
The following must be submitted with the application:

- A detailed floor plan or blueprint of the proposed school building sufficient to show compliance with the relevant rules and regulations;
- Evidence of minimal property damage, personal injury, and liability insurance coverage for the proposed school;
- A copy of the curriculum to be taught for all courses;
- A copy of the school catalog, handbook, or policies and the student contract; and
- A list of the names and credentials of all licensees to be employed by the school (including the name of the manager).
- The weekly Freshman course outline and daily lesson plans in sequence of teaching. A course outline must include the aims and objectives of all units and summary. (8 weeks for a 5 day school or 7 weeks for a 6 day school)
- The weekly Junior/Senior course outline and daily lesson plans in sequence of teaching. A course outline must include the aims and objectives of all units and summary.
- A copy of your record keeping mechanism for daily/monthly and cumulative hours of Junior/Senior classes.
- A copy of the counseling form you utilize.
- A copy of the progress report form.
- Fee
- Complete Attachment 1 – School Education Plan

If you are a SOLE Owner and you are NOT a U.S. Citizen, you must submit:

1. Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card.
2. Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa.
3. Employment Authorization Document (EAD) (unexpired) **AND** at one of the following documents under the Federal REAL ID Act:
 - An approved deferred action status (DACA);
 - A pending application for asylum in the United States;
 - A pending or approved application for temporary protected status in the United States;
 - A pending application for adjustment of status to that of an alien lawfully admitted for permanent residence; or in the United States or conditional permanent resident status in the United States.
4. Other document that shows current immigration status

NOTE: Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take 4-6 weeks.

Department of Education:

Please contact the Department of Education, Marisol Birth, to obtain the appropriate application and approval to recruit students. Her e-mail is: Marisol.birth@nebraska.gov or phone 402-471-4825.

Questions:

If you have any questions regarding the school application, please contact the Licensure Unit, at (402) 471-2117 or DHHS.licensure2117@nebraska.gov

**APPLICATION TO OPERATE A
SCHOOL OF COSMETOLOGY OR ESTHETICS**

APPLICATION CATEGORY and FEES: (Check type that apply to this application)

- Cosmetology School
- Esthetic School
- Initial License: \$300
- Transfer of Location within Same County: \$150
- Change of Ownership: \$300
- Transfer of Location to a Different County: \$300

(Print or Type)

(If this application is submitted within 180 days PRIOR to December 31st of an odd-numbered year, the fee is ¼ of the fee listed above)

SECTION A: SCHOOL INFORMATION					
1	School Name:				
2	Address:	Street/PO/Route:			
		City:	State:	Zip:	
3	Telephone Number:				
4	What is the Anticipated Opening Date ?	Date:			
5	Owner Name:				
6	Address of the Owner of the Business	Street/PO/Route:			
		City:	State:	Zip:	
7	If the applicant is a sole proprietorship, identify the social security number of the owner (this is REQUIRED INFORMATION) <i>Neb. Rev. Stat. §§38-123 and 38-130 mandates disclosure of your social security number to DHHS. Although your number is not public information, DHHS may disclose it for child support enforcement purposes as well as to the Nebraska Department of Revenue, Department of Labor and for other Administrative purposes.</i>				SS #:
8	Federal Identification Number (FIN) (in the event a refund is warranted)				FIN#:
9	Business Phone #: (optional)		Business Fax #: (optional)		Owner/Business E-Mail Address: (optional)
10	Name of each Person in Control of the Business (if space is not adequate, attach additional sheet)				
		Indicate the type of ownership for this school: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited 1 liability company that has only one member <input type="checkbox"/> Limited liability company that has more than 1 member <input type="checkbox"/> Corporation <input type="checkbox"/> Governmental unit <input type="checkbox"/> Other: Identify Type _____ 			

***NOTE:** Licenses expire December 1st of odd-numbered years

SECTION B: HOURS OF OPERATION (List below the hours/days the school is open						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

SECTION C: COSMETOLOGY INSTRUCTOR(S) TO BE EMPLOYED BY THE SCHOOL				
List the Name(s) of each Instructor below:				Instructor License #
1	First:	Middle:	Last:	
2	First:	Middle:	Last:	
3	First:	Middle:	Last:	
4	First:	Middle:	Last:	
5	First:	Middle:	Last:	
6	First:	Middle:	Last:	
7	First:	Middle:	Last:	
8	First:	Middle:	Last:	
9	First:	Middle:	Last:	
10	First:	Middle:	Last:	
11	First:	Middle:	Last:	
12	First:	Middle:	Last:	
13	First:	Middle:	Last:	
14	First:	Middle:	Last:	

The school manager must complete the following information:

SECTION D: MANAGER INFORMATION

List the Name(s) of the manager:				
1	First:	Middle:	Last:	License #
2	First:	Middle:	Last:	

CONVICTION INFORMATION – RELATES TO THE MANAGER: **The manager must list ALL** misdemeanor or felony convictions (regardless of when they occurred); you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor and felony convictions.

1	Have you EVER been convicted of a misdemeanor or felony?	Type of Crime	Date of Action	Name of Court Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

If you answered **YES**, you must submit the following documents:

- (a) A copy of the court record for each conviction;
- (b) Your explanation of the events leading to each of the convictions (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the convictions;
- (c) If currently on probation, a letter from your probation officer addressing the terms and current status of your probation.

