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## Cosmetology School Application Checklist

- A.A.C. R4-10-201 (A)(1)(a)** Contact information: name, address, email address, federal tax identification number and phone number;
- A.A.C. R4-10-201 (A)(1)(b)** Partnership information: each partners name, address and identification of whether each is a limited or general partner;
- A.A.C. R4-10-201 (A)(1)(c)** Corporation information: the state of incorporation and name, title and address of at least two officers of the corporation and the statutory agent;
- A.A.C. R4-10-201 (A)(1)(d)** Limited liability: name and address of each member, manager and statutory agent;
- A.A.C. R4-10-201 (A)(1)(e)** Arizona school district or community college: office address of the school district or community college, number of the school district and name of the superintendent or name of the community college dean;
- A.A.C. R4-10-201 (A)(1)(f)** the name under which the school will be operated as registered with the Arizona Secretary of State;
- A.A.C. R4-10-201 (A)(1)(g)** License Instructor Information: the name and Board-issued license number of the instructor in charge of the school;
- A.A.C. R4-10-201 (A)(1)(h)** Existing school: the date the applicant will be assuming ownership;
- A.A.C. R4-10-201 (A)(1)(i)** New school: the scheduled date for opening the school (must be 30 days or more from the application date);
- A.A.C. R4-10-201 (2)(a)** Copy of the partnership agreement for a partnership
- A.A.C. R4-10-201 (2) (b)** copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation
- A.A.C. R4-10-201 (2) (c)** Copy of the articles of organization for a limited liability
- A.A.C. R4-10-201 (3)** A signed statement that the establishment has the equipment required by statute and rule for a school;
- A.A.C. R4-10-201 (4)** An unexecuted student-school contract form, as required under A.R.S. § 32-558;
- A.A.C. R4-10-201 (5)** An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
- A.A.C. R4-10-201 (6)** A proposed schedule of course to be taught at the school;
- A.A.C. R4-10-201 (7)** The name, address, email address and phone number of a bonding company, as required under A.R.S. § 32-551, and a copy of the bond;
- A.A.C. R4-10-201 (8)** A copy of all school policies and procedures;
- A.A.C. R4-10-201 (9)** School Catalog including the number of days during course enrollment necessary to complete the course hours, the days and hours of operation, vacation periods and holidays, policies regarding leaves of absence, refunds and vacation approval for students;



**Partnership Information**

Please list all partners; indicate general or limited and enclose a signed copy of the partnership agreement.

First Name:

Last Name:

Title:

Address:

City:

State:

Zip:

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First Name:

Last Name:

Title:

Address:

City:

State:

Zip:

**Bond Information**

Name of Bond Company:

Phone Number:

Address:

City:

State:

Zip Code:

**School Information**

School Name:

School Address:

City:

State: AZ

Zip:

School Main Phone Number:

Website Address:



School's Contact Email:

**Instructor in Charge:**

First Name:

Last Name:

Instructor's Arizona License #:

Phone Number:

Date of Proposed Opening:

Date Assuming Ownership change if existing school:

Additional Instructor Names and License #s:

**School Requirements**

Does the proposed school provide the following requirements for the type of school to be licensed: (please refer to the Arizona Administrative Code at the end of this application).

- A.A.C R4-10-206 Cosmetology School Requirements
- A.A.C R4-10-206.1 Hairstyling School Requirements
- A.A.C R4-10-208 Combined School Requirements
- A.A.C R4-10-205 Aesthetic School Requirements
- A.A.C R4-10-207 Nail Technology School Requirements

Number of Square Feet within the School Area:

Does the school's library contain the following:

- Standard Dictionary
- Medical Dictionary
- Anatomy Charts
- Three current periodicals on the art and science of cosmetology
- Current cosmetology related instruction manuals or textbooks



## Notary

I hereby certify that my signature below verifies that the information provided for this application is true and correct to the best of my knowledge and I understand the laws and rules of the Arizona Barbering and Cosmetology Board.

Owner's Signature

Printed Name

Date

Subscribed and sworn to before me this

day of

Notary Public

Pursuant to A.A.C. R4-10-201 (B)(1)(c) I attest that this establishment has the equipment required by statute and rule for the operation of a school.

Pursuant to A.A.C. R4-10-201 (D) I attest that within five days after a change occurs during the license year, I shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.

