

# SCHOOL APPLICATION CHECK LIST

## R4-10-201

- 1) Application – completed (Cosmetology school license type is an umbrella license to include all school types.)
- NOTE: if applying with a Corporation or LLC, then they are applying as the “Owner”**
- 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 and certificate of Good Standing from the Corporation Commission;
  - c) Application must be notarized.
- 2) Fee \$600.00 \*Fee is non-refundable (Cashier’s Check or MoneyOrder)
- 3) Bond \$10,000.00
- 4) School and Student Legal Contract
- 5) 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:**

- Current School License – A.R.S. § 32-554 (1)
- Instructor’s License – A.R.S. § 32-554 (2)
- Inspection Sheet – A.R.S. § 32-554 (3)
- Work done exclusively by students – A.R.S. § 32-557(B)
- Price List - A.R.S. § 32-557 (D)

### **School Renewals – A.R.S § 32-564:**

- School Licenses are renewable on or before June 30 of every year

### **Separation of Schools from other businesses – A.R.S. § 32-556**

- 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, including 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.

**\*\*\*Any questions please contact: Theresa Bunch at 480-784-0230**

**ARIZONA STATE BOARD OF COSMETOLOGY**

1740 W Adams #4400 Phoenix AZ 85007-

Phone (480) 784-4539

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

**SCHOOL LICENSE APPLICATION**

**TYPE OF SCHOOL:** COSMETOLOGY  NAIL TECH.  AESTHETIC  HAIRSTYLING   
(Cosmetology school only, if you are offering a ALL course)

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

**OWNER'S INFORMATION:**

1) Owner's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: **home:** (\_\_\_\_) \_\_\_\_\_ **work:** (\_\_\_\_) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

2) Applicant is:  individual  partnership  corporation  school district

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 Main Phone #: \_\_\_\_\_ Website address: \_\_\_\_\_

School's contact email address: \_\_\_\_\_

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

\_\_\_\_\_  
Instructor's Arizona License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

5) Date of proposed opening of school if a new school *(request to be 30 days from application date)* \_\_\_\_\_

6) Date assuming ownership change if an existing school \_\_\_\_\_

**BOND INFORMATION**

7). Name of Bond Company \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
City AZ Zip Code

8). Does the proposed school provide the following requirements for type of school to be licensed: (refer to the rules attached to the school packet)

**Check one of the following:**

\_\_\_\_\_ Refer to: R4-10-206 Cosmetology School Requirements & R4-10-208 Combined School Requirements as listed **(requirements includes cosmetology, aesthetics, & nail technology)**

\_\_\_\_\_ Refer to: R4-10-206.1 Hairstyling School Requirements as listed

\_\_\_\_\_ Refer to: R4-10-205 Aesthetic School Requirements as listed

\_\_\_\_\_ Refer to: R4-10-207 Nail Technology School Requirements as listed

9). List number of square feet within the school area: \_\_\_\_\_

10). \_\_\_\_\_ Does your school library contain the following

- Standard Dictionary
- Medical Dictionary
- Anatomy Charts (e.g. bones, muscles, hair, skin, etc.)
- Three current periodicals on the art and science of cosmetology
- Current cosmetology related instruction manuals or textbooks

11). \_\_\_\_\_ You have read & understand all the Laws & Rules related to opening a school.

**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

## Arizona Revised Statutes - Schools

### 32-551. School licenses; applications; requirements

A person is entitled to a license to operate a school if:

1. The person pays the prescribed fee.
2. The person 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. The person 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.

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

- A. A school shall not change 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 in writing within ten days after any change of ownership of the school or change in the school's location or trade name, submit a new license application for the school and pay the prescribed fee.

### 32-553. Instruction staff

- 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 sheet.

### 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

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, including 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.

### 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, nail technology or hairstyling services while enrolled in the school as a student.
- D. A school shall post a price list for services rendered to the public that is large enough to be easily read from a distance of ten feet.

### 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 a school official and the student or parent or guardian if the student is under eighteen years of age. A fully executed copy of the contract shall be given to the student and the school shall keep the original copy.

### 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.

#### 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.

#### 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.

#### 32-562. [School inspections](#)

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

#### 32-563. [School closings](#)

- 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.

