
Submit the following with your application:

- 1. 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;
- 2. Evidence of minimal property damage, bodily injury, and liability insurance coverage;
- 3. A list of the names and qualifications of all instructors employed or proposed to be employed;
- 4. Completed enrollment forms for all apprentices proposed to be enrolled;
- 5. A copy of the rules the salon proposes to use for its apprentices;
- 6. A copy of the apprentice contract;
- 7. A copy of the curriculum proposed to be used;
- 8. A proposed schedule of training for each apprentice; and
- 9. A completed cosmetology education evaluation scale.

Statutes relating to Apprentice Salons:

38-10,113. Apprentice salon; license; 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; and
- (3) The proposed apprentice salon shall provide an area of not less than one hundred square feet to be used solely for educational purposes.

38-10,114. Apprentice salon license; application; procedure; additional information.

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. Along with the application the applicant shall submit:

- (1) 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;
- (2) Evidence of minimal property damage, bodily injury, and liability insurance coverage;
- (3) A list of the names and qualifications of all instructors employed or proposed to be employed;
- (4) Completed enrollment forms for all apprentices proposed to be enrolled;
- (5) A copy of the rules the salon proposes to use for its apprentices;
- (6) A copy of the apprentice contract;
- (7) A copy of the curriculum proposed to be used;
- (8) A proposed schedule of training for each apprentice; and
- (9) A completed cosmetology education evaluation scale.

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.

Statute Changes in 2018

Did you know that a new law, LB 731, passed and is **effective July 19, 2018**? You can view the entire law at: <https://nebraskalegislature.gov/> Following is a summary of changes and new requirements:

1. **Cosmeticians and Guest Artists:** Removed the requirement to register Cosmeticians (persons who apply make-up) and Guest Artists (continuing education speakers). What this means is that any person may apply make-up without a license and any person who is licensed in another state may provide continuing education without registering as a guest artist. To take this one step further, beginning January 1, 2019, the Board will stop reviewing and approving continuing education programs.
2. **Cosmetology and Cosmetology Instructor Hours:**
 - Cosmetology hours reduced from 2100 to 1800.
 - Cosmetology instructor hours reduced from 925 to 600.

Since each of the licensed Nebraska schools are authorized to offer the current curriculum (2100 hours and 2000 credits) identified in section 36-012 of the regulations, schools can choose to offer an 1800 hour cosmetology curriculum and a 600 cosmetology instructor curriculum. We encourage you to use the attached curriculum that has been revised to reflect the reduction in hours. You will note the following changes:

- all credit hours have been removed
 - all specific subject hours have been removed (however the same subject areas must be taught; schools may choose the number of hours per subject area and then revise the curriculum)
 - the Freshman theory and related theory hours have been reduced from 300 to 200
 - the Advanced theory hours have been reduced from 300 to 200
 - the Advanced related theory hours have been reduced from 1500 to 1400
3. **New Schools:** Reduces the number of contracted students required for a new school for cosmetology from 15 to 10 (full-time or part-time students); for an esthetic school at least 4 students (removed the max of 6); and made a few other minor changes relating to starting a new school for both cos/esthetics and nails (requires a catalog/handbook/policies, removed entrance notifications, education evaluation scale and schedule of proposed hours).
 4. **School Educators and Student Classifications:** Changed the term 'guest teacher' to 'guest educator' and removes all classification definitions of students (i.e.: full-time student, part-time student, graduate, temporary drop, etc.). The schools can choose how or if they want to classify students.
 5. **School Manager:** Removed the requirement that the manager of a school shares the responsibility for the daily operation of a school.
 6. **Nail Technology and Instructor License by Reciprocity:**