\_\_\_\_\_  
Licensee Signature and Date

## 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 licensee shall ensure the establishment has and maintains the following minimum equipment and supplies:
1. Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily;
  2. Ventilated, covered, containers for soiled linens including towels and capes;
  3. Covered, clean containers or cabinets to hold clean linens including towels and capes;
  4. Covered, wet disinfectant container that:
    - a. Is set up with disinfectant solution at all times the establishment is open, and
    - b. Is changed as determined by the manufacturer’s instructions or when visibly cloudy or contaminated; and
  5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, disinfectant effective against HIV and human hepatitis B virus, which shall be mixed and used according to manufacturer’s directions on all tools, instruments, and equipment
- B.** Procedure for disinfecting non-electrical equipment. A licensee or student shall disinfect non- electrical equipment by:
1. 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) following manufacturer’s recommended directions.
- C.** Procedure for storing tools and instruments. A licensee or student shall:
1. Place a tool or instrument that has been used on a client or soiled in any manner in a covered receptacle that is labeled “dirty”; and;
  2. Place a disinfected instrument in a disinfected, dry, covered container that is labeled “ready to use” and isolate the disinfected instrument from contaminants.
- D.** Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee or student shall disinfect electrical equipment by:
1. Removing all foreign matter from the equipment;
  2. Cleaning and spraying or wiping with an EPA-registered bactericidal, virucidal, or

fungicidal disinfectant, compatible with electrical equipment, as required in subsection (A)(5), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;

3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
4. If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).

E. Tools, instruments, and supplies. A licensee or student shall:

1. Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use;
2. Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
3. Dispose of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, students, clients, and sanitation workers safe;
4. Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;
5. Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
6. A client's personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.

F. If there is exposure to blood or other body fluids during a service, a licensee or student shall stop the service and:

1. If the wound is on the licensee's or student's hand, the licensee or student shall:
  - a. Clean the wound with an antiseptic solution;
  - b. Cover the wound with a sterile bandage; and
  - c. Cover the wounded area with a glove or finger cover
2. Discard all blood-stained tissue or cotton or other blood-contaminated material;

3. Disinfect all equipment, tools, and instruments that came in contact with blood or other body fluids as discussed in subsections (A)(5) and (B); and
  4. Disinfect electrical equipment as discussed in subsection (D).
- G. An establishment licensee shall ensure all circulating and non-circulating tubs or spas are cleaned as follows:
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. Drain the tub;
    - b. Remove all filters, screens, drains, jets, and other removable parts;
    - c. Scrub all removed parts with a brush and soap or detergent until free from debris;
    - d. Rinse the removed parts;
    - e. Completely immerse the removed parts in the disinfectant proper for the volume of water;
    - f. Rinse the tub;
    - g. Replace the disinfected parts;
    - h. Fill the tub with clean water and the amount of disinfectant proper for the volume of water;
    - i. Circulate the water and disinfectant for the full contact time listed on the manufacturer's label. If the tube does not have jets, allow the water and disinfectant to stand for the full contact time listed on the manufacturer's label; and

- j. Drain the tub.
- H. Personal cleanliness. A licensee or student shall:
1. Thoroughly wash his or her hands with soap and warm water or any equally effective hand sanitizer immediately before providing services to each client, before checking a student's work on a client, or after smoking, eating, or using the restroom;
  2. Wash a client's skin on which services will be performed with soap and warm water or wipe the skin with waterless hand sanitizer approved for use on skin before a nail technology service, including a pedicure service, is provided; and
  3. Wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed. Discard gloves immediately after use.
- I. Disease and infestation. A licensee or student shall not perform a service on an individual:
1. Who has a contagious disease that may be transmitted by the performing of the service on the individual; or
  2. Who is exhibiting a sign of infection such as reddened, erupted, or open skin.
- J. Client protection. A licensee or student shall:
1. Protect a client's clothing from direct contact with shampoo bowls or headrests by using clean linens, capes, robes, or protective neck strips;
  2. Maintain infection control and perform services safely;
  3. Use bracing around a client's eyes, ears, lips, fingers, and toes; and
  4. Provide a client a pre- and post-analysis that includes appropriate instructions for follow-up.
- K. Care and storage of linens including towels, robes, and capes. An establishment licensee shall ensure:
1. Clean linens are provided for each client and laundered after each use;
  2. Soiled linens are stored in a ventilated receptacle;
  3. Laundering includes washing linens using detergent and bleach; and
  4. Clean linens are stored in covered containers or closets.
- L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants. An establishment licensee shall ensure:
1. All products are stored in a container that is clean and free of corrosion, labeled to identify contents, and in compliance with state and local laws and manufacturer's instruction;

