

H 12

Filed Dec 12, 1958  
2:45 P.M.

STATE OF WISCONSIN )  
BOARD OF HEALTH ) SS

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Carl N. Neupert, M. D., Executive Secretary of the Wisconsin State Board of Health and custodian of the official records of said Board, do hereby certify that the annexed rules and regulations (H 12.06 and H 12.10 of the Wisconsin Administrative Code) relating to Schools of Cosmetology were duly amended by this Board on December 12, 1958 pursuant to authority vested in said Board by Sec. 140.05 (3) and Sec. 159.03 (1), Wis. Stats.

I further certify that said copy has been compared by me with the original on file in this department, and that the same is a true copy thereof, and of the whole of such original.

The attached rules shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, as provided in Sec. 227.026 (1), Wis. Stats., subject to approval under the provisions of Sec. 14.225, Wis. Stats.

Seal

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at the State Office Building in the City of Madison, this 12th day of December, 1958.

Carl N. Neupert, M.D.  
Executive Secretary

H 12.06 Theory and practice. (1) Regular class hours shall be maintained with daily schedules showing at what hours classes are held. Such schedules are to be submitted to the board annually by September 30 of each year and posted in a conspicuous place in the school. Any changes in the daily schedules are to be submitted to the board.

(2) Students, with the exception of those taking the manicurist course shall take the complete course, unless they hold operators' or managers' licenses.

(3) The theoretical instruction shall include instruction in the following subjects as they relate to the practice of cosmetology: disinfecting and sanitation, personal hygiene, shampooing, scalp treatments, permanent waving, facial massage and cosmetic use, manicuring, hair tints, bleaches and color rinses, hair styling, hair shaping, finger waving, ~~iron-curling~~, anatomy and physiology, skin, and scalp and hair disorders, electricity, cosmetic chemistry, cosmetology law and rules, and basic business principles as provided in the syllabus set forth in rule H 12.10.

(4) Students shall receive instruction and practice in the usual cosmetology services which shall include but not necessarily be limited to: scalp treatments, hair cutting and shaping, shampooing, permanent waving (~~spirals, wave-sets and sets~~), finger waving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, ~~iron-curling~~, facial massage and cosmetic use, eye grooming, manicuring, and sanitary practices.

(5) The 1500-hour course of instruction shall be divided to include theoretical classroom instruction, practical classroom instruction, and the minimum number of acceptable assignments as follows:

**Theoretical Instruction--185 hours (preferably 5 hours each week)**

Subjects	Minimum number of hours in practical class instruction (Freshmen and Juniors only)*	Minimum number of acceptable patron assignments to be completed during the senior period	
		Number	Time per Assignment
Scalp Treatments (electrical devices included).....	25	35	$\frac{1}{2}$ hour
Hair cutting and shaping.....	10	40	$\frac{1}{2}$ hour
Shampooing.....	30	100	$\frac{1}{4}$ hour
Permanent waving.....	70	60***	$1\frac{1}{4}$ hour
Spiral	25	}	
Cresquignole	30		
Cold	40		
Fingerwaving (fingerwaving to mean plain wave).....	50	10	1/3 hour
Hair Styling (includes dressing and finishing).....	100	152	3/4 hour
Hair tinting, bleaches and <u>wax</u> <u>bleaching</u>	40	12***	1 1/4 hour
Iron-curling.....	40		
Facials (massage, electrical devices included; use of cosmetic preparations)...	35	20***	1 hour
Manicuring.....	30	30	3/4 hour
To be distributed at option of school.....	25		
Sanitary practices.....		Included in every assignment every day	

\* Additional hours for classroom instruction as needed during the senior period.

\*\*\*-25 to include 1 tint and/or bleach.

\*\* 60 to include at least 20 heat waves waving and cold waving.

\*\*\* Sufficient number to demonstrate proficiency.

H 12.10 Syllabus. The syllabus outlined below constitutes the theoretical instruction which shall be taught for credit and will constitute a basis for the written examination for licensure:

(1) Disinfection and Sanitation

(a) Definition

(b) Importance

(c) Types

1. Heat

2. Antiseptics Chemical

(More)

3- Disinfectants

4- Sanitation

(d) Methods of sterilizing sanitizing

1. Combs and brushes

2. Shampoo bowls and trays

3. Towels

4. Electrical appliances

5. Instruments with fine cutting edge

(e) Sanitary methods to dispense powders, creams, etc.