LICENSURE INFORMATION – RELATES TO THE MANAGER:

The following questions relate to a credential that you (the manager) hold or have held in health services, health-related services or environmental services in another jurisdiction.

		Yes	No		
2	Are you licensed in any state?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what State(s) are you licensed in?	What type of license do you hold?
	If yes, has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	<input type="checkbox"/>	<input type="checkbox"/>	Type of Licensure Action	Date of Action
3	Have you ever been denied the right to take an examination?	<input type="checkbox"/>	<input type="checkbox"/>	Please Explain:	

If you have had any disciplinary actions taken against your credential, you must submit a copy of the disciplinary action(s), including charges and disposition.

SECTION E: MANAGER ATTESTATION

I hereby state that I am the manager, I am of good character, and the statements on this application are true and complete.

Signature of Manager _____ date _____

Signature of Manager _____ date _____

The Owner must complete the following information if s/he is a SOLE OWNER:

SECTION F: SOLE OWNER INFORMATION

CONVICTION INFORMATION – RELATES TO THE SOLE OWNER: **The owner must list ALL** misdemeanor or felony convictions (regardless of when they occurred); you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor and felony convictions.

1	Have you EVER been convicted of a misdemeanor or felony?	Type of Crime	Date of Action	Name of Court Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

If you **answered YES**, you must submit the following documents:

- (a) A copy of the court record for each conviction;
- (b) Your explanation of the events leading to each of the convictions (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the convictions;
- (c) If currently on probation, a letter from your probation officer addressing the terms and current status of your probation.

LICENSURE INFORMATION – RELATES TO THE SOLE OWNER:

The following questions relate to a credential that you (the owner) hold or have held in health services, health-related services or environmental services in another jurisdiction.

2	Are you licensed in any state?	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>	If yes, what State(s) are you licensed in?	What type of license do you hold?	
2	If yes, has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	<input type="checkbox"/>	<input type="checkbox"/>	Type of Licensure Action	Date of Action	Name of Entity taking Action
3	Have you ever been denied the right to take an examination?	<input type="checkbox"/>	<input type="checkbox"/>	Please Explain:		

If you have had any disciplinary actions taken against your credential, you must submit a copy of the disciplinary action(s), including charges and disposition.

SECTION G: OPERATION PRIOR TO LICENSE

An individual who operates a school prior to issuance of the license is subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000, or such other action as provided in the statutes and regulations governing the license.

1	Have you operated this school at this address in Nebraska prior to the application for a license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	If yes, what are the actual number of days you operated at this address in Nebraska?	# of days:

SECTION H: ATTESTATION

If the **applicant** is a **sole owner/proprietorship** for the purpose of complying with Neb. Rev. Stat. §4-108 through 4-114, the applicant must attest as follows:

- I am a citizen of the United States.
- OR**
- I am a qualified alien under the Federal Immigration and Nationality Act.
- I am a nonimmigrant lawfully present in the United States.
- I am **NOT** a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act.

My immigration and alien number are as follows: _____ and I agree to attach a copy of my USCIS documentation, which includes one of the following:

1. A "Green Card" otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
2. An unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
3. A Form I-94 (Arrival-Departure Record).
4. Employment Authorization Card and DACA, pending asylum, application for protected status, or application for adjustment of status to that of an alien lawfully admitted for permanent or conditional residence.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

I further attest that:

1. I have read the application or have had the application read to me; and
2. All statements on this application are true and complete.

Print Name: _____

Signature: _____ Date: _____

If the **applicant** is a **limited liability company with more than one member, corporation, governmental unit, or other**, the application must be signed and dated by the individual(s) indicated below

(place a check mark in the appropriate box)

- By the partnership or a limited 1 liability company that has only one member;
- Two of its members if the applicant is a limited liability company that has more than one member;
- Two of its officers if the applicant is a corporation;
- The head of the governmental unit having jurisdiction over the business if the applicant is a governmental unit; or
- If the applicant is not an entity described in 1 through 4 above, the owner or owners or, if there is no owner, the chief executive officer or comparable official.

We further attest that:

1. We have read the application or have had the application read to us; and
3. All statements on this application are true and complete.

Signature of Owner/Representative as listed above Date _____

Signature of Owner/Representative as listed above Date _____

Licensure Unit
 P.O. Box 94986, Lincoln, Nebraska 68509-4986
 402-471-2117 DHHS.Licensure2117@nebraska.gov

SCHOOL EDUCATION PLAN

SECTION A: SCHOOL INFORMATION		
1	School Name:	
2	School is also Accredited by	
3	Maximum Student Capacity at any one time:	
4	How often are classes started:	

Provide a copy of the following or respond to the questions:

SECTION B: STUDENT RECORDS/TRAINING	
1	<p>STUDENT RECORDS (Provide a sample Student Record that includes the following)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily Record of Attendance <input type="checkbox"/> Student Grading System <input type="checkbox"/> Student Evaluation System <input type="checkbox"/> Examinations and grades <input type="checkbox"/> Counseling results/Progress reports <input type="checkbox"/> Evidence of 17 year on/before enrollment <input type="checkbox"/> Evidence of high school diploma/equivalent <input type="checkbox"/> Evidence of final examination grade (both practical and written)
2	<p>TRAINING RECORDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily Record of Clinical Hours <input type="checkbox"/> Daily Records of Theory Hours <input type="checkbox"/> 10 hours a day training maximum <input type="checkbox"/> No evidence of compensating students
3	<p>INSTRUCTORS/TEACHING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documents showing the Content Instructors will be teaching <input type="checkbox"/> Time and Day Instructors are assigned to teach