2. All products containing poisonous substances are distinctly marked;
  3. When only a portion of a cosmetic product is to be used, the portion is removed from the container in a way that does not contaminate the remaining product; and
  4. Once dispensed, a product is not returned to the original container.
- M. Prohibited hazardous substances and use of products. An establishment licensee shall ensure
1. No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride, are on the establishment premises;
  2. All products are used only in a manner approved by the FDA, EPA, or other regulatory agency; and
  3. Instructions on the manufacturer's label are followed at all times.
- N. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:
1. Headrests of chairs and treatment tables are disinfected at least daily;
  2. Treatment tables are covered with a clean linen or paper sheet for each client;
  3. Shampoo bowls and neck rests are cleaned with soap and warm water or other detergent and disinfected after each use and kept in good repair; and
  4. Shampoo neck rests are disinfected with a solution listed under subsection (A)(5) before each use.
- O. Prohibited devices, tools, or chemicals; invasive procedures. An establishment licensee shall ensure:
1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are not present in or used in a salon;
    - a. A device, tool, or chemical 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 licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law, complies with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.
- P. Skin peeling. A licensee shall:
1. Except as provided in subsection (O)(2), remove only the non-living, uppermost layer of skin, known as the epidermis, by any method or means and only for the purpose of beautification;
  2. Not use a skin removal technique or practice that affects the dermal layer of the skin;
  3. Not mix or combine skin removal products except as required by manufacturer instructions

and approved by the FDA; and

4. Use only commercially available products for the removal of epidermis for the purpose of beautification.
- Q. Restricted use tools and instruments. A licensee shall use:
1. Nippers only to remove loose cuticles; and
  2. Pre-sterilized, disposal lancets shall be used only to dilate follicles and release sebaceous debris from the follicle.
- R. An establishment licensee shall maintain cleanliness and repair of the establishment according to the following guidelines:
1. Discard hair and nail clippings immediately after each client;
  2. Clean and disinfect shampoo bowls using a disinfectant discussed in listed under subsection (A)(5) and ensure drains are free running;
  3. Disinfect counters and all work areas after each client by using a disinfectant discussed in subsection (A)(5).
- S. An establishment licensee, including the licensee of a salon in a residence, shall ensure compliance with the following building standards:
1. There is an entrance into the establishment from the outside. If the establishment is a salon in a residence, the entrance may be through living quarters;
  2. Except for a salon in a residence, an establishment shall not be used for residential or other living purposes;
  3. The establishment has a restroom open and available for employees' and clients' use during business hours. The restroom has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; and is in close enough proximity to the establishment to ensure safety for somatology procedures during use;
  4. Extra material stored in the establishment restroom is locked in a cabinet;
  5. The establishment, including a mobile unit, has sufficient hot and cold running water; and
  6. The establishment has a natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.
- T. An establishment licensee shall ensure compliance with the following general requirements.
1. A first-aid kit that contains, at a minimum, bandages, gauze, antiseptic, and antibiotic cream; is present in the establishment and easily accessible;
  2. Only fish in aquariums and service animals, are allowed in the establishment; and
  3. The establishment complies with federal and state requirements.

**Renewal**

- A. An applicant for a license to operate a school shall submit the documents required in A.R.S. § 32-551 and:
- B. An application, on a form provided by the Board, which is signed by the applicant and provides the following information:
  - 1. The applicant's name, address, email address, federal tax identification number and phone number;
  - 2. If the applicant is a partnership, each partners name, address and identification of whether each is a limited or general partner;
  - 3. If the applicant is a corporation, the state of incorporation and name, title and address of at least two officers of the corporation and the statutory agent;
  - 4. If the applicant is a limited liability: name and address of each member, manager and statutory agent;
  - 5. If the applicant is an Arizona school district or community college:
    - a. Office address of the school district or community college, and
    - b. Number of the school district and name of the superintendent, or
    - c. Name of the community college dean;
  - 6. The name under which the school will be operated as registered with the Arizona Secretary of State;
  - 7. The name and Board-issued license number of the instructor in charge of the school;
  - 8. If an existing school, the date the applicant will be assuming ownership;
  - 9. If a new school, the scheduled date for opening the school (must be 30 days or more from the application date);
- C. The following evidence of business organization, as applicable:
  - 1. Copy of the partnership agreement for a partnership,
  - 2. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
  - 3. Copy of the articles of organization for a limited liability company.
- D. A signed statement that the establishment has the equipment required by statute and rule for a school;
- E. An unexecuted student-school contract form, as required under A.R.S. § 32-558;
- F. An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
- G. A proposed schedule of course to be taught at the school;

