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## **School Requirements:**

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

- (1) The proposed apprentice salon shall hold a current active license as a cosmetology salon or esthetics salon;
- (2) The proposed apprentice salon shall employ or plan to employ one active instructor for each two apprentices or fraction thereof it enrolls;
- (3) The proposed apprentice salon shall provide an area of not less than one hundred square feet to be used solely for educational purposes; and
- (4) Pass the inspection.

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## **Submit the following with your application:**

Any person seeking a license to operate an apprentice salon shall submit a complete 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 training of apprentices is scheduled to begin.

- 1. Application
- 2. A detailed floor plan or blueprint of the proposed apprentice salon sufficient to demonstrate compliance with the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act;
- 3. Evidence of minimal property damage, bodily injury, and liability insurance coverage;
- 4. A list of the names and qualifications of all instructors employed or proposed to be employed;
- 5. Completed enrollment forms for all apprentices proposed to be enrolled;
- 6. A copy of the rules the salon proposes to use for its apprentices;
- 7. A copy of the apprentice contract;
- 8. A copy of the curriculum proposed to be used;
- 9. A proposed schedule of training for each apprentice;
- 10. A completed cosmetology education evaluation scale; and
- 11. A completed self-accreditation and operation inspection report.

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## **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.

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## **Department of Education:**

You must 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](mailto:Marisol.birth@nebraska.gov) or phone 402-326-4519.

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## **Statutes Relating to Apprentice Salons:**

**38-1006. Apprentice salon, defined.** Apprentice salon means a cosmetology salon licensed under the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act to serve as the site for the teaching of any or all of the practices of cosmetology to apprentices.

**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.

**38-10,115. Apprentice salon license; application; review; procedure; inspection.**

Each application for a license to operate an apprentice salon shall be reviewed by the department for compliance with the requirements of the Cosmetology, Electrology, Esthetics, Nail Technology, and Body Art Practice Act. In the event an application is denied, the applicant shall be informed in writing of the grounds for denial and such denial shall not prejudice further applications by the applicant. In the event an application is approved, the department shall immediately conduct an operation inspection of the proposed apprentice salon. A salon passing the inspection shall be issued a license to operate and may begin training apprentices upon receipt of notification to such effect. A salon failing the operation inspection shall submit, within fifteen days, evidence of corrective action to improve those aspects of operation found deficient. If, after a second inspection to be conducted within thirty days of receipt of evidence, the salon does not receive a satisfactory rating, or if evidence is not submitted within fifteen days, the application may be denied.

**38-10,116. Licensed apprentice salon; operating requirements.**

In order to maintain and renew its license in good standing, each apprentice salon shall operate in accordance with the following requirements:

(1) The apprentice salon 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 salon shall maintain its salon license in good standing; and

(3) The salon shall operate in accordance with all operating requirements and all student requirements of a school of cosmetology or school of esthetics, except that the department, with the recommendation of the board, may adopt and promulgate rules and regulations to modify or waive any such requirements that are deemed not applicable to an apprentice salon.

**38-10,117. Apprentice salon license; revocation or expiration; effect.**

The license of an apprentice salon that has been revoked or expired for any reason may not be reinstated. An original application for licensure shall be submitted and approved before such apprentice salon may accept apprentices for training.

**38-10,118. Apprentice salon license; change of ownership or location; effect.**

Each apprentice salon 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 location. An original application for licensure shall be submitted and approved before such apprentice salon may accept apprentices for training.

**38-10,119. Apprentice salon; owner liability.**

The owner of each apprentice salon shall have full responsibility for ensuring that the apprentice salon is operated in compliance with all applicable laws, rules, and regulations and shall be liable for any and all violations occurring in the apprentice salon.

**Initial On-Site Inspection.**

The Department will immediately conduct an on-site announced inspection upon approval of the application.

**Renewal Inspection.** The Department may conduct an on-site or paper accreditation inspection within the six months immediately prior to the date of license renewal.

**Inspections.** The Department may conduct an unannounced inspection of a school at any time it deems necessary.

**APPRENTICE SALON  
 APPLICATION FOR A LICENSE TO OPERATE  
 (to teach cosmetology or esthetics)**

**FEE: \$300**

If this application is submitted within 180 days of the expiration date of license, December 31<sup>st</sup> of each odd-numbered year, the fee is ¼ (\$75) of the fee listed above

Cosmetology Training    Esthetic Training    Instructor Training

**SECTION A: APPRENTICE SALON INFORMATION**

1	Apprentice Salon Name:			
2	Address:	Street/PO/Route:		
		City:	State:	Zip:
3	Telephone Number:			
4	Cosmetology Salon License #:			
5	What is the Anticipated <b>Opening Date?</b>	Date:		
6	Address of the Owner of the Business	Street/PO/Route:		
		City:	State:	Zip:

**Owner Information**

6	Owner Name:											
7	Address of the Owner of the Business	Street/PO/Route:										
		City:	State:	Zip:								
8	If the applicant is a sole proprietorship, identify the social security number of the owner (this is <b>REQUIRED INFORMATION</b> )		SS #:									
	<p><small>Nebr. Rev. Stat. §§38-123 and 38-130 requires you to provide your social security number to DHHS. Although your number is not public information, DHHS may share your social security number for child support enforcement or other administrative purposes and provide it to the Department of Revenue or the Department of Labor.</small></p>											
9	Federal Identification Number (FIN) (in the event a refund is warranted)		FIN#:									
10	Business Phone #: (optional)	Business Fax #: (optional)	Owner/Business E-Mail Address: (optional)									
11	Name of each Person in Control of the Business (if space is not adequate, attach additional sheet)											
		<p><b>Indicate the type of ownership for this school:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Sole proprietorship</td> <td><input type="checkbox"/> Corporation</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Governmental unit</td> </tr> <tr> <td><input type="checkbox"/> Limited 1 liability company that has only one member</td> <td><input type="checkbox"/> Other: Identify Type _____</td> </tr> <tr> <td><input type="checkbox"/> Limited liability company that has <b>more than 1</b> member</td> <td></td> </tr> </table>			<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Governmental unit	<input type="checkbox"/> Limited 1 liability company that has only one member	<input type="checkbox"/> Other: Identify Type _____	<input type="checkbox"/> Limited liability company that has <b>more than 1</b> member	
<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Corporation											
<input type="checkbox"/> Partnership	<input type="checkbox"/> Governmental unit											
<input type="checkbox"/> Limited 1 liability company that has only one member	<input type="checkbox"/> Other: Identify Type _____											
<input type="checkbox"/> Limited liability company that has <b>more than 1</b> member												