SECTION C: TEACHING TOOLS, EQUIPMENT, LIBRARY AND DOCUMENT POSTING (Schools must have the following)	
1	<p>TEACHING TOOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flip Chart, chalk board, white board, or similar type of chart/board
2	<p>STUDENT EQUIPMENT (the following is the minimum requirement)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 kit per student <p><u>School Equipment</u></p> <ul style="list-style-type: none"> <input type="checkbox"/>

3	<p>LIBRARY Must be accessible to students during the school's open hours</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Textbook for Professional Estheticians, Milady Publishing <input type="checkbox"/> NIC Health & Safety Standards <input type="checkbox"/> Standard Dictionary of the English Language <input type="checkbox"/> 1 copy of the current Rules of the School <input type="checkbox"/> 1 copy of the latest printing of Nebraska Cosmetology Statutes <input type="checkbox"/> 1 copy of the textbook that is used for teaching the curriculum <input type="checkbox"/> 1 copy of the following regulations: 172 NAC 36 & 37 (licensure)
4	<p>DOCUMENTS POSTED</p> <p><u>Dispensary:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sanitation Rules <input type="checkbox"/> Emergency Evacuation Plan <p><u>Each Classroom:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Evacuation Plan <p><u>Clinical Area:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sanitation Rules <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Sign displayed in a conspicuous place within the clinical area of the school which shall read as follows: <i>"All services in this school performed by students who are in training in nail technology"</i> <p><u>Entrance:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of school displayed at/near entrance <p><u>Public Area (i.e.: reception area/clinic area)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor Licenses <input type="checkbox"/> Esthetic/Cosmetology Licenses

SECTION D: EXAMINATION PROCEDURES: (submit a sample copy of one of your examinations)											
1	<table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">What will be your Method(s) of Examination:</td> <td>Multiple Choice ____</td> </tr> <tr> <td></td> <td>Essay ____</td> </tr> <tr> <td></td> <td>True and False ____</td> </tr> <tr> <td></td> <td>Completion ____</td> </tr> <tr> <td></td> <td>Oral ____</td> </tr> </table>	What will be your Method(s) of Examination:	Multiple Choice ____		Essay ____		True and False ____		Completion ____		Oral ____
What will be your Method(s) of Examination:	Multiple Choice ____										
	Essay ____										
	True and False ____										
	Completion ____										
	Oral ____										
2	How often WILL tests be given:										
3	What are your standards for evaluation, performance, and student grading:										
4	Where are tests and grades recorded:										

STUDENT COUNSELING: (Submit a copy of the counseling form you will utilize)

1	How will counseling provided?	
2	When will counseling provided?	
3	Who will do the counseling?	
4	Where will results be recorded?	
5	Will parents be furnished a copy of student's progress?	
6	How will the privacy act upheld?	

STUDENT PROGRESS REPORT: (Submit a sample copy of the progress report form)

1	How often will a student's progress be evaluated:	
---	---	--

SECTION E: CURRICULUM FOR FRESHMAN STUDENTS			
1	Are classes held separately from Junior-senior students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are separate classrooms used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Is one full-time instructor assigned to Freshman Students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Explain how you record Freshman Student credits:		
5	Explain how you record Freshman hour attendance:		
6	Length of lunch hour recorded but not counted as hours in training:	<input type="checkbox"/> one-half hour <input type="checkbox"/> 45 minutes <input type="checkbox"/> 1 hour	
7	Describe the procedure for presenting Nebraska Law, Rules of Sanitation, and Rules and Regulations to the Freshman Students:		
8	How do you evaluate a Freshman Student to advance to the clinic floor:		

SECTION F: EDUCATIONAL PROGRAM FOR A FRESHMAN COSMETOLOGY COURSE
--

Attach the weekly Freshman course outline in sequence of teaching. A course outline must include the aims and objectives of all units and summary. (8 weeks for a 5 day school or 7 weeks for a 6 day school)

1. Do all lesson plans in school coordinate into a complete cosmetology course? ___ yes ___ no
2. Do the school management provide a course outline for instructional staff? ___ yes ___ no
3. Do all instructional staff members use same course outline? ___ yes ___ no

If no, explain: _____

SECTION G: EDUCATIONAL PROGRAM FOR A JUNIOR/SENIOR COSMETOLOGY COURSE

Attach the weekly Junior/Senior course outline in sequence of teaching. A course outline must include the aims and objectives of all units and summary.