#### 32-564. [School license renewal](#)

A. Except as provided in section 32-4301, 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 section 32-551 and pay the prescribed fee and delinquent renewal penalty.

#### 32-565. [Schools; postsecondary education institutions](#)

A school must be recognized as a postsecondary educational institution if both of the following apply:

1. The school admits as regular students only individuals who have earned a recognized high school diploma or the equivalent of a recognized high school diploma or who are beyond the age of compulsory education as provided by section 15-802.
2. The school is licensed by name by the board under this chapter to offer one or more training programs beyond the secondary school level.

**R4-10-112. Infection Control and Safety Standards**

**A.** An establishment shall have and maintain the following minimum equipment and supplies:

1. Non-leaking, waste receptacles, which shall be emptied, cleaned, and disinfected daily;
2. Ventilated containers for soiled linens including towels and capes;
3. Closed, clean containers to hold clean linens including towels and capes;
4. A 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. Is set up with disinfectant at all times the establishment is open, and
  - c. Is changed as determined by manufacturer's instructions or when visibly cloudy or contaminated;
5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, fungicidal, and pseudomonacidal (formulated for hospitals) disinfectant 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 Tuberculocidal 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.

1. Non-electrical equipment shall be disinfected by 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 tools and instruments.

1. A tool or implement that has been used on a client or soiled in any manner shall be placed in a properly labeled receptacle; and
2. A disinfected implement shall be stored in a disinfected, dry, covered container and isolated from contaminants.

**D.** Procedure for disinfecting electrical equipment, which shall be in good repair, before each use.

1. Remove all foreign matter;
2. Clean and spray or wipe with a disinfectant, compatible with electrical equipment, as required in subsection (A)(5) or (A)(6); and
3. Disinfect removable parts as described in subsection (B).

**E.** Tools, instruments and supplies.

1. 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 in a waste receptacle immediately after use;
2. Disinfected tools and instruments shall not be stored in a leather storage pouch;
3. A sharp cosmetology tool or implement that is to be disposed of shall be sealed in a rigid, puncture-proof container and disposed of in a manner that keeps licensees and clients safe;
4. An instrument or supply shall not be carried in or on a garment while practicing in the establishment;
5. Clips or other tools and instruments shall not be placed in mouths, pockets, or other unsanitized holders;
6. Pencil cosmetics shall be sharpened before each use;
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. 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 other body fluids during a service, licensees and students shall stop the service and:

1. Before returning to service, clean the wound with an antiseptic solution;
2. Cover the wound with a sterile bandage;
3. If the wound is on a licensee's or student's hand in an area that can be covered by 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. 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. All equipment, tools, and instruments that have come in contact with blood or other body fluids shall be disinfected as discussed in subsections (A)(6) and (B); and
6. Electrical equipment shall be disinfected as discussed in subsection (D).

**G.** All circulating and non-circulating tubs or spas shall be 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:
  - a. Remove all filters, screens, drains, jets, and other removable parts;
  - b. Scrub with a brush and soap or detergent until free from debris;
  - c. Rinse;
  - d. Completely immerse in the solution described in subsection (A)(5);
  - e. Rinse;
  - f. Air dry; and
  - g. Replace the disinfected parts in the tubs or store in a disinfected, dry, covered container.

**H.** Personal cleanliness.

1. A licensee or student shall thoroughly wash his or her hands with soap and warm water or any equally effective cleansing agent 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. A client's skin upon which services will be performed shall be washed with soap and warm water or wiped with disinfectant or waterless hand cleanser approved for use on skin before a nail technology service, including a pedicure service, is provided; and
4. A licensee or student shall wear clean, fluid-proof 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.

**I.** Disease and infestation.

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. Services shall not be performed on an individual who has a contagious disease that may be transmitted by the performing of the services on the individual.

**J. Client protection.**

1. A client's clothing shall be protected from direct contact with shampoo bowls or headrests by the use of clean linens, capes, robes, or protective neck strips;
2. Infection control shall be maintained and services shall be performed safely to protect the licensee or student and client;
3. Double bracing shall be used around a client's eyes, ears, lips, fingers, and toes; and
4. 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.**

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

**L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants.**

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

**M. Prohibited hazardous substances and use of products.**

1. An establishment shall not have on the premises 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; and
2. Product shall be used only in a manner approved by the FDA.