- H. The name, address, email address and phone number of a bonding company, as required under A.R.S. § 32-551, and a copy of the bond;
- I. A copy of all school policies and procedures;
- J. A school catalog that contains the information required under A.R.S. § 32-559 and;
  - 1. The number of days during course enrollment necessary to complete the course hours;
  - 2. The days and hours of operation, vacation periods and holidays;
  - 3. Policies regarding leaves of absence, refunds and vacation approval for students;
- K. 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
- L. The fee required in R4-10-102.
- M. In addition to the requirements in R4-10-107, when renewing a license, a licensee shall submit:
- N. A statement that indicates:
  - 1. Any modifications, additions, or deletions to the previously submitted catalog;
  - 2. Any changes that have occurred regarding the school's accrediting or approving organization; and
  - 3. The school continues to maintain all equipment required by statute and rule;
- O. A subject description for each new course, if applicable;
- P. The name, address, and e-mail address of a new statutory agent if the statutory agent will change beginning with the new license year;
- Q. The name and license number of the instructor in charge of the school; and
- R. The name, address, ae-mail address, and telephone number of the bonding company, the bond number, expiration date of the bond, and a copy of the bond.
- S. The school licensee shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;
- T. Within five days after a change occurs during the license year, the school licensee shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.



- A. For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if the school licensee fails for five consecutive school days to ensure instruction is provided in accordance with its the schedule of operations on file with the Board.
- B. The school licensee shall notify all enrolled students and employees 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.
- C. The licensee of a closed school shall release students' and employees' personal belongings, including equipment, tools, and instruments immediately when requested.
- D. As required under A.R.S. § 32-563, the licensee of a closed school shall electronically deliver or otherwise send the following student records to the Board within 10 calendar days after the school closes:
  - 1. As specified in R4-10-204, copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closure closed
  - 2. As specified in R4-10-204, a copy of the file of each student who was enrolled the last school day before closure. If a teach-out was arranged with another school, the licensee of the closed school shall transfer the student's file to that school; and
  - 3. A written statement signed by each enrolled student verifying the school's school licensee's compliance with subsection (A)(1) as it applies to students.

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

- A. The licensee of an aesthetics, cosmetology, hairstyling, or nail technology school shall ensure the school complies with R4-10-112 and has the following minimum facilities, equipment, supplies, and materials:
  - 1. One area of instruction for every 20 students;
  - 2. A licensed instructor as manager or director;
  - 3. A desk or table and chair, or other instructional fixtures and facilities for each student during theory instruction;
  - 4. A board on which to write or post materials during instruction;
  - 5. A secured area for personal items of students and instructors;
  - 6. A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals, and for the disinfection of small tools or instruments;
  - 7. At least one restroom that meets the requirements of R4-10-112; and
  - 8. Separate receptacles for garbage and soiled linens.
- B. The school licensee shall furnish equipment, tools, instruments, materials, and supplies needed to perform assignments and for instructional purposes, except each student may be required to furnish small tools or instruments. The school licensee shall ensure all equipment, tools, and materials are salon quality and maintained in good repair at all times.
- C. The school licensee shall ensure students have access to the following materials whether in a school library or electronically:
  - 1. Standard dictionary;
  - 2. Medical dictionary;
  - 3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair, and skin;
  - 4. Three current periodicals on the art and science of cosmetology;
  - 5. Current cosmetology instruction manuals or textbooks;
  - 6. Current Arizona Board of Cosmetology statutes and rules; and
  - 7. A cosmetology dictionary.
- D. The school licensee shall maintain at the school a complete file on all current curriculum requirements.
- E. The school licensee shall not pay an enrolled student for time while the student is taking courses or receiving credit.
- F. The school licensee may offer a postgraduate or advanced continuing education aesthetics, cosmetology, hairstyling, or nail technology course to currently licensed individuals without a licensed instructor present and to students currently enrolled in the school with a licensed instructor present. The school licensee shall not report postgraduate credit hours to the Board

or apply the hours toward graduation.