<b>SECTION C: HOURS OF OPERATION</b> (List below the hours/days the apprentice salon is open						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

<b>SECTION D: INSTRUCTOR(S) TO BE EMPLOYED BY THE APPRENTICE SALON</b>				
The Apprentice Salon must employ or plan to employ 1 active instructor for each 2 apprentices or fraction thereof it enrolls.				
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:	

The Owner, if a sole owner, must complete the following information:

<b>SECTION D: CONVICTION AND LICENSURE INFORMATION</b>
Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action.

**SOLE OWNER: CONVICTION INFORMATION:** The sole 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 <b>EVER</b> been convicted of a misdemeanor or felony?	Name of Conviction	Date of Action	Name of Court Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

The following provides **SOME** examples of convictions; this is **NOT** a complete list:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• MIP</li> <li>• DUI / DWI</li> <li>• Controlled Substance</li> <li>• Open Container</li> <li>• Tobacco Use by Minor</li> <li>• Shoplifting / Theft / Burglary</li> <li>• Unauthorized use of a Financial Transaction</li> <li>• Disturbing the Peace</li> <li>• Assault</li> <li>• Disorderly Conduct / Disorderly House</li> <li>• Reckless Driving</li> </ul> | <ul style="list-style-type: none"> <li>• Driving under Suspension / Revocation</li> <li>• License Vehicle without Liability Insurance</li> <li>• Fail to Appear in Court</li> <li>• False Information or Reporting</li> <li>• Leave the Scene of an Accident</li> <li>• Operator not Carrying License</li> <li>• Unlawful Display of Plates/Renewal tabs</li> <li>• Park Rule Violation / Curfew Violation</li> <li>• Dog at Large / Fail to Vaccinate Animal</li> <li>• Littering / Bad Check</li> <li>• Fireworks</li> </ul> |
|---|--|

**NOTE:** If you have any criminal charges or license disciplinary actions pending that result in a conviction or license discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action**. Reporting forms can be obtained at the following website: <https://dhhs.ne.gov/Pages/Investigations.aspx>.

**SOLE OWNER: LICENSE INFORMATION:** The following questions relate to a license that you currently hold or have held to provide health related services (such as nursing, nail technician, massage, etc.) in a state **other** than Nebraska.

2	Have you ever been denied the right to take a license examination in any State?	If yes, please explain below.		
3	Do you hold or have you held a license in any other state(s)?	If yes, what state(s)?	What type of license?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	<b>If YES,</b> has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Licensure Action	Date of Action	Name of State Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

**NOTE:** If you have disciplinary charges pending on your license in another state or if your license has been revoked, suspended, limited, is on probation or disciplined in any way, please contact the state(s) taking the action and request a copy of the disciplinary action be sent to the Nebraska Licensure Unit.

**The Owner(s) must complete the following information:**

<p><b>SECTION H: OWNER ATTESTATION</b>                  A school that operates prior to issuance of a 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.</p>	
<p><b>If the owner is a sole proprietorship (sole owner),</b> for the purpose of complying with Neb. Rev. Stat. §4-108 through 4-114, the applicant must attest as follows:</p> <p><input type="checkbox"/> I am a citizen of the United States.</p> <p><b>OR</b></p> <p><input type="checkbox"/> I am a qualified alien under the Federal Immigration and Nationality Act.</p> <p><input type="checkbox"/> I am a nonimmigrant lawfully present in the United States.</p> <p><input type="checkbox"/> I am <b>NOT</b> a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act.</p>	
<p><b>The application must be signed by the individual(s) indicated below (place a check mark in the appropriate box) and dated:</b></p> <p><input type="checkbox"/> 1. The owner or owners if the applicant is a sole proprietorship, a partnership, or a limited 1 liability company that has only one member;</p> <p><input type="checkbox"/> 2. Two of its members if the applicant is a limited liability company that has more than one member;</p> <p><input type="checkbox"/> 3. Two of its officers if the applicant is a corporation;</p> <p><input type="checkbox"/> 4. The head of the governmental unit having jurisdiction over the business if the applicant is a governmental unit; or</p> <p><input type="checkbox"/> 5. 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.</p>	
_____ Signature of Owner/Representative as listed above	_____ Date
_____ Signature of Owner/Representative as listed above	_____ Date

**DOCUMENTS, TEACHING TOOLS, EQUIPMENT, CURRICULUM**

Check each box below to verify compliance with the requirements:

<b>SECTION 1: STUDENT RECORDS/TRAINING</b>	
1	<p><b>STUDENT RECORDS</b> (Student Records must include the following)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Record for every student; # of students _____</li> <li><input type="checkbox"/> Daily Record of Student Attendance</li> <li><input type="checkbox"/> Student Grading System in Place</li> <li><input type="checkbox"/> Examinations and Grades</li> <li><input type="checkbox"/> Student Progress Reports</li> <li><input type="checkbox"/> Evidence that each student is 17 years old on/before enrollment</li> <li><input type="checkbox"/> Evidence of a high school diploma or equivalent for each student;</li> <li><input type="checkbox"/> Evidence of final examination grade, both practical and written, for each student and apprentice; and</li> <li><input type="checkbox"/> Daily records of each student's practical and theory hours.</li> </ul>
2	<p><b>SPECIAL STUDY STUDENTS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If special study students or apprentices are enrolled, the following must also be documented:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of at least 10<sup>th</sup> grade completion; and</li> <li><input type="checkbox"/> Evidence that students are continuing high school on a full-time basis.</li> </ul> </li> </ul>
4	<p><b>INSTRUCTORS/TEACHING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 instructor up to 20 students</li> <li><input type="checkbox"/> Documents showing the Content Instructors will be teaching</li> <li><input type="checkbox"/> Time and Day Instructors are assigned to teach</li> </ul>

**Note:** Schools must retain all student and training records for at least 5 years after the student has completed or has officially dropped.

