schools.
- L. While in school, instructors shall wear a tag indicating their name and courses they tech.
- M. Schools shall ensure compliance with following:
 - 1. Students shall attend school no more that 56 hours in any 1-week.
 - 2. Students shall operate only safe equipment in good repair.
 - 3. Students of aesthetics, cosmetology, and nail technology shall perform services within the course in which they are enrolled, upon 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, R4-10-305 prescribing their curriculum.

4. Students shall not be prevented or discouraged from making a complaint to the Board.
5. Students may receive a minimum of 16 hours credits for field trips if the trip has been approved by the Board. 1 licensed instructor shall accompany no more than 20 students.
6. Students shall not be dismissed from a scheduled theory instruction or written or practical examination to perform clinical services to the public; and
7. While in school, each student shall wear a tag indicating their name and the course in which they enrolled.

SCHOOL RECORDS

R4-10-204

- A. Student records shall be kept at the school where the student is enrolled and are subject to inspection by the board at all times.
- B. When a student transfer from 1 school to another, the school from which the student is transferring shall keep a copy of the student's transcript and shall forward 1 copy to the student and another copy to the Board.
- C. Each school shall keep:
 1. A record of the time devoted by each student to the enrolled course of study;
 2. Records which show the basis for certification of the student hours. Schools shall certify only those hours of training received by the student in the school; and
 3. An individual student file for each student enrolled containing:
 - a. Contract and enrollment agreement;
 - b. Financial aid transcript;
 - c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, or nail technology course, and proof of high school equivalency for a student enrolled as an instructor as specified by R4-10-101;
 - d. Identification numbers;
 - e. Proof of 1 year of licensed work experience for a student instructor in aesthetics, cosmetology, or nail technology;
 - f. A signed statement indicating receipt of contracted supplies, materials, instruction manual, or textbook, and Arizona Cosmetology laws and rules;
 4. Current academic transcripts and attendance and hour records or time cards for Board inspection.
- D. A monthly report submitted to the Board shall be postmarked no later than the 10th day of each month. The monthly report shall include:
 1. The name, student identification number, enrollment date, address, telephone number, and birth date of each student enrolled in the school since the prior monthly report;
 2. The enrollment category of each student, as nail technology, cosmetology, aesthetics, or student instructor;
 3. The type of education documentation received by the school to prove that each student is qualified to enroll in cosmetology school;
 4. The name, license number, and work schedule of the instructor in charge of the school, and name of the custodian of records;
 5. The name, license number, and dates of employment of each instructor employed by the school;
 6. The signature of the instructor who prepares and certifies the report as being true and correct;
 7. The name of student instructor and current aesthetician, cosmetologist, or nail technician license number from any state or country;
 8. 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;

9. Documentation at the time of the 1st reporting period after enrollment certifying student's credit hours from a prior enrollment in any school, or crossover hours as specified by R4-10-306;
 10. Total hours received by each student during the month of the report. This total shall not amended without satisfactory proof of error;
 11. Signature of each student verifying approval of the certified hours;
 12. Certification of those students who have met the graduation requirements of the school, including the day, month, and year of graduation; and
 13. The notation "transferred", "withdrawn", or "leave of absence" for students who discontinue training, and the day, month, and year training was discontinued. Documentation to certify the hours earned by the student prior to discontinuing shall be provided to the student.
- E. A person who has registered for the Board examination and has completed the required hours for graduation, but stays in school until the date of the examination, shall be credited for the additional hours earned after graduation.