(f) Mechanical aids of sterilization sanitization

1. Wet sterilizer sanitizer

2. Sanitary cabinet

(g) Safety precautions

(h) Bacteriology

1. Definition

2. Importance

3. Types of bacteria

a. Pathogenic

b. Non-pathogenic

c. Opportunists

4. Growth of bacteria

a. Moisture

b. Warmth

c. Darkness

d. Food

5. Reproduction of bacteria

6. Destructive agents of bacteria
  - a. Oxygen
  - b. Heat
  - c. Chemicals
7. Infections
  - a. General infection
  - b. Local infection
  - c. Staphylococcus
  - c. Streptococcus
8. Communicable Diseases
  - a. Common examples
  - b. Sources of contagion
  - c. How body fights infection
  - d. Prevention of infection
  - e. Human disease carrier
9. Immunity
  - a. Natural immunity
  - b. Acquired immunity
  - c. Artificial

(2) Personal Hygiene

- (a) Definition
- (b) Importance
- (c) Requirements for good health
  1. Diet
  2. Air
  3. Water
  4. Sunshine

5. Exercise
6. Rest
7. Elimination
8. Posture
9. Mental Hygiene

(d) Good grooming

1. Importance
2. Essentials
  - a. Regular bathing
  - b. No offensive body odor
  - c. Clean teeth
  - d. Clean hands and nails
  - e. Clean hair
  - f. Clean and neat clothes
  - g. Clean and neat uniform
  - h. Natural facial makeup
  - i. Suitable hair style

(3) Shampooing

- (a) Purpose
- (b) Characteristics of a good shampoo
- (c) Various beneficial results
- (d) Equipment and materials needed
- (e) Cleansing agents, their reactions, and application for different types of hair and scalp
- (f) Procedure
- (g) Cleaning of hair pieces
- (h) Disinfection

- (1) Safety precautions
- (j) Salesmanship
- (4) Scalp Treatments
  - (a) Purpose
  - (b) Characteristics of a good scalp treatment
  - (c) Various beneficial results
    - 1. Increase the circulation of the blood to the scalp
    - 2. Rest and soothe the nerves
    - 3. Normalize activity of the glands
    - 4. Render the skin more flexible
    - 5. Improve the growth and lustre of the hair
  - (d) Recognition of a normal scalp
  - (e) Equipment and materials needed
  - (f) Types of scalp treatments
    - 1. Basic procedure
      - a. Flaking and brushing
      - b. Application of scalp preparations
      - c. Manipulations
    - 2. Special types
      - a. High frequency
      - b. Lights
      - c. Cap
      - d. Steamer Moist heat
  - (g) Records
  - (h) Safety precautions
  - (i) Salesmanship



(5) Permanent Waving

(a) Basic knowledge

1. Importance
2. History
3. Advantages
4. Equipment and supplies
5. Safety precautions
  - a. Before
  - b. During
  - c. After
6. Technical terms

(b) Structural and chemical changes which occur in permanent waving

1. Cuticle
2. Cortex
3. Medulla

(c) Analysis of hair and scalp

1. Elasticity
  - a. Normal elasticity
  - b. Lack of elasticity Problem type
2. Porosity
3. Texture
4. Scalp irritation condition

(d) Blocking, winding, and processing

(e) Test curl for solution, steaming, and processing

(f) Precautions Problem hair

1. Bleached hair
2. Tinted hair

3. Gray hair
4. White hair
5. Hennaed hair
6. Damaged
7. Other
8. Special safety precautions

(g) Records

(h) Manufacturer's instructions

~~(i)~~ Safety precautions

~~(j)~~ (1) Salesmanship

(6) Facial Massage and Cosmetic Use

(a) Purpose

(b) Characteristics and beneficial results

(c) Types of facials, facial packs, and cosmetics for different types of skin

(d) Equipment and materials needed

(e) Procedure including massage manipulations

(f) Care of the eyebrows

1. Purpose

2. Equipment and materials needed

3. Methods of giving an eyebrow arch

a. Placing and shaping of the eyebrow

b. Use of eye makeup

(g) Disinfection

(h) Records

(i) Safety precautions

(j) Salesmanship

(7) Manicuring

- (a) Purpose
- (b) Characteristics of a good manicure
- (c) Types of manicures
- (d) Special problems
- (e) Equipment and materials needed
- (f) Procedures
- (g) Safety precautions
- (h) Salesmanship