**SECTION 2: TEACHING TOOLS and EQUIPMENT**

**Cosmetology:**

1	<p><b>TEACHING TOOLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flip Chart, chalk board, white board, or similar type of chart/board</li> </ul>
2	<p><b>STUDENT EQUIPMENT (the following is the minimum requirement)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 kit per student</li> </ul> <p><b><u>STUDENT KIT EQUIPMENT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blow dryer;</li> <li><input type="checkbox"/> Brushes;</li> <li><input type="checkbox"/> Cape;</li> <li><input type="checkbox"/> Clips;</li> <li><input type="checkbox"/> Combs;</li> <li><input type="checkbox"/> Cuticle pusher;</li> <li><input type="checkbox"/> Hair iron;</li> <li><input type="checkbox"/> Make-up applicators;</li> <li><input type="checkbox"/> Mannequin and clamp;</li> <li><input type="checkbox"/> Nail clipper;</li> <li><input type="checkbox"/> Nail files;</li> <li><input type="checkbox"/> Razor;</li> <li><input type="checkbox"/> Shears;</li> <li><input type="checkbox"/> Textbook or training materials; and</li> <li><input type="checkbox"/> Tweezers;</li> </ul>

3	<p><b><u>SCHOOL EQUIPMENT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blow dryer;</li> <li><input type="checkbox"/> Clipper;</li> <li><input type="checkbox"/> Disinfectant containers;</li> <li><input type="checkbox"/> Chair or table used for esthetic services;</li> <li><input type="checkbox"/> First aid kit;</li> <li><input type="checkbox"/> Hair dryers;</li> <li><input type="checkbox"/> Hair irons, including flat and curling;</li> <li><input type="checkbox"/> Nail table with chairs;</li> <li><input type="checkbox"/> Pedicure tubs or spas;</li> <li><input type="checkbox"/> Products, supplies and equipment for cosmetology services;</li> <li><input type="checkbox"/> Products, supplies and equipment for facial services, waxing services and make-up application;</li> <li><input type="checkbox"/> Products, supplies and equipment for manicuring, pedicuring and nail technology services;</li> <li><input type="checkbox"/> Shampoo bowls and chairs;</li> <li><input type="checkbox"/> Station or work area with mirror and chair for each student assigned to the clinic floor;</li> <li><input type="checkbox"/> Work area for each student attending theory and practical class; and</li> <li><input type="checkbox"/> Textbook or training materials.</li> </ul>
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**Esthetics:**

1	<p><b>TEACHING TOOLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flip Chart, chalk board, white board, or similar type of chart/board</li> </ul>
2	<p><b>STUDENT EQUIPMENT (the following is the minimum requirement)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 kit per student</li> </ul> <p><b><u>STUDENT KIT EQUIPMENT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facial and body treatment brushes;</li> <li><input type="checkbox"/> Mixing jars and bowls;</li> <li><input type="checkbox"/> Cleansing gauze;</li> <li><input type="checkbox"/> Spa gown wrap and headbands;</li> <li><input type="checkbox"/> Non-latex makeup sponge wedges;</li> <li><input type="checkbox"/> Cosmetic makeup brush kit;</li> <li><input type="checkbox"/> Makeup mirror and cape cover-up;</li> <li><input type="checkbox"/> Makeup pencil sharpener;</li> <li><input type="checkbox"/> Box of vinyl gloves;</li> <li><input type="checkbox"/> Wax warmer;</li> <li><input type="checkbox"/> Waxing applicators, large, medium and small;</li> <li><input type="checkbox"/> Tweezers, including slanted and splinter;</li> <li><input type="checkbox"/> Eyebrow scissors;</li> <li><input type="checkbox"/> Sanitizing and disinfecting spray; and</li> <li><input type="checkbox"/> Textbooks or training materials.</li> </ul>
3	<p><b><u>SCHOOL EQUIPMENT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facial table and stool;</li> <li><input type="checkbox"/> Hot towel heating cabinet;</li> <li><input type="checkbox"/> Facial steamer and multifunctional machine;</li> <li><input type="checkbox"/> Magnifying lamp;</li> <li><input type="checkbox"/> Ultra violet (UV) sterilizer;</li> <li><input type="checkbox"/> First aid kit;</li> <li><input type="checkbox"/> Disinfectant containers;</li> <li><input type="checkbox"/> Wax warmer;</li> <li><input type="checkbox"/> Products, supplies and equipment for esthetic services, facial and body services, waxing services, and makeup services;</li> <li><input type="checkbox"/> Station or work area with facial table and stool for each student assigned to the clinic floor;</li> <li><input type="checkbox"/> Work area for each student attending theory and practical class; and</li> <li><input type="checkbox"/> Textbooks or training material.</li> </ul>

**SECTION 3: EXAMINATION, STUDENT COUNSELING AND CURRICULUM****EXAMINATION PROCEDURES: (submit a sample copy of one of your examinations)**

1	What will be your Method(s) of Examination:	Multiple Choice <input type="checkbox"/> Essay <input type="checkbox"/> True and False <input type="checkbox"/> Completion <input type="checkbox"/> Oral <input type="checkbox"/>
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 be provided?	
2	When will counseling be 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 be upheld?	

**SECTION 4: DOCUMENT POSTING REQUIREMENTS**

**DOCUMENTS POSTED OR AVAILABLE.** Must be posted/available in the designated area of the school as specified below.

**DISPENSARY**

- Sanitation regulations, 172 NAC 34, must be available; and
- Emergency evacuation plan must be posted.

**EACH CLASSROOM**

- Emergency evacuation plan must be posted in each classroom.

**PRACTICAL AREA**

- Sanitation regulations, 172 NAC 34, must be available;
- Emergency evacuation plan must be posted; and
- A sign posted for viewing by the public, which reads: "All services in this school are performed by students who are in training."