- G. The school licensee shall not allow enrolled students to perform services on a person without a licensed instructor present.
- H. A school licensee may enroll an individual licensed by the Board in the school for a refresher course as a current student and shall submit to the Board a record of hours received in a refresher course.
- I. A school licensee shall establish a periodic grading schedule and ensure student transcripts are kept current.
- J. A school licensee shall schedule a minimum of four hours of theory courses each week for each full-time student and a minimum of two hours of theory courses each week for each part-time student.
- K. A school licensee shall ensure safety and infection control measure relating to each subject are taught in conjunction with that subject.
- L. A school licensee shall not solicit students for enrollment at other school sites.
- M. A school licensee shall ensure that while teaching, instructors wear a tag indicating the instructor's name and courses taught.
- N. A school licensee shall ensure compliance with the following:
  - 1. A student does not attend school more than 56 hours in any one week;
  - 2. A student operates only safe equipment in good repair.
  - 3. A student of aesthetics, cosmetology, hairstyling, or nail technology performs services within the enrolled course, on the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, R4-10-304.1, or R4-10-305.
  - 4. A student is not prevented or discouraged from making a complaint to the Board.
  - 5. A student is not dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
  - 6. While in school, each student wears a tag indicating the student's name and the course in which the student is enrolled; and
  - 7. If the school has a distant classroom, the equipment in the distant classroom is the same as that required under this Section; and:
    - a. Private postsecondary and public educational facilities do not extend beyond Arizona boundaries;
    - b. A photocopy of the Board-issued license to operate a school or Board-issued, wallet-size license card to operate a school shall be posted in each distant facility;
    - c. Duplicate instructor licenses are not required in a distant classroom; and
    - d. No clinic or public services are allowed in a distant classroom.

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

- A. A school licensee shall maintain a student's records at the school where the student is enrolled. The Board may inspect the records at any time the school is open.
- B. A school licensee shall ensure that when a student transfers from one school to another or withdraws, the school from which the student is transferring or withdrawing:
  - 1. Keeps a copy of the student's transcript,
  - 2. Forwards one copy of the student's hours to the student and another copy to the Board within three days of the date of transfer or withdrawal, and
  - 3. Removes the student from the school records and monthly report submitted to the Board in the month following the transfer or withdrawal.
- C. A school licensee shall ensure the following are maintained:
  - 1. A complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips;
  - 2. A complete and accurate record that shows the basis for certification of the student hours. A school licensee shall certify only hours of training the student receives at the licensee's school or hours the school licensee accepts as received in another state or country;
  - 3. A complete and accurate individual student file for each student enrolled containing:
    - a. Executed student-school contract;
    - b. Financial aid transcript;
    - c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology course or proof of high school equivalency or 18 years of age for a student enrolled in an instructor course;
    - d. Proof of one year of licensed work experience for a student instructor;
    - e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student and the following information:
      - i. When the training kit will be distributed to the student;
      - ii. The retail value of the training kit; and
      - iii. A statement that substitutions made after the statement is signed, will be of comparable value; and
    - f. A record of completed hours, including proof of cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and

4. Complete and accurate academic transcripts and attendance and hour records or time cards.
- D. A school licensee shall electronically deliver to the Board a complete and accurate monthly report, containing the following information, no later than the 10<sup>th</sup> day of each month:
1. Only for each student enrolled since the prior monthly report:
    - a. Name;
    - b. Enrollment date;
    - c. Address and e-mail address;
    - d. Telephone number;
    - e. Type of education documentation that meets the requirements of R4-10-104;
    - f. Proof of hours received from another school for which the Board issued a license to operate or a school in another state or country and certified by the school licensee, if applicable;
    - g. Acceptance of crossover hours, if applicable; and
    - h. Birth date.
  2. The enrollment category of each student;
  3. The name, license number, and work schedule of the instructor in charge of the school and name of the custodian of records;
  4. The name, license number, and work schedule of each instructor employed by the school licensee;
  5. The signature of the instructor who prepares and certifies the report is correct;
  6. The name, scheduled attendance, and Board-issued license number for each student instructor;
  7. For each demonstration given, the name of the demonstrator, name of the observing instructor, name of the process or product demonstrated, number of students in attendance, and name of the course in which the demonstration was given;
  8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
  9. Signature of each student verifying approval of the certified hours;
  10. The school licensee's certification of the students who meet graduation requirements, 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
- E. A school licensee shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the required examination, and stays in school until the date of the examination.