1. All Lesson Plans used in school coordinate into a complete Cosmetology Course? ___ yes ___ no
2. Does the school management provide a course outline for instructional staff to students? ___ yes ___ no
3. Do all instructional staff members use same course outline? ___ yes ___ no

TEACHING APPARATUS (List below the number of each teaching apparatus)

Combs per student	
Brushes per student	
Complete facial tray	
Sets of cold wave rods	
Mannequins	
Anatomy charts	
Large chalkboard, whiteboard or similar board in each classroom	
Bulletin board	
Screen and projector or video equipment	
Other aids (visual), List below:	

PHYSICAL STRUCTURE (List below the number of square feet for each area)

Clinic Area	
Administrative Use	
Freshman Classroom	
Advanced Classroom	
Library and Dispensary	
Reception Area	
Restroom Facilities	
Esthetics Area if taught	
Other areas (list each and square foot per area)	

SECTION J: STUDENT RECORDS / POLICIES

STUDENT CONTRACT (Enclose a copy of the student contract that your school utilizes)

1. Does tuition include a kit and textbook? ___ yes ___ no. If not, what does tuition include: _____

STUDENT RECRUITMENT:

1. Identify the procedure for recruitment: _____

2. Where does this take place? _____

3. Who recruits? _____

SCHOLARSHIPS

1. Scholarships are awarded on:

Financial Need	___ yes ___ no
Character	___ yes ___ no
Aptitude	___ yes ___ no
Other:	_____

EXAMINATION PROCEDURES: (Submit a copy example of cumulative records)

1. Method of Examination:

Multiple Choice	___
Essay	___
True and False	___
Completion	___
Oral	___

2. How often are tests given: _____

3. What are your standards for evaluation, performance, and student grading: _____

4. Where are tests and grades recorded: _____

STUDENT COUNSELING: (Submit a copy of the counseling form you utilize)

1. How is counseling provided? _____

2. When is counseling provided? _____

3. Who does the counseling? _____

4. Are results recorded in school records? _____

5. Are parents furnished a copy of students progress? _____

6. How is the privacy act upheld? _____

STUDENT PROGRESS REPORT: (Submit a copy of the progress report form)

1. How often is a student's progress evaluated: _____

STAFF MEETINGS: (Submit a copy of the last minutes or record of your staff meeting)

1. Do you hold staff meetings? ___ yes ___ no. If yes, how often: _____

2. What are the objectives of such meetings: _____

3. Are results of such meetings in the school records? ___ yes ___ no

Following is the REQUIRED COSMETOLOGY CURRICULUM
(fill in the number of hours you are teaching for each subject):

FRESHMAN COSMETOLOGY THEORY and RELATED THEORY CLASS CURRICULUM	
HOURS	SUBJECT AREAS
	Permanent waving / Chemical relaxing
	Facials (Eyebrow Arching, Body Waxing, Lash and Eyebrow Tint, Make-up, and Massage)
	Haircutting
	Hairstyling (Pin Curl Formations, Rollers Fingerwaving, Thermal Curling, Braiding, and Combout)
	Manicuring / Pedicuring / Artificial Nails / Massage
	Shampoos, Conditioners and Scalp Treatments
	Hair Coloring (Darkening, Permanent, Semi/Demi-permanent and Lightening)
	Nebraska Cosmetology Law / Rules and Regulations Sanitary Measures Safety Measures
	Rules and Policies
	Ethics / Grooming
	Dispensary
	Reception Desk
	Unassigned subjects - School may expand subjects listed above or select other cosmetology related subjects
Total Freshman Hours: 200	

ADVANCED COSMETOLOGY THEORY CLASS CURRICULUM	
MINIMUM HOURS	SUBJECT AREAS
200	Lecture theory must include, but is not limited to the following: Ethics, Hygiene, Poise-Personality, Bacteriology, Sterilization, Applied Electricity, Nebraska Cosmetology Law, State Rules and Regulations, Salon Management and Safety Measures. Advanced theory class must include the subjects listed in advanced practice on students, clients, mannequins, or class laboratory experience below.
Total Advanced Cosmetology Theory Hours: 200	

ADVANCED COSMETOLOGY RELATED THEORY	
Practice on Students, Clients, Mannequins or Class Lab (Floor) Experience	
HOURS	SUBJECT AREAS
	Shampoos, Conditioners and Scalp Treatments
	Haircutting
	Hairstyling (Pin Curl Formations, Rollers, Fingerwaving, Thermal Curling, Combout, Braiding and Wiggery)
	Permanent Waving / Chemical Relaxing
	Haircoloring (Darkening, Permanent, Semi/Demi-permanent and Lightening)
	Facials (Eyebrow Arching, Lash and Eyebrow Tint, Make-up, and Massage)
	Body waxing
	Manicuring / Pedicuring / Artificial Nails / Massage
	Salesmanship / Reception desk / Dispensary
	Unassigned (If a school determines a freshman curriculum longer than 200 hours, a portion of these unassigned hours may be allotted to the freshman course, expand the above subjects, or select other cosmetology related subjects)
Total Advanced Cosmetology Related Theory Hours: 1400	

Freshman Theory and Related Theory Hours:	200
Advanced Theory Hours:	200
Advanced Related Theory Hours:	1400
TOTAL COSMETOLOGY HOURS:	1800

COMPLETE THIS PAGE IF YOU WILL BE PROVIDING AN INSTRUCTOR PROGRAM

1	<input type="checkbox"/> Yes <input type="checkbox"/> No Does your Program of Studies consists of at least 600 hours of teachers training.
2	<input type="checkbox"/> Yes <input type="checkbox"/> No Will you administer a final practical and written examination that covers all the subject areas as a condition of graduation