**SCHOOL ENTRANCE**

- The name of school must be posted at the entrance to the school.

**PUBLIC AREA**

- Each instructor's current license card or verification of licensure must be posted; and
- The latest inspection report must be posted.

**RESOURCE AREA**

The following documents must be assessable to students or apprentices during the school's operating hours:

- If teaching a cosmetology program, a copy of the latest printing of the cosmetology references published on the National-Interstate Council of State Boards of Cosmetology Examination Candidate Information Bulletin;
- If teaching a separate esthetic program, a copy of the latest printing of the esthetics references published on the National-Interstate Council of State Boards of Cosmetology Examination Candidate Information Bulletin;
- If teaching an instructor program, a copy of the latest printing of the references published on the National-Interstate Council of State Boards of Cosmetology Examination Instructor Candidate Information Bulletin;
- Standard dictionary of the English language;
- A copy of the current school rules;
- A copy of the latest printing of the Cosmetology, Electrology, Esthetics, Nail Technology and Body Art Practice Act; and
- A copy of latest printing of the regulations relating to cosmetology, esthetics, and nail technology, including 172 NAC 34, 36, and 37.

**COMPLETE THIS SECTION IF YOU WILL BE PROVIDING A COSMETOLOGY PROGRAM****SECTION 5: COSMETOLOGY PROGRAM OF STUDY**

All Nebraska licensed cosmetology schools or apprentice salons providing a cosmetology program must provide the required program of studies. Schools must not pay direct compensation to any of its students. All theory and practical hours must be obtained in the school, except that the unassigned hours may be obtained outside of the school area.

The program of study must include at least 1800 hours. The program must include freshman training and advanced training as follows:

- (A) Freshman theory and related theory that includes at least 200 hours and at the completion of the freshman training, there must be an evaluation.
- (B) Advanced theory that includes at least 200 hours and may be gained through lecture,
- (C) video, demonstration, observation, or other similar methods of training.
- (D) Advanced clinical that includes at least 1,165 hours practice on mannequins, classroom
- (E) models, students or the public.
- (F) The school may elect to provide 100 hours of optional hours in the advanced training.
- (G) These hours may be earned outside of the school and are limited to activities set out in the training curriculum. In order for hours to be gained outside of the school, there must be a pre-arranged agreement setting out the duties of the student and the name of the supervisor. This agreement must be on file in the school and be signed by the school representative or owner and the supervisor. The student cannot receive any compensation for services.
- (H) The school may elect to use 135 flexible hours in subject areas related to cosmetology
- (I) in either the freshman or advanced classes or 235 if not using optional hours.
- (J) As a condition of graduation, completion of a final practical and written examination that covers all the subject areas listed in the curriculum.
- (K) Schools must provide the following training:

**Following is the REQUIRED COSMETOLOGY CURRICULUM**

<b>FRESHMAN COSMETOLOGY THEORY AND PRACTICAL 200 HOURS MINIMUM</b>			
Training must include, but is not limited to, the following subjects:			
1.	Chemical texturizing	6.	General sciences
	a. Permanent waving		a. Infection control
	b. Relaxers		b. Diseases and disorders
	c. Curl re-forming		
2.	Haircutting	7.	Facials and body services
	a. Tools, including shears, razors and clippers		a. Massage
	b. Basic haircuts		b. Treatment
			c. Conturing and custom blending
			d. Contraindications
			e. Infection control practices
3.	Hairstyling	8.	Hair removal
	a. Wet styling		a. Tweezing
	b. Thermal styling		b. Waxing
			c. Contraindications
			d. Infection control practices
4.	Hair coloring	9.	Nail services
	a. Depositing		a. Anatomy
	b. Lightening		b. Infection control
			c. Diseases and disorders
5.	Shampoos, conditioners, and scalp treatments	10.	Nebraska statues, rules and regulations

**ADVANCED COSMETOLOGY THEORY  
200 HOURS MINIMUM**

Training must include the following subjects:

1.	Chemical texturizing	6.	General sciences
	a. Permanent waving		a. Infection control
	b. Relaxers		b. Human anatomy
	c. Curl re-forming		c. Chemistry
			d. Diseases and disorders
			e. Applied electricity
2.	Haircutting	7.	Facials and body services
	a. Tools, including shears, razors and clippers		a. Massage
	b. Advanced haircutting techniques		b. Treatment
			c. Contouring and custom blending
			d. Contraindications
			e. Infection control practices
3.	Hairstyling	8.	Hair removal
	a. Wet styling		a. Tweezing
	b. Thermal styling		b. Waxing
	c. Wiggery		c. Contraindications
			d. Infection control practices
4.	Hair coloring	9.	Nail services
	a. Depositing		a. Anatomy
	b. Lightening		b. Infection control practices
	c. Corrections		c. Diseases and disorders
			d. Nail enhancements
5.	Shampoos, conditioners, and scalp treatments	10.	Nebraska statutes, rules and regulations, and salon management and business

**ADVANCED CLINICAL  
1165 HOURS MINIMUM**

All services performed on models, students or the public must be performed following infection control methods. Hours required in each subject area are listed below:

1. Chemical texturizing	200	6. Facials and body services	60
2. Haircutting	300	7. Hair removal	30
3. Hairstyling	200	8. Nail services	50
4. Hair coloring	300	9. Infection control	20
5. Shampoos, conditioners, and scalp treatments	5		

**OPTIONAL HOURS  
100 HOURS MAXIMUM**

The school may elect to provide 100 hours of 'optional hours' in the advanced classes. These hours may be earned outside of the school and are limited to the following:

1.	Licensed salon or Department licensed facility. Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist and the student may only observe services. The student cannot perform any services on a person.
2.	Theatrical presentation, fashion or style show, charitable event, photo shoots, career show, or similar activities. Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist and the student may provide the following services: make-up; nail polishing; or hairstyling.
3.	Continuing competency programs and distance learning. A licensed instructor is responsible for overseeing the activity, but is not required to be on-site.

**FLEXIBLE HOURS  
135 HOURS MAXIMUM**

The school may use flexible hours in either the freshman or advanced classes.