**N. Care of headrests, shampoo bowls, and treatment tables.**

1. Headrests of chairs and treatment tables shall be disinfected at least daily and treatment tables covered with a clean linen or paper sheet for each client;
2. Shampoo bowls and neck rests shall be cleansed with soap and warm water or other detergent after each use and kept in good repair; and
3. Shampoo neck rests shall be disinfected with a solution described in subsection (A)(5) or (A)(6) before each use.

**O. Prohibited devices, tools, or chemicals; invasive procedures.**

1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are prohibited from being present in or used in a salon:
  - a. A device, 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 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.**

1. Except as provided in subsections (O)(1) and (O)(2), 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. A skin removal technique or practice that affects the dermal layer of the skin is prohibited;
3. Skin removal products shall not be mixed or combined except as required by manufacturer instructions and approved by the FDA; and

4. Only commercially available products for the removal of epidermis for the purpose of beautification shall be used.

**Q. Restricted use tools and instruments.**

1. Nippers shall be used 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 and repair of the establishment shall be maintained according to the following guidelines.**

1. After each client, hair and nail clippings shall immediately be discarded;
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. Shampoo bowls shall be clean and disinfected by using a disinfectant discussed in subsection (A)(5) or (A)(6) and drains shall be free running;
5. 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 standards.**

1. There shall be a direct entrance from the outside, 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. The establishment shall not be used for residential or other living purposes;
4. The establishment shall have a restroom for employees' and clients' use during business hours that has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; is in close enough proximity to the salon to ensure safety for cosmetology procedures during use; and is open and available for use by employees and clients of the salon;
5. Any excess material stored in a restroom shall be in a locked cabinet;
6. The establishment shall have hot and cold running water;
7. A mobile unit shall have sufficient water at all times; and
8. The establishment shall have 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 requirements.**

1. The establishment shall have a first-aid kit that contains, at a minimum, small bandages, gauze, antiseptic, and a blood-spill kit that contains disposable bags, gloves, and hazardous waste stickers;
2. No bird or animal, except fish aquariums and service animals, are allowed in the establishment; and
3. The establishment shall comply with federal and state requirements.

**Historical Note**

Section R4-10-112 renumbered from former Section R4-10-33 and amended effective April 9, 1996 (Supp. 96-2). Former Section R4-10-112 renumbered to Section R4-10-115; new Section R4-10-112 renumbered from Section R4-10-109 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2).

## ARTICLE 2. SCHOOLS

*Editor's Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter as published in Revised Format 6-92 for historical note information on the old numbered Sections.*

### **R4-10-201. Application for a School License; Renewal**

**A.** An applicant for a school license shall submit the documents required in A.R.S. § 32-551 and:

1. An application on a form provided by the Board, signed by the applicant, and notarized that contains:
  - a. The applicant's name, address, federal tax identification number, and telephone number;
  - b. If a partnership, each partner's name and address and an identification of whether a limited or general partner;
  - c. If a corporation, the state of incorporation and the name, title, and address of at least two officers of the corporation;
  - d. The name under which the school will be operated as registered with the Secretary of State;
  - e. The name and Board-issued license number of the instructor in charge of the school;
  - f. If an existing school, the date the applicant will be assuming ownership; and
  - g. If a new school, the scheduled date for opening the school;
2. If a partnership, a copy of the partnership agreement;
3. If a corporation, the articles of incorporation and a Certificate of Good Standing from the Corporation Commission;
4. A signed statement that the establishment has the equipment required by statute and rule for the school;
5. An unexpected contract form required by A.R.S. § 32-558;
6. 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;
7. A proposed schedule of classes to be taught at the school;
8. The name, address, and telephone number of the bonding company and a copy of the bond;
9. A copy of all school policies and procedures;
10. A school catalog that contains the information required by A.R.S. § 32-559 and:
  - a. The number of days during course enrollment that are necessary to complete the hours for the course;
  - b. The days and hours of operation, vacation periods, and holidays;
  - c. A listing of policies regarding leaves of absence and vacation approval for students;
11. 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. The fee required in R4-10-102.