**Following is the REQUIRED INSTRUCTOR CURRICULUM
(fill in the number of hours you are teaching for each subject):**

COSMETOLOGY STUDENT INSTRUCTOR CLASS CURRICULUM		
HOURS	SUBJECT	SUBJECT CONTENT
	1. Student Instructor Orientation	<ul style="list-style-type: none"> A. Introduction to Faculty, Staff, Student body B. School Policy C. Overview of the Student Instructor Training Program D. Statutes and Regulations E. Sanitation and Sterilization Regulations F. Teaching Techniques and Educational Tools Student and Instructor Relations/Counseling
	2. Preparation of a Cosmetology Program	<ul style="list-style-type: none"> A. Overview of Student Cosmetology Curriculum as required by State and School (Units) B. Detailed Course Outline (Chapters) C. Detailed Subject Layout (Daily Lessons)
	3. Theory and Clinical Techniques (Must include Freshman and Advanced Student training Experiences)	<ul style="list-style-type: none"> A. Classroom Observations <ul style="list-style-type: none"> 1. Assist with <ul style="list-style-type: none"> a. Presentations/ Lectures b. Teaching basic skills c. Clinical Activities B. Clinical Observations <ul style="list-style-type: none"> 1. Supervision of Services 2. Student/Client Relationships C. Clinical Activities <ul style="list-style-type: none"> 1. Supervision of Procedures/Demonstrations 2. Practice Teaching/Basic Skills
	4. The Student Instructor Learns to Evaluate Student Progress	<ul style="list-style-type: none"> A. Basic Evaluation Techniques <ul style="list-style-type: none"> 1. Written, Observation, Oral
	5. Administrative Techniques	<ul style="list-style-type: none"> A. Office Management <ul style="list-style-type: none"> 1. Student Folder 2. Entrance Notification 3. Recording Student Hours 4. Graduate Records B. Office Records <ul style="list-style-type: none"> 1. State Rules and Regulations Governing Cosmetology Schools 2. Enrollment Procedures 3. Maintaining Student Records C. Salon Management Operations <ul style="list-style-type: none"> 1. Client and Student Scheduling 2. Record Keeping Procedures 3. Receptionist Responsibilities 4. Inventory Control, Purchasing, Retailing
Total Cosmetology Instructor Hours: 600		

COMPLETE THIS PAGE IF YOU WILL BE PROVIDING AN ESTHETICS PROGRAM

1. A Freshman Class which includes at least 76 hours.
 - a. Lecture Theory and Related Theory must include material directly related to the subjects listed in the Freshman Class Curriculum. Related theory experience may occur on mannequins, classroom models, or students. It does not include class laboratory (practice on the public) experience.
2. An Advanced Class which includes at least 524 hours.
3. A final practical and written examination that covers all the subject areas listed in this curriculum as a condition of graduation.

Yes No Does your Esthetic Program of Studies consists of at least 600 hours as listed below.

FRESHMAN ESTHETICIAN THEORY CLASS CURRICULUM (15 hours)	
MINIMUM HOURS	SUBJECT
3	Anatomy - Cells
5	Physiology/Histology
2	Skin Analysis
5	Disease and Disorders of the Skin
Total Hours 15	TOTAL HOURS AND CREDITS FOR THE FRESHMAN ESTHETICIAN THEORY CURRICULUM

FRESHMAN ESTHETICIAN RELATED THEORY CLASS CURRICULUM (61 hours)	
MINIMUM HOURS	SUBJECT
1	Orientation
3	Sanitation
6	Product Introduction
15	Basic Facials with Skin Analysis
3	Facial Massages
18	Hair Removal / Tweezing / Waxing
10	Body Treatments
5	Chemical / Manual /Machine Aided Exfoliation
Total Hours 61	TOTAL HOURS AND CREDITS FOR THE FRESHMAN ESTHETICIAN RELATED THEORY CURRICULUM

ADVANCED (JUNIOR/SENIOR) ESTHETICIAN THEORY CLASS CURRICULUM (70 hours)	
MINIMUM HOURS	SUBJECTS
3	Nebraska State Law and Rules and Regulations
12	Anatomy
5	Business
7	Disease and Disorders of the Skin
7	Product Ingredients & Chemistry
9	Bacteriology
6	Basic Makeup & Color Psychology
5	Electricity/Machines
3	Hair Removal / Tweezing / Waxing
2	Aromatherapy
7	Physiology/Histology
4	Nutrition
Total Hours 70	TOTAL HOURS AND CREDITS FOR THE ADVANCED ESTHETICIAN THEORY CURRICULUM

ADVANCED (JUNIOR/SENIOR) ESTHETICIAN RELATED THEORY CLASS CURRICULUM (68 hours)	
MINIMUM HOURS	SUBJECT
1	Sanitation
4	Back Treatments
12	Skin Diseases and Disorders
3	Advanced Waxing
4	Chemical and Manual Exfoliation
4	Electricity/Machines
2	Facial Massage
16	Makeup
4	Para-Medical Makeup
2	Cosmetic Surgery Information
4	Custom Blended Cosmetics
12	Unassigned Hours
Total Hours 68	TOTAL HOURS AND CREDITS FOR THE ADVANCED ESTHETICIAN RELATED THEORY CURRICULUM