**COMPLETE THIS SECTION IF YOU WILL BE PROVIDING AN ESTHETIC PROGRAM**

**SECTION 6: ESTHETIC PROGRAM OF STUDY**

All Nebraska licensed cosmetology schools, apprentice salons, or esthetic schools providing an esthetic program must provide the required program of study. Schools must not pay direct compensation to any of its students. All theory and practical hours must be obtained in the school, except that the unassigned hours may be obtained outside of the school area.

ESTHETICS PROGRAM. The program of study must include at least 600 hours as follows:

- (A) Freshman theory and related theory that includes at least 140 hours and at the completion of the freshman training, there must be an evaluation.
- (B) Advanced theory and clinical that includes at least 60 hours and may be gained through
- (C) lecture, video, demonstration, observation, or other similar methods of training. Practical hours include practice on mannequins, classroom models, students or the public.
- (D) The school may elect to provide 40 hours of optional hours in the advanced training.
- (E) These hours may be earned outside of the school and are limited to activities set out in the training curriculum. In order for hours to be gained outside of the school, there must be a pre-arranged agreement setting out the duties of the student and the name of the supervisor. This agreement must be on file in the school and be signed by the school representative or owner and the supervisor. The student cannot receive any compensation for services.
- (F) The school may elect to use 40 flexible hours in subject areas related to cosmetology in
- (G) either the freshman or advanced classes.
- (H) As a condition of graduation, completion of a final practical and written examination that covers all the subject areas listed in the curriculum.
- (I) Schools must provide the following training:

**REQUIRED ESTHETIC CURRICULUM**

**FRESHMAN ESTHETIC THEORY AND PRACTICAL CURRICULUM  
140 HOURS MINIMUM**

Training must include, but is not limited to, the following subjects:

1.	Basic facial	6.	Skin sciences
	a. Skin care		a. Physiology or histology
	b. Massage		b. Skin diseases
	c. Benefits or contraindications		c. Skin disorders
	d. Skin types		
	e. Treatments or contraindications		
2.	Skin analysis	7.	Anatomy
	a. Skin types or skin conditions		a. Cell
	b. Contraindications		b. Tissues
3.	Hair removal	8.	General sciences
	a. Tweezing		a. Infection control practices
	b. Waxing		b. Microbiology
	c. Contraindications		c. First Aid
4.	Body treatments	9.	Chemistry
	a. Body scrubs or wraps		a. Understanding the power of hydrogen (PH)
	b. Water therapy treatments		b. Cosmetic products
	c. Contraindications		c. Cosmetic ingredients
5.	Exfoliants	10.	Nebraska statues, rules and regulations
	a. Manual, mechanical, chemical		
	b. Contraindications		
	c. Infection control practices		

**ADVANCED ESTHETIC THEORY AND PRACTICAL CURRICULUM**  
**60 HOURS MINIMUM**

Training must include, but is not limited to, the following subjects:

1.	Facials	6.	Electricity
	a. Skin analysis		a. Basic principles
	b. Massage advanced techniques		b. Electrotherapy in esthetics
	c. Treatments		c. Electrical equipment in the treatment room
	d. Contraindications		d. Contraindications
	e. Infection control practices		e. Infection control practices
2.	Hair removal	7.	General sciences
	a. Tweezing		a. Infection control practices
	b. Waxing and advanced body waxing		b. Human anatomy
	c. Contraindications		c. Diseases and disorders
	d. Infection control practices		d. Chemistry
3.	Contouring and custom blending	8.	Advanced topics
	a. Facial shapes and features		a. Nutrition for the skin
	b. Products and techniques		b. Cosmetic surgery information
	c. Contraindications		c. Esthetics in the medical field
	d. Infection control practices		
4.	Body treatments	9.	Advanced contouring and custom blending
	a. Aromatherapy and botanicals		a. Custom blending
	b. Advanced body treatments		b. Corrective and camouflaged
	c. Contraindications		c. Lash and brow services
	d. Infection control practices		d. Infection control practices
5.	Exfoliants	10.	Nebraska statutes, rules and regulations, and salon management and business
	a. Manual, mechanical, and chemical		
	b. Contraindications		
	c. Infection control practices		

**ADVANCED CLINICAL**  
**320 HOURS MINIMUM**

All services performed on models, students or the public must be performed following infection control methods. Hours required in each subject area are listed below:

1. Facial treatments	145	5. Hair removal or tweezing or waxing	50
2. Chemical or manual exfoliation	40	6. Makeup applications	20
3. Machine aided exfoliation	40	7. Infection control practices	10
4. Body treatments with skin analysis	15		

**OPTIONAL HOURS**  
**40 HOURS MAXIMUM**

The school may elect to provide 40 hours of 'optional hours' in the advanced classes. The hours earned outside of the school area are limited to the following:

1.	Licensed salon or Department licensed facility. Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist or esthetician and the student may only observe services. The student cannot perform any services on a person.
2.	Theatrical presentation, fashion or style show, charitable event, photo shoots, career show, or similar activities. Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist or esthetician and the student may provide the following: make-up, nail polishing, or lash and brow services.
3.	Continuing competency programs and distance learning. A licensed instructor is responsible for overseeing the activity, but is not required to be on-site.

**FLEXIBLE HOURS**  
**40 HOURS MAXIMUM**

The school may use flexible hours in either the freshman or advanced classes.

**COMPLETE THIS SECTION IF YOU WILL BE PROVIDING AN INSTRUCTOR PROGRAM****SECTION 8: INSTRUCTOR PROGRAM OF STUDY**

- (A) Cosmetology instructor program: at least 600 hours of instructor training in a school of cosmetology.  
 (B) Esthetic instructor program: at least 300 hours of instructor training in a school of cosmetology or school of esthetics.  
 (C) As a condition of graduation, completion of a final practical and written examination that covers all the subject areas listed in the curriculum.