- F. A school licensee is not required to maintain a student file for licensed individuals.

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

- A. The licensee of a school that provides aesthetics 600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to those required under R4-10-203 and R4-10-204:
1. A work station for each student in attendance to perform aesthetics services to the public for a fee, each having;
    - a. A facial chair or table;
    - b. A supported table top;
    - c. A dry, disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112, and
    - d. A labeled receptacle for contaminated tools and instruments as specified under R4-10-112.
  2. One steamer machine for each group of four students in attendance during classroom instruction and two students in attendance during clinic instruction;
  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 classroom instruction and each group of four students in attendance during clinic instruction;
  5. Cleansers;
  6. Massage medium;
  7. Toner; and
  8. Exfoliants and masks.
- B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled aesthetics student:
1. Access to an electronic or standard textbook for professional aestheticians;
  2. Access to an electronic or 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. One container for contaminated tools and instruments as specified under R4-10-112.

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

- A. The licensee of a school that provides cosmetology 1600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to those specified under R4-10-203 and R4-10-204:
1. A work station for each student in attendance to perform cosmetology services to the public for a fee, each having:
    - a. A mirror for client services;
    - b. A table top or counter;
    - c. A client chair;
    - d. A dry, disinfected, covered receptacle to store disinfected tools and instruments as specified under R4-10-112; and
    - e. A container for contaminated tools and instruments as specified under R4-10-112;
  2. One shampoo basin for each group of 10 students in attendance during classroom or clinic instruction;
  3. One hand-held hair dryer for each student in attendance during classroom or clinic instruction;
  4. Two electric clippers in the school;
  5. Chemical hair straighteners;
  6. One nail technology table for each group of 10 students in attendance during practical instruction;
  7. A facial work station for each group of 10 students in attendance and receiving classroom or clinic aesthetics instruction;
  8. A receptacle large enough to completely immerse two feet for each group of 10 students in attendance during classroom or clinic nail technology instruction;
  9. One electronic nail file for filing and buffing; and
  10. Nail products for acrylics, gels, tips, wraps, and polishing.
- B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled cosmetology student:
1. Access to an electronic or standard textbook for professional cosmetologists;
  2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
  3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
  4. A container for contaminated tools and instruments as specified under R4-10-112.

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

- A. The licensee of a school that provides hairstyling 1000-hour training for students, 350-hour training for instructors, or both, shall ensure the minimum facilities, equipment, supplies, and materials listed under R4-10-206(A)(1) through (6) are provided in addition to those specified under R4-10-203 and R4-10-204.
- B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:
  - 1. Access to an electronic or standard textbook for professional hairstylists;
  - 2. Access to an electronic or 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
- C. A container for contaminated tools and instruments as specified under R4-10-112.

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

- A. The licensee of a school that provides nail technology 600- hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, tools, instruments, equipment, supplies, and materials are provided, in addition to those specified under R4-10-203 and R4-10-204:
  - 1. A work station to perform nail technology services for the public for a fee for each student in attendance containing:
    - a. A nail technology table;
    - b. A client chair;
    - c. A nail technology chair or stool;
    - d. A disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112;
    - e. A container with wet disinfectant as specified under R4-10-112;
    - f. A container for soiled tools and instruments as specified under R4-10-112;
    - g. A waste receptacle as specified under R4-10-112; and



- h. A disinfectant for blood or body-fluid exposure as specified under R4-10-112.
  2. One container large enough to immerse two feet completely, for every five students in attendance during clinic instruction;
  3. Nail products for acrylics, gels, tips, wraps, and polishing; and one ultraviolet light.
- B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled nail technology student:
1. One simulated hand;
  2. Disinfected tools and instruments including pusher, nipper, file or porous emery boards, tweezers, nail brush, and finger bowl;
  3. One covered container to store disinfected tools and instruments as specified under R4-10-112;
  4. A container for soiled tools and instruments as specified under R4-10-112;
  5. Access to an electronic or standard textbook for professional nail technology and access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
  6. Artificial nail enhancement kit with remover, wrap kit, two dappen dishes, polish kit, nail forms, finishing tools and instruments, and one brush product applicator; and
  7. One electric nail file.