**B.** In addition to the requirements in R4-10-107, a licensee shall submit the following when renewing a license:

1. The most recent school catalog that:
  - a. Indicates where any modifications, additions, or deletions from 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;
  - c. Contains the name of each accrediting or approving organization; and
  - 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. The name and address of any new statutory agent if the change will take effect with the new license year;

5. The name and license number of the current licensed instructor in charge of the school; and

6. The name, 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 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 year, the owner of a school shall submit to the Board the subject description of any new course; the name of any new statutory agent; or any change to the catalogue, generic student contract, policies, procedures, hours of operation, or bond.

### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1).

### **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 fails for five consecutive school days to provide instruction in accordance with its schedule of operations on file with the Board.

1. 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. The students' and employees' personal belongings, including equipment, tools, and implements shall be released to each student or employee immediately upon request.

2. Student records as specified by A.R.S. § 32-563 shall be sent to the Board within 10 calendar days after the school closure, including:

a. 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 as specified by R4-10-204;

b. A copy of the file of each student who was enrolled the last school day prior to closure as specified by R4-10-204. If a teach out was arranged with another school which agreed to complete the training, the student's file shall be transferred to that school; and

c. A written statement signed by each enrolled student verifying the school's compliance with subsection (A)(1) as it applies to students.

**B.** Failure to comply with subsection (A) may be 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.

### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2).

### **R4-10-203. General School Requirements**

**A.** 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, 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. An instruction board in each room used for instruction;
6. 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;

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 instruments;
8. At least one restroom that meets the requirements of R4-10-112;
9. Separate receptacles for garbage and soiled linens; and
10. One container for wet disinfectant for each student performing aesthetics and nail technology.

**B.** The school shall furnish equipment, tools, instruments, materials, and supplies needed to perform assignments and for instructional purposes, except that the school may require each student to furnish small tools or instruments. 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 least the following materials relating to the 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. Three current periodicals on the art and science of cosmetology;
5. Current cosmetology instruction manuals or textbooks;
6. Current Arizona Cosmetology statutes and rules; and
7. A cosmetology dictionary.

**D.** Each school shall maintain a complete file on all current curriculum requirements.

**E.** A school shall not pay an enrolled student for time while the student is taking classes or receiving credit.

**F.** A licensed school 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 school shall not report post-graduate credit hours to the Board or apply the hours toward graduation.
2. Currently enrolled students shall not perform services upon a person without an 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.** An individual licensed by the Board may re-enroll in a licensed school for a refresher course as a current student. Credit hours for training received shall be submitted by the school to the Board.

**H.** A school shall establish a periodic grading schedule and keep student transcripts current.

**I.** A school shall schedule a minimum of four hours of theory classes each week for each full-time student and a minimum of two hours of theory classes each week for each part-time student.

**J.** A school shall teach safety and infection control measures relating to each subject in conjunction with that subject.

**K.** A school shall not solicit students for enrollment at other school sites.

**L.** While teaching, instructors shall wear a tag indicating the instructor's name and courses taught.

**M.** A school shall ensure compliance with the following:

1. A student shall not attend school more than 56 hours in any one week.
2. A student shall only operate safe equipment in good repair.
3. A student of aesthetics, cosmetology, hairstyling, or nail technology performs services within the enrolled course, 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, R4-10-304.1, or R4-10-305.
4. A school shall not prevent or discourage a student from making a complaint to the Board.

5. A school shall not dismiss a student 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 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 classroom is the same as that required for each course of instruction in the school; and:

- a. Private postsecondary facilities shall not extend the school facilities beyond .5 miles apart as verified by Global Positioning System map readings;
- b. Public educational facilities shall not extend the school beyond the school designated campus;
- c. A duplicate Board-issued school license shall be posted in each distant facility;
- d. Duplicate instructor licensees are not required; and
- e. Clinic, retail, all public services, and appointments by the public are prohibited.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-204. School Records**

**A.** A school 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 student transfers from one school to another, the school from which the student is transferring shall:

1. Keep a copy of the student's transcript,
2. Forward one copy to the student and another copy to the Board within three days of the date of transfer and
3. Withdraw the student on the school records and the monthly report submitted to the Board.