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

<b>STUDENT INSTRUCTOR CURRICULUM</b>		<b>Hours Teaching</b>
<b>600 HOURS MINIMUM FOR COSMETOLOGY</b> <b>300 HOURS MINIMUM FOR ESTHETICS</b>		
Training must include the following subjects:		
1.	Student instructor orientation <ul style="list-style-type: none"> <li>a. Introduction to faculty, staff, student body</li> <li>b. School policy</li> <li>c. Overview of the student instructor training program</li> </ul>	
2.	Nebraska statutes and regulations <ul style="list-style-type: none"> <li>a. Teaching techniques and educational tools</li> <li>b. Student and instructor relations or counseling</li> </ul>	
3.	Preparation of a cosmetology program <ul style="list-style-type: none"> <li>a. Overview of student curriculum as required by state and school</li> <li>b. Detailed course outline including chapters</li> <li>c. Detailed subject layout or daily lessons</li> </ul>	
4.	Theory and practical techniques, including freshman and advanced student training experiences <ul style="list-style-type: none"> <li>a. Classroom observations               <ul style="list-style-type: none"> <li>1) Assist with                   <ul style="list-style-type: none"> <li>a) Presentations or lectures</li> <li>b) Teaching basic skills</li> <li>c) Practical activities</li> </ul> </li> </ul> </li> <li>b. Practical observations</li> <li>c. Supervision of services</li> <li>d. Student or client relationships</li> <li>e. Practical activities               <ul style="list-style-type: none"> <li>1) Supervision of procedures or demonstrations</li> <li>2) Practice teaching or basic skills</li> </ul> </li> </ul>	
5.	The student instructor learns to evaluate student progress and basic evaluation techniques, including written, observation, and oral	
6.	Administrative techniques <ul style="list-style-type: none"> <li>a. Office management               <ul style="list-style-type: none"> <li>1) Student folder</li> <li>2) Recording student hours</li> <li>3) Entrance notification</li> <li>4) Graduate records</li> </ul> </li> <li>b. Office records               <ul style="list-style-type: none"> <li>1) State rules and regulations</li> <li>2) Nail technology schools</li> <li>3) Enrollment procedures</li> <li>4) Maintaining student records</li> </ul> </li> <li>c. School management and business               <ul style="list-style-type: none"> <li>1) Client and student scheduling</li> <li>2) Record keeping procedures</li> <li>3) Receptionist responsibilities</li> <li>4) Inventory control, purchasing, retailing</li> </ul> </li> </ul>	

## **Operation (sanitation) Self-Inspection**

Mark **yes** if meets the requirements or **No** if does not or N/A if the requirement does not apply for the training you are providing.

Yes	No	Requirement
		003. EMPLOYEE IDENTIFICATION. Each employee providing services must have a government-issued or state-issued photo identification card or document available for viewing by a Department inspector
		004. HAND CLEANLINESS. Licensees, students, and clients must comply with the following cleanliness procedures. 004.01 LICENSEE AND STUDENT HAND CLEANLINESS. Every licensee and student must: (A) Wash his or her hands thoroughly with liquid soap and water or an instant hand sanitizer before serving each client. (B) If wearing gloves during a service, they must be free of tears or holes and the gloves must be changed upon contamination. 004.02 CLIENT HAND CLEANLINESS. If the client is receiving nail technology services, every client must thoroughly wash his or her hands with liquid soap and water or an instant hand sanitizer before receiving services.
		005. PHYSICAL STRUCTURE. The salon or school must be well lighted, well ventilated and kept in a clean, orderly, sanitary condition at all times.
		006. WATER. The salon or school must have hot and cold running water.
		007. SAFETY. The salon or school must be maintained in a safe and sanitary condition as follows: (A) Floors, floor coverings, walls, woodwork, ceilings, furniture, fixtures, and equipment must be clean and in good repair. (B) Floors must be free of unsafe objects and slippery or uneven surfaces. (C) Doors, stairways, passageways, aisles, or other means of exit must provide safe and adequate access. (D) Electrical appliances must be clean and have no worn or bare wiring. (E) Water or product spills on the floor must be removed immediately and the floor dried.
		008. RESTROOM FACILITIES. Restrooms must be clean and sanitary and comply with the following requirements: (A) The toilets and sinks must be clean and operational. (B) The following must be available at all times: (i) Suitable holders for toilet paper. (ii) An adequate supply of toilet paper. (iii) A clean waste receptacle. (iv) A sink with hot and cold running water. (v) Liquid soap. (vi) Single-use disposable towels in an appropriate clean holder or an electric hand dryer.
		009. TABLES AND CHAIRS. All tables and chairs must be in good repair and in a sanitary condition at all times. (A) All table tops must be disinfected immediately following each client.  <b>Does Not Apply To Esthetic Training:</b> (B) All nail stations and client chairs must be disinfected at the end of the day.
		010. LAUNDRY FACILITIES. If the establishment has a laundry facility, it must: (A) Be clean, including the washer and dryer. (B) Have a receptacle to store soiled towels.
		011.01 CHEMICALS. The storage of chemicals must comply with the following requirements: (A) Flammable and combustible chemicals must be stored away from potential sources of ignition such as an open flame or electrical devices. (B) All chemicals must be stored in closed bottles or containers and properly labeled.
		011.02 STORAGE UNITS. Cabinets, drawers, and containers used for storage of implements and towels must be clean.