ADVANCED ESTHETICIAN CLINICAL PRACTICE CURRICULUM (386 hours/386 credits)	
MINIMUM HOURS	SUBJECT
200	Facial Treatments
40	Chemical / Manual Aided Exfoliation
40	Machine Aided Exfoliation
30	Body Treatments with Skin Analysis
50	Hair Removal / Tweezing / Waxing
26	Makeup Application
Total Hours 386	TOTAL HOURS AND CREDITS FOR THE ADVANCED ESTHETICIAN CLINICAL PRACTICE CURRICULUM

COMPLETE THIS SECTION IF YOU WILL BE PROVIDING AN ESTHETICS INSTRUCTOR PROGRAM

The program of studies consists of at least 300 hours of teachers' training in an accredited school of cosmetology or school of esthetics.

1. A student instructor may not be trained in an apprentice salon.
2. A final practical and written examination that covers all the subject areas listed in this curriculum is required for graduation.
3. Students must complete the following Esthetics Student Instructor Class Curriculum:

ESTHETICS STUDENT INSTRUCTOR CLASS CURRICULUM (300 hours)		
MINIMUM HOURS	SUBJECT	SUBJECT CONTENT
16	1. Student Instructor Orientation	A. Introduction to Faculty, Staff, Student body B. School Policy C. Overview of the Student Instructor Training Program Statutes and Regulations D. Sanitation and Sterilization Regulations E. Teaching Techniques and Educational Tools F. Student and Instructor Relations/Counseling
50	2. Preparation of an Esthetics Program	A. Overview of Student Esthetics Curriculum as required by State and School (Units) B. Detailed Course Outline (Chapters) C. Detailed Subject Layout (Daily Lessons)

150	3. Theory and Clinical Techniques (Must include Freshman and Advanced Student training experiences)	A. B. C.	Classroom Observations 1. Assist with a. Presentations/ Lectures b. Teaching basic skills c. Clinical Activities Clinical Observations 1. Supervision of Services 2. Student/Client Relationships Clinical Activities 1. Supervision of Procedures/Demonstrations 2. Practice Teaching/Basic Skills
40	4. The Student Instructor Learns to Evaluate Student Progress	A.	Basic Evaluation Techniques 1. Written, Observation, Oral
44	5. Administrative Techniques	A. B. C.	Office Management 1. Student folder 2. Entrance notification 3. Recording student hours 4. Graduate records Office Records 1. State Rules and Regulations Governing Esthetics Schools or Cosmetology Schools providing an Esthetic Program 2. Enrollment Procedures 3. Maintaining Student Records Salon Management Operations 1. Client and Student Scheduling 2. Record Keeping Procedures 3. Receptionist Responsibilities 4. Inventory Control, Purchasing, Retailing
Total Hours 300	TOTAL HOURS FOR THE ESTHETICS STUDENT INSTRUCTOR CURRICULUM		

Following are the statutes relating to schools:

38-1097. School of cosmetology; license; requirements.

In order to be licensed as a school of cosmetology by the department, an applicant shall meet and present to the department evidence of meeting the following requirements:

- (1) The proposed school shall be a fixed permanent structure or part of one;
- (2) The proposed school shall have a contracted enrollment of at least ten full-time or part-time students;
- (3) The proposed school shall contain at least three thousand five hundred square feet of floor space and facilities, staff, apparatus, and equipment appropriate to its projected enrollment in accordance with the standards established by rule and regulation; and
- (4) The proposed school shall not have the same entrance as or direct access to a cosmetology salon, esthetics salon, or nail technology salon.

A school of cosmetology is not required to be licensed as a school of esthetics in order to provide an esthetics training program or as a school of nail technology in order to provide a nail technology training program.

38-1098. School of cosmetology license; school of esthetics license; application.

Any person seeking a license to operate a school of cosmetology or school of esthetics shall submit a completed application at least thirty days before construction or remodeling of the building proposed for use is scheduled to begin. If no construction or remodeling is planned, the application shall be received at least thirty days before the proposed opening of the school.

38-1099. School of cosmetology license; school of esthetics license; application; additional information.

Along with the application the applicant for a license to operate a school of cosmetology or school of esthetics shall submit:

- (1) A detailed floor plan or blueprint of the proposed school building sufficient to show compliance with the relevant rules and regulations;
- (2) Evidence of minimal property damage, personal injury, and liability insurance coverage for the proposed school;
- (3) A copy of the curriculum to be taught for all courses;
- (4) A copy of the school catalog, handbook, or policies and the student contract; and
- (5) A list of the names and credentials of all licensees to be employed by the school.

38-10,100. School of esthetics license; application; additional information.

In order to be licensed as a school of esthetics by the department, an applicant shall meet and present to the department evidence of meeting the following requirements:

- (1) The proposed school shall be a fixed permanent structure or part of one;
- (2) The proposed school shall have a contracted enrollment of at least four full-time or part-time students;
- (3) The proposed school shall contain at least one thousand square feet of floor space and facilities, staff, apparatus, and equipment appropriate to its projected enrollment in accordance with the standards established by rule and regulation; and
- (4) The proposed school shall not have the same entrance as or direct access to a cosmetology salon, an esthetics salon, or a nail technology salon.