- Nail Technician: Changed the licensing requirements for a nail technologist via reciprocity by removing the option to count 12 months of practice in lieu of the 300 hours of training; the statutes will now allow 100 hour for each month of full-time practice as a nail technician under license in another state (within the 5 years immediately prior to application), to count towards the 300 hours for a NT license.
 - Nail Technician Instructor: Allows 100 hours for each month of full-time practice as a nail technology instructor (within the 5 years immediately prior to application, to count towards the 300 hours for a NT instructor license.
7. **Alcohol within a Salon:** Effective after July 19, 2018, salons will be able to serve intoxicating beverages to clients if the salon desires to do so and if the salon **has a permit through the Nebraska Liquor Control Commission**. *This change does not apply to Barber shops, mobile salons, or schools and does not allow licensees or employees to use or consume intoxicating beverages upon the salon premises.*
NOTE: Before providing alcohol to your clients, you must meet all requirements of the Nebraska Liquor Control Commission, obtain a permit through this commission, and meet any city ordinances if applicable. The Nebraska Liquor Control Commission web site is: <https://lcc.nebraska.gov> and phone number: 402-471-2735 (Brenda) or 402-471-4885 Hannah or 402-471-2896 Tracy.
8. **Mobile Salon licensing will be effective January 1, 2019.** Applicants will be able to obtain a license for mobile salons (cosmetology and nails). Applications should be available on our website in October of 2018. Read more about this license under “Mobile Salons” on our webpage.

COSMETOLOGY TRAINING CURRICULUM.

Apprentice Salons and Schools must provide the following training:

FRESHMAN COSMETOLOGY THEORY AND PRACTICAL 200 HOURS MINIMUM			
(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 & Disorders
	c. Curl Re-Forming		
2	Haircutting	7	Facials & Body Services
	a. Tools (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 & Disorders
5	Shampoos, Conditioners, and Scalp Treatments	10	Nebraska Statues, Rules & Regulations

ADVANCED COSMETOLOGY THEORY 200 HOURS MINIMUM			
(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. Human Anatomy
	d. Curl Re-Forming		c. Chemistry
		d. Diseases & Disorders	
		e. Applied Electricity	

2	Haircutting		7	Facials & Body Services	
	a.	Tools (shears, razors and clippers)		a.	Massage
	b.	Advanced Haircutting Techniques		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.	Wiggery		c.	Contraindications
d.		d.	Infection Control Practices		
4	Hair Coloring		9	Nail Services	
	a.	Depositing		a.	Anatomy
	b.	Lightening		b.	Infection Control Practices
	c.	Corrections		c.	Diseases & Disorders
		d.	Nail Enhancements		
5	Shampoos, Conditioners, and Scalp Treatments		10	Nebraska Statutes, Rules & 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	6. Facials & Body Services
2. Haircutting	7. Hair Removal
3. Hairstyling	8. Nail Services
4. Hair Coloring	9. Infection Control
5. Shampoos, Conditioners, and Scalp Treatments	

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 (s/he cannot perform any services on a person).
2	Theatrical Presentation, Fashion/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.

Freshman Theory and Practical Hours:	200
Advanced Theory Hours:	200
Advanced Clinical Hours:	1165
Optional and Flexible Hours:	235
TOTAL COSMETOLOGY HOURS:	1800

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

FEE: \$300

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

Print or Type

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 Opening Date ?	Date:		
6	Address of the Owner of the Business	Street/PO/Route:		
		City:	State:	Zip:

SECTION B: OWNER INFORMATION Check the type of owner of this business

	Sole Proprietorship (sole owner)
	Partnership
	Limited 1 liability company that has only one member
	Limited liability company that has more than one member
	Corporation
	Governmental Unit
	Other: Identify Type _____

**Complete the following section if the apprentice salon is owned by a sole owner or partnership:
 SOLE OWNER OR PARTNERSHIP:**