		<p>011.03 SUPPLIES AND IMPLEMENTS. The following requirements for supplies and implements apply: (A) Unused supplies must be stored in a clean, closed container or drawer. (B) Used or soiled disposable supplies must be discarded immediately in a clean, closed waste receptacle with a plastic liner. (C) Implements that have been used on a client or soiled in any manner must be placed in a properly labeled covered receptacle until disinfected as described in 172 Nebraska Administrative Code (NAC) 34-014. (D) Disinfected implements must be stored in a clean closed container or drawer until used. (E) Used product application brushes must be cleaned and stored in a clean closed container after each client. (F) Tools and implements must not be placed in or on clothes, aprons, pockets, bags, or holsters, or worn by the licensee, and must not come into contact with surfaces that have not been disinfected as described in 172 NAC 34-014.</p>
		<p>011.04 TOWELS AND LINENS. The following requirements for towels and linens apply: (A) Used or soiled cloth towels and linens must not be used again until laundered and dried. (B) Containers for used linens must be covered and have vented sides to reduce the growth of pathogens. Containers used for soiled linens must be disinfected weekly with disinfectant sprays or wipes in accordance with the directions on the manufacturer's label. (C) All clean cloth towels and linens must be stored in a clean, covered container, drawer, or cabinet until used. (D) Disposable towels must be discarded in a covered waste receptacle immediately following each service. (E) All towels used in towel warmers must be washed and dried at end of the day and stored overnight in a clean, covered, closed container. (F) Salons and schools using hot steamed towels for services must meet these requirements: (i) Towel warmers must be disinfected daily with a disinfectant wipe or spray; (ii) Towels used in a warmer must be washed with detergent and bleach and dried using a hot dryer setting. (iii) Licensees preparing towels for the warmers must first wash their hands or wear gloves. (iv) Wet towels used in services must be prepared fresh each day. At the end of the day, unused steamed towels must be removed and laundered. (G) Towel warmers must be left open overnight to allow unit to dry completely.</p>
		<p>011.05 PRODUCTS. Products used in salons and schools must meet the following requirements: (A) No product containing methacrylate monomers may be used in the salon or school. (B) Artificial nails or nail enhancements must be removed in accordance with manufacturer's directions. (C) All liquids, cosmetics, creams, gels, pastes, powders, and other products must be kept in clean, closed containers. (D) Original product bottles and containers must have an original manufacturer label. (E) When only a portion of the product, except for nail polish, is to be used on a client, the product must be removed from the container by a spatula, scoop, spoon, or dropper so that the product does not come in direct contact with a client or licensee and the ensure the remaining product is not contaminated. (F) If a product is poured into another container, such as a shaker, dispenser pump container, or spray container, the container must be labeled to identify the product. Dappen or acrylic liquid dishes do not need labeling.</p>
		<p>011.06 EQUIPMENT AND MATERIALS. Equipment and materials must meet the following requirements: (A) No nail dusters or hand dusters must be used. (B) Nail buffers can be used if properly disinfected between clients. (C) Manicure brushes which are made of plastic or nylon, must be disinfected after each use. (D) Client hand supports must have plastic or vinyl coverings. (E) A disinfection container must be deep enough to fully immerse implements and tools and must be available in the salon or school for disinfecting implements and tools. (F) If providing nail technology services, a trash container must be located at each station. (G) Dry use implements made of materials that melt when wet, such as wood or cardboard and nail drill disposable bands must be discarded in a closed waste receptacle immediately after use. (H) When providing cosmetology or esthetic services, disinfected brushes, such as plastic, nylon, sable, or natural hair may be used, provided they are sanitized between clients in accordance with the manufacturer's instructions. (I) When providing cosmetology services, neck strips or a clean towel must be used under a cape in order to prevent the cape from coming into contact with the skin or hair of each client. A sanitized or disposable cape, 1 per client, may be used in lieu of neck strips or towels. (J) Supplies and implements which come in direct contact with a client and cannot be disinfected, such as cotton pads, cotton balls, paper neck strips, orangewood sticks, pads, "Q-tips", sponges, and other similar items, must be disposed of in a covered waste receptacle, with a plastic liner, immediately after use. (K) A first aid kit must be available in the salon or school.</p>
		<p>012. SAFETY DATA SHEET (SDS). Safety Data Sheets for every product pertaining to cosmetology and esthetics client services, and for every disinfectant, must be accessible at all times to all employees either by paper or electronically.</p>

		013. DISINFECTANT MIXING, DISPOSAL, AND LABELING. The mixing, disposal, and labeling of disinfectants must comply with the following requirements: (A) All disinfectants must be mixed as directed on the manufacturer's label. (B) If the disinfectant becomes contaminated or cloudy, it must be discarded immediately. (C) All disinfectant containers must be covered at all times and large enough to completely cover all implements and tools, including the handle, that must be placed in the container. (D) A manufacturer's label for all disinfectant concentrate must be available at all times. If a concentrate bottle is emptied, it must remain available until a new bottle is obtained. (E) When mixed disinfectant concentrate is placed in a secondary container such as a spray bottle, tub or jar, that container must be labeled to indicate what chemical is in the container. (F) Disinfectants must be disposed of in accordance with all local, state and federal standards.
		014.01 IMMERSION. The process for disinfecting by immersion is as follows: (A) Remove foreign matter. (B) Wash hands with liquid soap and water or an instant hand sanitizer. (C) Wash implements with hot water and soap. (D) Rinse implements after washing. (E) Place the implement in a disinfectant. (F) The disinfectant solution must be deep enough to completely cover implements. (G) The implements must stay in the disinfectant solution for the full contact time as listed on the manufacturer's label. (H) All disinfectants used for immersion must be disposed of at the end of the day and fresh disinfectant made at the beginning of each work day. In addition, if the disinfectant becomes contaminated or cloudy, it must be changed immediately. (I) Before removing the disinfected implements, wash hands with liquid soap and water or an instant hand sanitizer. (J) Air-dry on a sanitary surface for at least 10 minutes, dry with a clean towel, or with an electric air sanitizer. (K) Store in a clean enclosed cabinet or covered container reserved for clean implements.
		014.02 SPRAY. The process for disinfecting by spray is as follows: (A) Remove foreign matter. (B) Wash hands with liquid soap and water or an instant hand sanitizer. (C) Spray the implement until it is totally saturated with a disinfectant. (D) The disinfectant must remain in full contact with the implement as listed on the manufacturer's label.
		014.03 DISINFECTANT WIPES. Follow steps (A) through (D) and (J) and (K) in 172 NAC 34-014.01 when using a disinfectant wipe. Wipe surfaces and ensure that all surfaces remain visibly moist for the contact time listed on the label. When using a wipe to clean and a second wipe to disinfect, steps (C) and (D) are not required.
		014.04 METAL IMPLEMENTS. All metal implements must be immersed in a disinfectant following the procedures in 172 NAC 34-014.01 except that nail tip cutters may be sprayed with a disinfectant.
		014.05 AUTOCLAVE. Autoclave is an acceptable method of disinfection and must comply with the following requirements: (A) Autoclave implements in accordance with the manufacturer's instructions. (B) Autoclaves must be cleaned and serviced at the frequency recommended by the manufacturer.
		014.06 ELECTRICAL APPLIANCES. Electrical appliances such as drills, electric files, airbrush machines, polish dryers, gel lights, footbaths, foot spas, paraffin wax warmers, clippers, blow dryers, thermal curling irons, microdermabrasion machines, facial machines, and similar portable electric powered appliances must be kept clean at all times. The disinfection process is as follows: (A) Remove all foreign matter. (B) Spray with a disinfectant or use a disinfectant wipe. (C) Wipe dry with a clean towel.
		<b>Does Not Apply To Esthetic Training:</b> 014.07 PIPED AND PIPELESS FOOTBATHS AND FOOT SPAS. Salons and schools must use the following disinfection process for footbaths and foot spas: 04.07(A) AFTER PEDICURES. After every pedicure using piped and pipeless footbaths and foot spas, the following process must be followed: (i) Drain water from the basin. (ii) Remove all debris from the basin and components, as well as the top and bottom of the footplate, knobs and screen. Use low-sudsing soap or detergent and a non-abrasive brush. Remove all visible residue from the inside of the basin and all other components. (iii) Rinse the basin and components with clean water using the sprayer. (iv) For pipeless footbaths and foot spas, disinfect all components, screen, surfaces and basin with a disinfectant. Let stand for at least 10 minutes following the manufacturer's recommendations. (v) For piped footbaths, foot spas, or portable circulating footbaths, fill the basin with water and a disinfectant and let circulate. The disinfection solution must go everywhere the water was and stay there for at least 10 minutes. (vi) Rinse the basin and components again with clean water. (vii) Thoroughly dry the basin and all other components with a clean towel.