**C.** Each school shall keep:

1. A complete and accurate record of the time devoted by each student to the enrolled course of study;
2. A complete and accurate record that shows the school's basis for certification of the student hours. A school shall certify only those hours of training the student receives in that school or hours the school 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;
  - 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. Proof of one year of licensed work experience for a student instructor;
  - f. A statement signed by a school administrator and the student that provides a list of the supplies contained in the kit provided to the student. The contract shall set forth the contents of the kit including:
    - i. The price of items contained in the kit;
    - ii. When the items shall be distributed;
    - iii. The manufacturer of the products;
    - iv. The retail value of the kit; and
    - v. A statement that if substitutions occur after the contract is signed, the substitutions shall be of comparable value; and
  - g. 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; and
4. Complete and accurate academic transcripts and attendance and hour records or time cards.

**D.** The school shall electronically deliver to the Board a complete and accurate monthly report no later than the 10th day of each month. The monthly report shall include:

1. For each student enrolled since the prior monthly report only:
  - a. Name;
  - b. Student identification number;
  - c. Enrollment date;
  - d. Address;
  - e. Telephone number;
  - f. Type of educational documentation that meets the requirements of R4-10-104;
  - g. Proof of hours received from another Board-licensed school, or a school in another state, or country, and certified by the school, if applicable;
  - h. Proof of crossover hours necessary to qualify for R4-10-306, if applicable; and
  - i. 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;
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 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 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 shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the Board examination, and stays in school until the date of the examination.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-205. Aesthetic School Requirements**

**A.** Schools that provide aesthetics 600-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 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 that is 12" x 18" or larger;
  - c. A dry, disinfected, covered container to store disinfected tools and instruments, and

- d. A labeled receptacle for contaminated tools or instruments.
2. One steamer machine for each group of four students in attendance during lab and two students in attendance during clinic;
3. One microdermabrasion machine to be used at a noninvasive level;
4. One magnifying lamp of at least 5 diopters for each group of two students in attendance during lab and each group of four students in attendance during clinic;
5. Cleansers;
6. Massage medium;
7. Toner;
8. Exfoliants and masks; and
9. Depilatories.

**B.** Each school shall provide a student training kit for each enrolled aesthetics student. The kit shall contain at a minimum, the following:

1. One standard textbook for professional aestheticians;
2. One copy of Arizona cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified by R4-10-112; and
4. A container for contaminated tools or instruments.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-206. Cosmetology School Requirements**

**A.** Schools that provide cosmetology 1600-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 specified by 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" by 30" when performing services on a client;
    - b. A table top or counter;
    - c. A client chair;
    - d. A dry, disinfected, covered receptacle to store disinfected tools and instruments; and
    - e. A container for contaminated tools or instruments;
  2. One shampoo basin for each group of 10 students in attendance during lab or clinic instruction;
  3. One hand-held hair dryer for each student in attendance during lab 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. Two electric clippers in the school;
  7. Depilatories;
  8. Chemical hair straighteners;
  9. One nail technology table with a 12" x 18" or larger top for each group of 10 students in attendance during practical instruction;
  10. A facial work station for each group of 10 students in attendance and receiving lab or clinic aesthetics instruction;
  11. A receptacle, large enough to completely immerse two feet for each group of 10 students in attendance during lab or clinic nail technology instruction;
  12. Two nail drills for filing and buffing in the school; and
  13. Nail products for acrylics, gels, tips, wraps, and polishing.
- B.** Each school shall provide a student training kit for each enrolled student a nonreturnable student training kit. The kit shall contain at a minimum, the following:
1. One standard textbook for professional cosmetologists;
  2. One copy of Arizona cosmetology statutes and rules;

3. One disinfected, covered container to store disinfected tools and instruments; and
4. A container for contaminated tools or instruments.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-206.1. Hairstyling School Requirements**

**A.** 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 shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:

1. Reasonable access to an online or standard textbook for professional hairstylists;
2. Reasonable access to 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.