1	Full name of the Business Owner(s) or Partners:			
2	Address of the Business Owner(s):	Street/PO/Route:		
		City:	State:	Zip:
3	If the applicant is a sole owner , identify the social security number of the owner (this is REQUIRED INFORMATION) Social security numbers obtained under this section shall not be public information but may be shared by the department for administrative purposes if necessary and only under appropriate circumstances to ensure against any unauthorized access to such information.			SS #:
4	Business Phone #: (optional)	Business Fax #: (optional)	Owner/Business E-Mail Address: (optional)	

Complete the following section if the apprentice salon is owned by a corporation, limited liability or government unit:

CORPORATION OR LIMITED LIABILITY COMPANY OR GOVERNMENT UNIT:

1	Name of Corporation, LLC, or Government Unit:					
2	Mailing address of the Business Owner(s) or corporate office. This should be an address different from the salon address:	Street/PO/Route:				
		City:	State:		Zip:	
3	Federal Identification Number (FIN or EIN required in the event a refund is warranted)	FIN (EIN) #:				
4	Business Phone #: (optional)	Business Fax #: (optional)	Owner/Business E-Mail Address: (optional)			
5	Name of each Person in Control of the Business (if space is not adequate, attach additional sheet)					

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

SECTION D: INSTRUCTOR(S) TO BE EMPLOYED BY THE APPRENTICE SALON				
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 school OWNER if s/he is licensed must complete the following information:

SECTION E: CONVICTION AND LICENSURE INFORMATION
 (This information relates to the owner if s/he is licensed as a cosmetologist)
Failure to disclose any such conviction or disciplinary action, regardless of when the action occurred, could result in disciplinary action, including, but not limited to, payment of a civil penalty.

NOTE: If the licensee has any criminal charges or license disciplinary actions pending that results in conviction or license discipline, s/he is required to report such actions to the Investigative Unit within 30 days or by telephone at 402-471-0175 or <http://dhhs.ne.gov/Pages/investigations>

Answer each of the following questions by placing a (✓) in the appropriate box (yes or no) and completing the information requested. All 'yes' responses MUST be explained in detail and you must submit the requested documentation.

Conviction Information – relates to the owner if s/he is licensed as a cosmetologist:

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

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

- a) The court record, which includes charges and disposition;
- b) Arrest records;
- c) A letter from the applicant of the events leading to the conviction (what, when, where, why) and a summary of actions the applicant has taken to address the behaviors/actions related to the convictions;
- d) All addiction/mental health evaluations and proof of any treatment obtained; and
- e) A letter from the probation officer addressing probationary conditions and current status if the applicant is currently on probation;

Licensure Information – relates to the manager:

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.

		Yes	No			
1	Have you ever been denied the right to take an examination?	<input type="checkbox"/>	<input type="checkbox"/>	Please Explain:		
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 you are licensed in another state, 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

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.

The Owner must complete the following information:

SECTION F: PRACTICE PRIOR TO CREDENTIAL

An individual who operates an apprentice salon prior to issuance of a license 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 apprentice salon at this address in Nebraska prior to the application for a license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer yes to the question above, what are the number of days you operated the apprentice salon:		# of days: _____

SECTION G: OWNER ATTESTATION

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.

If the owner is a **sole proprietorship (sole owner)**, 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.

The application must be signed by the individual(s) indicated below (place a check mark in the appropriate box) and dated:

- 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;
- 2. Two of its members if the applicant is a limited liability company that has more than one member;
- 3. Two of its officers if the applicant is a corporation;
- 4. The head of the governmental unit having jurisdiction over the business if the applicant is a governmental unit; or
- 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.