(8) Hair Tints, Bleaches and Color Rinses

- (a) Basic knowledge
  - 1. Importance
  - 2. History
  - 3. Purpose
  - 4. Equipment and supplies
  - 5. Skin tests
  - 6. Safety precautions
  - 7. Technical terms
- (b) Classification of hair tints
  - 1. Temporary
    - a. Color rinses
    - b. Progressive shampoo tints
    - c. Crayons
  - 2. Permanent
    - a. Aniline derivative dyes
    - b. Vegetable dyes
    - c. Compound dyestuffs
    - d. Metallic dyes

(c) Technical facts

- 1v 2. Analysis of hair
  - a. Shade
  - b. Texture
  - c. Elasticity
  - d. Porosity
- 2v 3. Action of dye on hair
- 3v 1. Results of skin test
4. Test for color development
5. Tinting time Coloring time
6. Removing dye from hair
7. Manufacturer's instructions
8. Records

(d) Conditions determining usage

1. Aniline derivative dye ~~vs~~ shampoo tint
  - a. Shampoo tint
  - b. Color shampoo or color bath
2. Vegetable dye
3. Color rinse

(e) Hair bleaches

- 1v Basic knowledge
  - av Importance
  - bv History
  - cv Purpose
  - dv Equipment and supplies
  - ev Safety precautions
  - fv Technical terms

2v 1. Classification of hair bleaches

- a. Liquid hydrogen Peroxide -- liquid or tablet
- b. Oil bleach
- c. Cream bleach
- d. Other bleaches

3v 2. Technical facts

- a. Analysis of hair: shade, texture, elasticity and porosity
- b. Strength of peroxide
- c. Average formulas
- d. Action of bleach on hair
- e. Test for color development
- f. Bleaching time

4v 3. Conditioning treatments

5v 4. Records

(9) Hair Styling, Hair Shaping, Fingerwaving, Iron Curling

(a) Purpose

(b) Characteristics of a good hair style

(c) Hair shaping

1. Types of equipment

2. Types of hair cuts Methods of haircutting

3. Types of styles

(d) Fundamentals

1. Fingerwaving

2. Pin curling
  3. ~~Iron curling~~
  - (e) Hair dressing, combing-out and finishing
  - (f) Disinfection
  - (g) Salesmanship
- (10) Anatomy and Physiology
- (a) Introduction
    1. Importance to cosmetology
    2. Definitions
      - a. Anatomy
      - b. Histology
      - c. Physiology
      - d. Dermatology
      - e. Trichology
  - (b) Body structures
    1. Cells--definition
    2. Tissues--definition
    3. Organs
      - a. Definition
      - b. Functions of the skin glands
    4. Systems
      - a. Definitions
      - b. Functions: skeletal, muscular, nervous, circulatory and excretory systems
  - (c) Skeletal system
    1. Bones of the head
      - a. Occipital
      - b. Parietal
      - c. Frontal

- d. Temporal
  - e. Ethmoid
  - f. Sphenoid
2. Bones of the face
- a. Nasal
  - b. Inferior nasal conchae
  - c. Vomer
  - d. Lachrimal
  - e. Zygomatic or malar
  - f. Palatine
  - g. Maxillae
  - h. Mandible
3. Bones of arm, wrist and hand
- a. Humerus
  - b. Ulna
  - c. Radius
  - d. Carpus
  - e. Metacarpus
  - f. Phalanges

(d) Muscular system

- 1. Structure of muscles
- 2. Types of muscles
- 3. Functions of muscles
- 4. Stimulation of muscles
- 5. Related structures
- 6. Muscles of the scalp--epicranius (occipito-frontalis)