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

- A. A school licensee shall ensure that the following hours are taught to a student enrolled in the specific curriculum before allowing the student to graduate:
1. Aesthetics course - 600 hours,
  2. Aesthetics instructor course - 350 hours,
  3. Cosmetology course - 1600 hours,

4. Cosmetology instructor course - 350 hours,
  5. Hairstyling course – 1000 hours,
  6. Hairstyling instructor course – 350 hours,
  7. Nail technology course - 600 hours, and
  8. Nail technology instructor course - 350 hours.
- B. A school licensee that provides training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required by under:
1. R4-10-203,
  2. R4-10-204,
  3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
  4. R4-10-206,
  5. R4-10-206.1, and
  6. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- C. A school licensee that provides the curriculum specified in subsections (A)(3) through (A)(8) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
  2. R4-10-204,
  3. R4-10-206,
  4. R4-10-206.1, and
  5. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- D. A school licensee that provides the curriculum specified in subsections (A)(1) through (A)(6) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
  2. R4-10-204,
  3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
  4. R4-10-206, and
  5. R4-10-206.1.
- E. A school licensee that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(7) and (A)(8) only shall have the minimum records, facilities, equipment, supplies, and material required under:

1. R4-10-203,
2. R4-10-204,
3. R4-10-205, and
4. R4-10-207.

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

- A. A school licensee shall ensure only an individual who holds an instructor license or a student instructor is allowed to teach in a school.
- B. A school licensee shall ensure an unlicensed individual who demonstrates a process, product, or appliance to enrolled students presents the demonstration only when a licensed instructor is present and observing the demonstration.
- C. A school licensee shall ensure an unlicensed individual who conducts a demonstration on a model, confines the demonstration to an explanation of the products, procedures, and appliances being promoted.

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

- A. A licensee shall apply for a new license to operate a school when any of the following occurs:
  1. The school address changes;
  2. The name of the school changes;
  3. If the school licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or
  4. If the school licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
- B. A school licensee and the instructor in charge shall ensure a Board-issued license to operate a school, indicating the correct ownership of the license, is posted in the school

before the school is opened for business.

### **ARTICLE 3. STUDENTS**

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

A school licensee that provides a course for individuals licensed under this Article shall:

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

#### **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 Board of Cosmetology statutes and rules; and
  2. Clinical and classroom aesthetics including theory involving all skin types:
    - a. Principles and practices of infection control and safety;
    - b. Recognition of diseases and the treatment of disorders of the skin;
    - c. Interpersonal skills and professional ethics;
    - d. Clinical and classroom practice that includes face and body;
    - e. Morphology and treatment of skin, including face and body, by hand and machine;
    - f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
    - g. Aesthetics machines, tools, and instruments and their related uses;

- h. Alternative skin technology;
  - i. Client pre- and postservice consultation, documentation, and analysis;
  - j. Spa body modalities;
  - k. Exfoliation modalities;
  - l. Body and face massage and manipulations;
  - m. Body and facial hair removal except by electrolysis;
  - n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
  - o. Cosmetic enhancement applications; and
  - p. Required industry standards and ecology, including monitor duties.
- B. A school licensee may allow a student in an aesthetics course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.
- C. A school licensee shall not receive remuneration for an aesthetics student performing clinical services to for the public until the student has received at least 120 hours of aesthetics training; and
- D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies

**R4-10-304. Cosmetology Curriculum Required 1600 Hours**

- A. Each student in a cosmetology course shall complete the following curriculum:
1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
  2. Clinical and classroom cosmetology including theory that involves nails, hair, and skin:
    - a. Principles and practices of infection control and safety;
    - b. Recognition of diseases and the treatment of disorders of the hair, skin, and nails;
    - c. Morphology and treatment of hair, skin, and nails;
    - d. Interpersonal skills and professional ethics;
    - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
    - f. Cosmetology machines, tools, and instruments and their 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 classroom practice that includes hair, skin, and nails;
    - p. Alternative hair, skin, and nail technology;
    - q. Client pre- and post service consultation, documentation, and analysis;
    - r. Body and facial hair removal except by electrolysis;
    - s. Cosmetology technology; and
    - t. Required industry standards and ecology, including monitor duties.
- B. A school licensee may allow a student in a cosmetology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.
- C. A school licensee shall not receive remuneration for a cosmetology student performing any clinical services, except shampooing, to for the public until the student has received at least 300 hours of cosmetology training; and
- D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies

**R4-10-304.1. Hairstyling Curriculum Required 1000 Hours**

- A. Each student in a hairstyling course shall complete the following curriculum:
1. Theory of hairstyling, infection control, anatomy, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
  2. Clinical and classroom instruction in hairstyling including theory that involves hair:
    - a. Principles and practices of infection control and safety;
    - b. Recognition of diseases and the treatment of disorders of the hair and scalp;
    - c. Morphology and treatment of hair;
    - d. Interpersonal skills and professional ethics;
    - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
    - f. Hairstyling machines, tools, and instruments and their uses;
    - g. Chemical texturizing;
    - h. Changing existing hair color;
    - i. Hair and scalp care;
    - j. Fundamentals of hairstyling including braiding and extensions;
    - k. Neck and scalp massage and manipulations;
    - l. Hair cutting fundamentals;
    - m. Clinical and classroom practice that includes hair;
    - n. Alternative hair technology;
    - o. Client pre- and post-service consultation, documentation, and analysis;
    - p. Hairstyling technology;
    - q. Facial hair removal except by electrolysis; and
    - r. Required industry standards and ecology, including monitor duties.
- B. A school licensee may allow a student in a hairstyling course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.
- C. A school licensee shall not receive remuneration for a hairstyling student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of hairstyling training; and
- D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

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

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

1. Theory of nail technology; infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona Board of Cosmetology statutes and rules; and
  2. Clinical and classroom instruction in nail technology including theory that involves nails, skin, and limbs:
    - a. Principles and practices of infection control and safety;
    - b. Recognition of diseases and the treatment of disorders of the nail and skin;
    - c. Massage and manipulation of the limbs;
    - d. Interpersonal skills and professional ethics;
    - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
    - f. Nail technology machines, tools, and instruments and their related uses;
    - g. Clinical and classroom practice that includes nails, skin, and limbs;
    - h. Client pre- and post treatment consultation, documentation, and analysis;
    - i. Manicuring, including use of nippers;
    - j. Pedicuring, including use of nippers;
    - k. Artificial nail enhancements (application and removal);
    - l. Alternative nail technology;
    - m. Electric file use;
    - n. Pedicure spa modalities;
    - o. Exfoliation modalities on limbs or the body; and
    - p. Required industry standards and ecology, including monitor duties.
- B. A school licensee may allow a student in a nail technology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.
- C. A school licensee shall not receive remuneration for a nail technology student performing clinical services for the public until the student has received at least 80 hours of nail technology training; and
- D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

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

- A. A school licensee shall ensure hours of training received in an aesthetics, cosmetology,



hairstyling, or nail technology course are not applied toward hours required to obtain an instructor's license.

- B. A school licensee shall ensure hours of training received in an instructor course are not applied toward hours required to obtain an aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to reactivate an aesthetics, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.
- C. When evaluating an application for licensure, the Board shall accept crossover hours. The Board shall accept an hour of training as a crossover hour only once.
- D. A school licensee shall ensure that when a student completes a course of instruction, the cumulative hours for the student equal, at a minimum, those specified in this Article, as applicable.
- E. A school licensee shall ensure that infection control, disinfection procedures, and safety issues are taught with every subject and every procedure.
- F. Alternative learning hours are hours that a school licensee may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or at a location other than a salon. A school licensee shall ensure a student is not credited with more than 20 percent of the total hours required for graduation, as alternative learning hours. The school licensee shall ensure the record of alternative learning hours required under R4-10-204(C) is maintained.
- G. A school licensee that authorizes alternative learning hours under subsection (F) shall include details of the alternative learning format or location in the school policies and procedures in the school catalog.
- H. A school licensee may grant a maximum of 16 hours of obtained during field trips toward the hours required for graduation if the field trips are provided by or in the presence of a licensed instructor. The school licensee shall ensure the record of field trip hours required under R4- 10-204(C) is maintained.
- I. If a school is physically closes closed while alternative learning hours or a field trip is provided, the school licensee shall ensure:
  - 1. A notice visible to the public and students is posted; and
  - 2. A notice is sent to the Board indicating the time and location of the alternative learning hours or field trip.
- J. A student instructor may obtain classroom hours in a licensed school other than the licensed school in which the student instructor is enrolled if the student:
  - Has available proof of enrollment in a licensed school to show to a Board inspector, and
- 2. Earns no more than the lab classroom hours required under R4-10-302.