#### **Historical Note**

New Section made by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-207. Nail Technology School Requirements**

**A.** A school that provides nail technology 600-hour training for students, 350-hour training for instructors, or both, shall provide the following minimum facilities, tools, instruments, equipment, supplies, and materials, in addition to those required by R4-10-203 and R4-10-204:

1. A work station to perform nail technology services for the public 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 R4-10-112;
  - e. A container with wet disinfectant as specified in R4-10-112;
  - f. A container for soiled tools or instruments as specified in R4-10-112;
  - g. A waste receptacle as specified in R4-10-112; and
  - h. A disinfectant for blood or body-fluid exposure as specified in R4-10-112.

2. One container large enough to completely immerse two feet, for every five students in attendance during practical training;
3. Nail products for acrylics, gels, tips, wraps, and polishing; and
4. One ultraviolet light.

**B.** 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 as specified by R4-10-112;
4. A container for soiled tools and instruments as specified in R4-10-112;
5. A current instruction manual or textbook of nail technology and Arizona cosmetology laws 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.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4).

#### **R4-10-208. Combined School Requirements**

**A.** A licensed school 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 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 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 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 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.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **R4-10-209. Demonstrators; Exclusions**

**A.** A person who does not hold an instructor license shall not teach in a school but may demonstrate to enrolled students any process, product, or appliance when an instructor is present and observing the demonstration.

**B.** When demonstrating on a model, the demonstrations shall be confined to an explanation of the products, procedures, and appliances being promoted.

### Historical Note

Adopted effective April 9, 1996 (Supp. 96-2).

### ARTICLE 3. STUDENTS

#### R4-10-301. Instruction; Licensed Individuals

Licensed schools that provide instruction for licensed individuals pursuant to this Article shall:

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

### Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2).

#### R4-10-302. Instructor Curriculum Required Hours

**A.** A school shall ensure each student in an aesthetics, cosmetology, hairstyling, or nail technology instructor course completes

350 curriculum hours that includes 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 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)(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.** All instruction given by a student instructor shall be under the direct supervision and observation of a licensed instructor.

**D.** A student instructor shall be counted 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 student instructor shall not instruct students or check student services performed on the public until the student instructor has received at least 80 hours of basic instructor training.

### Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### 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 and rules; and
2. Clinical and laboratory aesthetics including theory that involves 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 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- and post-client 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.** An aesthetics school shall not receive remuneration for a student performing clinical services to the public until the student has received at least 120 hours of aesthetics training; and

**C.** Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

### Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2).

#### 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 and rules; and
2. Clinical and laboratory 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 practice that includes hair, skin, and nails;
- p. Alternative hair, skin, and nail technology;
- q. Pre- and post-client 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. Cosmetology technology; and
- u. Required industry standards and ecology, including monitor duties.

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

**C.** Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2).

#### **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; and
  - q. Required industry standards and ecology, including monitor duties.

**B.** A school 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.** A school shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

#### **Historical Note**

New Section made by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

#### **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 and rules; and

2. Clinical and laboratory 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 practice that includes nails, skin, and limbs;
- h. Pre- and post-client 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 nail technology school shall not receive remuneration for students performing clinical services to the public until the student has received at least 80 hours of nail technology; and

**C.** Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4).

#### **R4-10-306. Curricula Hours**

**A.** A school 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 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:

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 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 control, disinfection procedures, and safety issues shall be taught with every subject and every procedure.

**F.** Alternative learning hours are hours that a school may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or location other than a salon. A school shall not credit a student with more than 20% of the total hours required for graduation, earned during enrollment at the school, as alternative learning hours.

**G.** A school that provides alternative format or location in subsection

(F) shall include details of the format and location in the school policy and procedures in the school catalog.

**H.** Up to 16 hours of field trips may be granted toward licensing 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.

**I.** If a school physically closes while providing curricula in an alternative format or location or while conducting a field trip, the school shall:

1. Post a notice that is visible to the public and students; and
2. Send a notice to the Board indicating the times and location where the curricula is being conducted.

**J.** A student instructor may obtain lab (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 (clinic) hours required by R4-10-302.

#### **Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 11 A.A.R. 4239, effective

December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008

(Supp. 08-2). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).