38-10,101. School of cosmetology license; school of esthetics license; application; review; procedure; inspection.

Each application for a license to operate a school of cosmetology or school of esthetics shall be reviewed by the department for compliance with the requirements of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act. If an application is denied, the applicant shall be informed in writing of the grounds for denial and such denial shall not prejudice future applications by the applicant. If an application is accepted, the department shall immediately conduct an accreditation inspection of the proposed school. A school passing the inspection shall be issued a license and may begin operation as soon as the inspection results are received. If the proposed school fails the inspection, the applicant shall submit, within fifteen days, evidence of corrective action taken to improve those aspects of operation found deficient. If, after a second inspection to be conducted within thirty days of receipt of evidence, the school does not receive a satisfactory rating, or if evidence is not received within fifteen days, the application may be denied.

38-10,102. Licensed school; operating requirements.

In order to maintain its license in good standing, each school of cosmetology or school of esthetics shall operate in accordance with the following requirements:

- (1) The school shall at all times comply with all applicable provisions of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act and all rules and regulations adopted and promulgated under such act;
- (2) The school owner or owners or the authorized agent thereof shall notify the department at least thirty days prior to any change of ownership, name, or address, and at least sixty days prior to closure, except in emergency circumstances as determined by the department;
- (3) No school shall permit anyone other than a student, student instructor, or instructor to perform any of the practices of cosmetology or esthetics within its confines or employ, except that such restriction shall not prevent a school from inviting guest educators who are not licensed to provide education to students or student instructors if the guest educator does not perform any of the practices of cosmetology or esthetics;
- (4) The school shall display a name upon or near the entrance door designating it as a school of cosmetology or a school of esthetics;
- (5) The school shall display in a conspicuous place within the clinic area a sign reading: All services in this school are performed by students who are training in cosmetology or esthetics, as applicable. A notice to such effect shall also appear in all advertising conducted by the school for its clinic services;
- (6) The school shall permit any duly authorized agent of the department to conduct an operation inspection or investigation at any time during the normal operating hours of the school without prior notice, and the owner or manager shall assist the inspector by providing access to all areas of the school, all personnel, and all records requested by the inspector;

- (7) The school shall display in a conspicuous place the following records:
 - (a) The current license to operate a school of cosmetology or school of esthetics;
 - (b) The current licenses of all persons licensed under the act, except students, employed by or working in the school; and
 - (c) The rating sheet from the most recent accreditation inspection;
- (8) At no time shall a school enroll more students than permitted by the act or the rules and regulations adopted and promulgated under the act;
- (9) The school shall not knowingly permit its students, employees, or clients to use, consume, serve, or in any other manner possess or distribute intoxicating beverages or controlled substances upon its premises;
- (10) No instructor or student instructor shall perform, and no school shall permit such person to perform, any of the practices of cosmetology or esthetics on the public in a school of cosmetology or school of esthetics other than that part of the practical work which pertains directly to the teaching of practical subjects to students or student instructors and in no instance shall complete cosmetology or esthetics services be provided for a client unless done in a demonstration class of theoretical or practical studies;
- (11) The school shall maintain space, staff, library, teaching apparatus, and equipment as established by rules and regulations adopted and promulgated under the act;
- (12) The school shall keep a daily record of the attendance and clinical performance of each student and student instructor;
- (13) The school shall maintain regular class and instructor hours and shall require the minimum curriculum;
- (14) The school shall establish and maintain criteria and standards for student grading, evaluation, and performance and shall award a certificate or diploma to a student only upon completing a full course of study in compliance with such standards, except that no student shall receive such certificate or diploma until he or she has satisfied or made an agreement with the school to satisfy all outstanding financial obligations to the school;
- (15) The school shall maintain on file the enrollment of each student;
- (16) The school shall maintain a report indicating the students and student instructors enrolled, the hours earned, the instructors employed, the hours of operation, and such other pertinent information as required by the department; and
- (17) The school shall print and provide to each student a copy of the school rules, which shall not be inconsistent with the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act, the Uniform Credentialing Act, or the rules and regulations adopted and promulgated under either act and which shall include policies of the school with respect to tuition, reimbursement, conduct, attendance, grading, earning of hours, demerits, penalties, dismissal, graduation requirements, dress, and other information sufficient to advise the student of the standards he or she will be required to maintain. The department may review any school's rules to determine their consistency with the intent and content of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act and the rules and regulations and may overturn any school rules found not to be in accord.

38-10,103. School or apprentice salon; operation; student; apprentice; student instructor; requirements.