7. Muscles of eyelid and eyebrow
    - a. Orbicularis oculi
    - b. Corrugator (corrugator supercilli)
  8. Muscles of the nose (procerus)
  9. Muscles of the mouth
    - a. Zygomaticus
    - b. Mentalis
    - c. Orbicularis oris
  10. Muscles of the neck and back
    - a. Platysma
    - b. Trapezius
    - c. Sterno-cleido-mastoideus
  11. Muscles of the ear
    - a. Auricularis superior
    - b. Auricularis posterior
    - c. Auricularis anterior
- (e) Nervous system
1. Importance
  2. Functions
  3. Types of nerves
    - a. Sensory
    - b. Motor
  4. Methods of stimulating nerves
  5. Location of nerves
    - a. Supra-orbital
    - b. Infra-orbital
    - c. Supra-trochlear
    - d. Infra-trochlear



- e. Auricular
- f. Posterior auricular
- g. Great auricular
- h. Greater occipital
- i. Lesser occipital
- j. Facial
- k. Temporal
- l. Superficial cervical

(f) Circulatory system

- 1. Importance
- 2. Blood vessels
  - a. Arteries
  - b. Veins
  - c. Capillaries
- 3. Main arteries of head and face
  - a. External carotid artery
  - b. Internal carotid artery
- 4. Main veins of head and face
  - a. Internal jugular
  - b. External jugular

(g) Hair

- 1. Definition
- 2. Anatomy of the hair
  - a. Hair Shaft
  - b. Hair Root
  - c. Hair Bulb
  - d. Hair Follicle
  - e. Cuticle

- f. Cortex
  - g. Medulla
  - 3. Composition of hair
  - 4. Shapes of hair
  - 5. Function of hair
  - 6. Growth of hair
    - a. Cycle of growth
    - b. Resting period
    - c. Age
  - 7. Blood and nerve supply
    - a. Value of massage and brushing
    - b. Nourishment and reproduction of hair
  - 8. Pigmentation of hair
    - a. Melanin
    - b. Variations in color
    - c. Dimension of the hair--vary according to color
    - d. Cavities
    - e. Albinism
  - 9. Hair Texture
    - a. Experiments
    - b. Microscopic examination of hair
  - 10. Hair Elasticity
  - 11. Hair Porosity
  - 12. Outside influences affecting hair
  - 13. Hydroscopic quality
- (h) Skin
- 1. Importance
    - a. Definition

- b. Signs of a healthy skin
  - c. Functions
  - 2. Gross structure
    - a. Epidermis
    - b. Dermis
    - c. Subcutaneous layer
  - 3. Epidermal layers
    - a. Stratum corneum
    - b. Stratum lucidum
    - c. Stratum granulosum
    - d. Stratum mucosum
  - 4. Dermal layers
    - a. Papillary layer
    - b. Reticular layer
  - 5. Functions of the skin
  - 6. 5. Blood and nerve supply
  - 7. 6. Muscle of the skin (arrectores pilorum)
  - 8. 7. Self renewal and repair of the skin
  - 9. 8. Pigmentation of skin
    - a. Melanin
    - b. Function of pigment
  - 10. 9. Markings and depressions
  - 11. 10. Types of skin
  - 12. 11. Care of skin
  - 13. 12. Conditions and causes affecting health of skin
- (1) Glands and Pores
- 1. Definition
    - a. Sudoriferous
    - b. Sebaceous

2. Functions of the glands of the skin
3. Definition Functions of the pores
4. Relationship of the pores to the glands

(j) Nails

1. Importance
2. Signs of healthy nails
3. Structure
  - a. Nail Body
  - b. Nail Root
  - c. Free edge
4. Other definitions
  - a. Lunula
  - b. Nail bed
  - c. Matrix
  - d. Cuticle
  - e. Mantle
  - f. Nail wall
5. Function of the nail
6. Composition of nails
7. Growth of nails
8. Nail conditions
  - a. Hang nail
  - b. Overgrowth of nail
  - c. Brittle nail
  - d. Inflammation of the matrix
  - e. Felon
  - f. Nail biting
  - g. White spots