	<p><b>Does Not Apply To Esthetic Training:</b> 014.07(B) AFTER PEDICURES USING A DISPOSABLE LINER. After every pedicure when using a disposable liner, the following process must be followed: (i) Replace the liner with a new liner for each client. (ii) Any time the base of the footbath or foot spa becomes contaminated, the liner must be replaced immediately and the footbath or foot spa must be disinfected.</p>
	<p><b>Does Not Apply To Esthetic Training:</b> 014.07(C) AT THE END OF THE WORK DAY FOR PIPED FOOTBATHS AND FOOT SPAS. At the end of the work day, the following process must be followed: (i) Drain water from the basin. (ii) Remove all debris from the basin and components, as well as the top and bottom of the footplate, knobs and screen. Use low-sudsing soap or detergent and a nonabrasive brush. Remove all visible residue from the inside of the basin and all other components. (iii) Fill the basin with water and a disinfectant and let run in accordance with manufacturer's disinfecting procedures. Let the water and disinfectant sit in the tub for 6-10 hours, then drain the basin. (iv) Fill the basin with clean water and circulate for 5 minutes and drain the basin. (v) Rinse the basin and components with clean water using the sprayer and dry with a clean towel.</p>
	<p>014.08 UNACCEPTABLE DISINFECTION METHODS. Ultraviolet light and using isopropyl alcohol or hydrogen peroxide are not acceptable disinfection methods.</p>
	<p>015. USING PARAFFIN WAX ON A CLIENT'S HANDS OR FEET. When using paraffin wax on a client's hands or feet, the following procedures must be followed: (A) Paraffin wax used on one client must not be re-melted and used on another client. (B) Paraffin wax must be removed from the machine with a clean, single-use applicator. (C) The paraffin wax machine must be kept clean. (D) Paraffin wax must be portioned out for each client in a bag or other container, or dispensed in a manner that prevents contamination of the unused supply. All portions used on a client must be disposed of immediately following use.</p> <p>016. WAX. When using wax on a client during a cosmetology or esthetic service, the following procedures must be followed: (A) Wax used on one client must not be re-melted and used on another client. (B) Wax must be removed from the machine with a clean single-use applicator. (C) The wax machine must be kept clean.</p>
	<p>017.01 CLIENT INJURY. The following process must be followed: (A) Stop service. (B) Scrub licensee or student hands with liquid soap and water. (C) Glove hands of licensee or student. (D) Change gloves upon contamination, tearing or penetration. (E) Clean client's injured area, as necessary. (F) Apply antiseptic or styptic powder or liquid, as necessary; do not use styptic pencils. (G) Cover with a band aid or liquid sealant. (H) Clean blood spill area. (I) Place all disposable contaminated objects and gloves in a plastic bag. (J) Dispose of plastic bag in covered waste receptacle. (K) Clean hands with liquid soap and water. (L) Clean non-disposable tools with a disinfectant. (M) Return to service. 017.02 LICENSEE OR STUDENT INJURY. The following process must be followed: (A) Stop service. (B) Clean injured area with liquid soap and water. (C) Apply antiseptic or styptic powder or liquid as necessary; do not use styptic pencils. (D) Cover with a band aid or liquid sealant. (E) Clean blood spill area, as necessary. (F) Place all disposable contaminated objects and gloves, if worn, in a plastic bag. (G) Dispose of plastic bag in covered waste receptacle. (H) Clean hands with liquid soap and water. (I) Clean non-disposable tools with a disinfectant. (J) Return to service.</p>
	<p>019. PROHIBITED IMPLEMENTS, SUPPLIES, PRODUCTS, AND ACTIVITIES. The following implements, supplies, products, and activities are prohibited in salons and schools: (A) Credo blades and other implements used for cutting nail beds, corns, or calluses. (B) Products containing methacrylate monomers. (C) Nail dusters. (D) Styptic pencils. (E) Coarse nail drill bands. (F) Cabinet fumigants. (G) Nail services using fish or other living creatures. (H) Using individual client implement containers. (I) Smoking or vaping on the clinic floor, or any area where salon products or chemical supplies are used or stored. (J) Licensees using or consuming intoxicating beverages. (K) Unlicensed persons, or credential holders with an expired or inactive license, who are providing cosmetology, esthetic, or nail technology services.</p>