In order to maintain a school or apprentice salon license in good standing, each school or apprentice salon shall operate in accordance with the following:

- (1) Every person accepted for enrollment as a standard student or apprentice shall show evidence that he or she attained the age of seventeen years on or before the date of his or her enrollment in a school of cosmetology, a school of esthetics, or an apprentice salon, has completed the equivalent of a high school education, has been accepted for enrollment at a school of cosmetology, a school of esthetics, or an apprentice salon, and has not undertaken any training in cosmetology or esthetics without being enrolled as a student or apprentice;
- (2)(a) Every person accepted for enrollment as a special study student or apprentice shall show evidence that he or she:
 - (i) Has attained the age of seventeen years on or before the date of enrollment in a school of cosmetology, a school of esthetics, or an apprentice salon;
 - (ii) Has completed the tenth grade;
 - (iii) Has been accepted for enrollment at a school of cosmetology, a school of esthetics, or an apprentice salon; and
 - (iv) Is actively continuing his or her formal high school education on a full-time basis as determined by the department.
 - (b) An applicant for enrollment as a special study student or apprentice shall not have undertaken any training in cosmetology or esthetics without being enrolled as a student or apprentice.
 - (c) Special study students shall be limited to attending a school of cosmetology, a school of esthetics, or an apprentice salon for no more than eight hours per week during the school year;
- (3) Every person accepted for enrollment as a student instructor shall show evidence of current licensure as a cosmetologist or esthetician in Nebraska and completion of formal education equivalent to a United States high school education; and
- (4) No school of cosmetology, school of esthetics, or apprentice salon shall accept an individual for enrollment who does not provide evidence of meeting the age and education requirements.

38-10,104. Licensed school; additional operating requirements.

In order to maintain its license in good standing, each school of cosmetology or school of esthetics shall operate in accordance with the following requirements:

- (1) All persons accepted for enrollment as students shall meet the qualifications established in section 38-10,103;
- (2) The school shall, at all times the school is in operation, have at least one instructor in the school for each twenty students or fraction thereof enrolled in the school, except that freshman and advanced students shall be taught by different instructors in separate classes;
- (3) The school shall not permit any student to render clinical services on members of the public with or without fees until such student has satisfactorily completed the freshman curriculum, except that the board may establish guidelines by which it may approve such practices as part of the freshman curriculum;
- (4) No school shall pay direct compensation to any of its students. Student instructors may be paid as determined by the school;
- (5) All students and student instructors shall be under the supervision of an instructor at all times, except that students shall be under the direct supervision of an instructor or student instructor at all times when cosmetology or esthetics services are being taught or performed and student instructors may independently supervise students after successfully completing at least one-half of the required instructor program;

(6) No student shall be permitted by the school to train or work in a school in any manner for more than ten hours a day; and
(7) The school shall not credit a student or student instructor with hours except when such hours were earned in the study or practice of cosmetology, esthetics, nail technology, or barbering in accordance with the required curriculum. Hours shall be credited on a daily basis. Once credited, hours cannot be removed or disallowed except by the department upon a finding that the hours have been wrongfully allowed.

38-10,105. Transfer of cosmetology student; requirements.

A student may transfer from one school of cosmetology to another school at any time without penalty if all tuition obligations to the school from which the student is transferring have been honored and if the student secures a letter from the school from which he or she is transferring stating that the student has not left any unfulfilled tuition obligations and stating the number of hours earned by the student at such school, including any hours the student transferred into that school, and the dates of attendance of the student at that school. The student may not begin training at the new school until such conditions have been fulfilled. The school to which the student is transferring shall be entitled to receive from the student's previous school, upon request, all records pertaining to the student.

38-10,106. Repealed. Laws 2018, LB731, § 106. Source: Operative Date: July 19, 2018

38-10,107. Licensed barber; licensed cosmetologist; waiver of course requirements; conditions.

(1) Barbers licensed in the State of Nebraska attending a school of cosmetology may be given credit of one thousand hours of training applied toward the course hours required for graduation.

(2) Cosmetologists licensed in the State of Nebraska attending a barber school or college may be given credit of one thousand hours of training applied toward the course hours required for graduation.

38-10,108. School of cosmetology; student instructors; limitation.

No school of cosmetology shall at any time enroll more than three student instructors for each full-time instructor actively working in and employed by the school.

38-10,109. School licenses; renewal; requirements; inactive status; revocation; effect.

(1) The procedure for renewing a school license shall be in accordance with section 38-143, except that in addition to all other requirements, the school of cosmetology or school of esthetics shall provide evidence of minimal property damage, bodily injury, and liability insurance coverage and shall receive a satisfactory rating on an accreditation inspection conducted by the department within the six months immediately prior to the date of license renewal.

(2) Any school of cosmetology or school of esthetics which has current accreditation from a national accrediting organization approved by the board shall be considered to satisfy the accreditation requirements outlined in this section, except that successful completion of an operation inspection shall be required. Each school of cosmetology or school of esthetics, whether or not it is nationally accredited, shall satisfy all curriculum and sanitation requirements outlined in the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act to maintain its license.

(3) Any school not able to meet the requirements for license renewal shall have its license placed on inactive status until all deficiencies have been corrected, and the school shall not operate in any manner during the time its license is inactive. If the deficiencies are not corrected within six months of the date of license renewal, the license may be revoked unless the department approves an extension of the time limit. The license of a school that has been revoked or expired for any reason shall not be reinstated. An original application for licensure shall be submitted and approved before such school may reopen.

38-10,110. School license; change of ownership or location; effect.

Each school license issued shall be in effect solely for the owner or owners and premises named thereon and shall expire automatically upon any change of ownership or change in the county of location. An original application for licensure shall be submitted and approved before such school may reopen, except that a school moving to a new location within the same county may do so by filing an application as required by the department, paying the required fee, submitting a new floor plan, and passing an operation inspection. Materials shall be received by the department no less than thirty days prior to the move, and all provisions of this section shall be complied with before the school may begin operation at its new location.