(11) Skin, Scalp and Hair Disorders

(a) Definitions of diseases

1. Acute
2. Chronic
3. Infectious
4. Contagious
5. Congenital
6. Seasonal

(b) Terms to be recognized primarily as skin and scalp disorders

1. Comedones
2. Milia
3. Acne
4. Steatoma
5. Seborrhea
6. Asteatosis
7. Hyperidrosis
8. Bromidrosis
9. Hydrocystoma
10. Sudamen
11. Miliaria rubra
12. Miliary fever
13. Impetigo
14. Carbuncle
15. Skin pigmentation
16. Eczema
17. Psoriasis
18. Herpes simplex

19. Pityriasis capitis
20. Urticaria
21. Tinea
22. Pediculosis capitis
23. Scabies
24. Canities
25. Alopecia

(c) Terms to be recognized primarily as hair disorders

1. Trichoptilosis
2. Trichorrhexis nodosa
3. Monilethrix
4. Fragilitas crinium

(12) Electricity

(a) Definition (It is a force of nature)

(b) Importance

(c) Sources of electricity

1. Power plants
2. Batteries

(d) Classification of electricity

1. Static
2. Magnetic

~~(d)~~ (e) Forms of electricity Basic forms of electrical power

1. Direct current
2. Alternating current

~~(e)~~ (f) Fuses

1. Selection of proper fuse
2. Replacement of fuse when necessary
3. Safety precautions

(c) Wall plate

1. Principal parts

- a. Rheostat
- b. Milliammeter
- c. Rectifier
- d. Escudo or induction coil
- e. Selector switch
- f. Binding posts
- g. Connecting cord
- h. Conducting cord

2. Types of electrodes

- a. Wrought
- b. Carbon
- c. Ball
- d. Graphite
- e. Copper

(g) Galvanic current

- 1. Application
- 2. Effects
- 3. Safety precautions

(h) Faradic current

- 1. Application
- 2. Effects
- 3. Safety precautions

(i) Sinusoidal current

- 1. Application
- 2. Effects
- 3. Safety precautions

†j† (g) High frequency current

1. Type used in cosmetology--Tesla
2. Method of application
  - a. Direct
  - b. Indirect
  - c. General

†k† (h) Electrical equipment

1. Hair dryer
  - a. Purpose
  - b. Benefits
  - c. Proper use and care
2. Permanent Wave machine
  - a. Controls (voltmeter)
  - b. Proper use and care
  - c. Manufacturer's instructions
3. Vibrator
  - a. Purpose
  - b. Benefits
  - c. Proper use and care
4. ~~Scalp steamer~~ Electric cap
  - a. Purpose
  - b. Benefits
  - c. Proper use and care

†l† (i) Light therapy

1. Definition
2. Importance
3. Sources of therapeutic light
4. Therapeutic lamps (white, blue and red lights)



- a. Beneficial effects
- b. Method of application
- c. Safety precautions

(13) Cosmetic Chemistry

(a) Characteristics of water

- 1. Soft water
- 2. Hard water

(b) Common chemicals and their practical use in the beauty salon

(c) Common cosmetics and their practical use in the beauty salon

(14) Wisconsin Cosmetology Law and Rules of Wisconsin State Board of Health

(15) Basic Business Principles

- (a) Necessity
- (b) Business courtesy
- (c) Record keeping
- (d) Salesmanship



# The State of Wisconsin

BOARD OF HEALTH

STATE OFFICE BUILDING

MADISON 2

IN REPLY PLEASE REFER TO:

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December 12, 1958

Mr. James J. Burke  
Revisor of Statutes  
321 Northeast, State Capitol  
Madison 2, Wisconsin

Dear Mr. Burke:

As provided in Section 227.023, Wisconsin Statutes, I hereby submit a certified copy of Section H 12.06, Theory and Practice, and Section H 12.10, Syllabus, relating to Schools of Cosmetology, of the Wisconsin Administrative Code as amended by the Wisconsin State Board of Health on December 12, 1958, for publication in the Wisconsin Administrative Register. It is hoped that the rules can be published in the January issue of the Register so the effective date may be February 1, 1959.

Copies of the rules are also being submitted to the Governor as required by Section 14.225 and to the Secretary of State as required by Section 227.023, Wisconsin Statutes.

Respectfully submitted,

*Carl N. Neupert*

Carl N. Neupert, M. D.  
Executive Secretary

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Enclosures 2