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.Licensure211@nebraska.gov

COSMETOLOGY EDUCATION EVALUATION SCALE

(APPRENTICE TRAINING SALONS COMPLETE AS APPLICABLE)

SECTION A - SCHOOL INFORMATION (All applicants must complete this section)		
1	School Name:	
2	School is also Accredited by	
3	Maximum Student Capacity at any one time:	
4	How often are classes started:	

SECTION B - ACTIVE LICENSED INSTRUCTORS (List below the active licensed instructors employed in your school)				
Name of Instructor	Full-Time	Part-Time	Years of Experience	Years of Employment

SECTION C - STUDENT INSTRUCTOR(S) (List below the student instructors employed in your school)		
Name of Student Instructor(s)	Full-Time	Part-Time

SECTION D - STUDENTS ENROLLED (List below the number of students enrolled in your school)		
Total Number of Students Enrolled	Number Full-Time	Number Part-Time

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the school management provide a course outline for instructional staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Do all instructional staff members use same course outline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, explain:	

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

Attach the weekly Advanced 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the school management provide a course outline for instructional staff to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Do all instructional staff members use same course outline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Are students taught in separate classes determined by:	<input type="checkbox"/> hours of training <input type="checkbox"/> level of achievement
5	Are students called from required classes to serve clients?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6	How do you record Junior-Senior hour attendance?	
	(Submit a copy of your record keeping mechanism for daily/monthly and cumulative hours of classes)	
7	How do you record Advanced student credits earned?	
8	Lunch hours recorded, but not counted as training are:	<input type="checkbox"/> one-half hour <input type="checkbox"/> 45 minutes <input type="checkbox"/> 1 hour
	Do all students who are eligible for clinical instruction attend regularly scheduled theory classes and related theory classes according to the required hours of classroom instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(Submit documentation of hours of instruction for a week)		
10	Is the Advanced class schedule posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(Submit documentation of how this course outline is used in the 500 hours required for Junior-Senior theory and related theory)	

SECTION H - STUDENT INSTRUCTOR INFORMATION

1	How do you orient the student instructors in teacher's training? (Briefly outline the student instructor training procedures)	
2	Do the student instructors develop their own daily lesson plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I - GENERAL INFORMATION

DISPLAY OF DOCUMENTS/LOCATION OF LIBRARY (Indicate location that each of the following are posted)

ITEM	LOCATION
School Rules	
Course Outline - Freshman	
Course Outline - Junior/Senior	
School Rules	
Copy of Cosmetology Statutes	
Copy of Rules and Regulations	
Prices for Clinical Services	
Library	
1	Is Library available to students at all times? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is Library complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, explain:

LIBRARY TEXTBOOKS (List below the textbooks you have)

Standard Dictionary of the English Language (required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Textbook for Professional Cosmetology, Milady Publishing	<input type="checkbox"/> Yes <input type="checkbox"/> No
List Other Esthetic textbooks Below:	
IF ESTHETICS TAUGHT: Standard Textbook for Professional Estheticians, Milady Publishing	<input type="checkbox"/> Yes <input type="checkbox"/> No
List Other Esthetic textbooks Below:	

EQUIPMENT (List below the number of each equipment)

Electric clippers	
Shampoo bowls	
Dryers	
Styling stations and chairs	
Facial chair or equivalent chair	
IF ESTHETICS TAUGHT: Additional facial chair or equivalent chair	
IF ESTHETICS TAUGHT: Complete facial tray	
Large wet sterilizers	
Manicure tables with stools	
Sets of equipment for a complete manicure	
Laundry receptacle	
Classroom chair with suitable writing facilities for each student attending class	
Individual lockers or stations with workable locks	
First aid kit	
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 cosmetology"</i>	

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**EXAMINATION PROCEDURES: (Submit a sample copy of a student record)**

1	Method of Examination:	<input type="checkbox"/> Multiple Choice <input type="checkbox"/> Essay <input type="checkbox"/> True and False <input type="checkbox"/> Oral
2	How often will tests be given:	
3	What are your standards for evaluation, performance, and student grading:	
4	Where will tests and grades be recorded:	

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

1	How will counseling be provided?
2	When will counseling be provided?
3	Who will do the counseling?
4	Will results be recorded in student or school records?
5	Will parent's be furnished a copy of the student's progress?
6	How will you maintain confidentiality of the records?