

Chapter H 12

SCHOOLS OF COSMETOLOGY

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H 12.01 Requirements for schools. (1) Whenever application is made for a certificate of registration for a newly organized school, evidence must be furnished as to the responsibility, financial and otherwise, of the persons interested in the school. Such application shall be accompanied by a surety bond in the sum of \$10,000 for the faithful performance of its obligations to students attending such school and shall remain in full force and effect for a period of 5 years.

(2) Each school shall have a minimum of 2000 square feet of instructional area and shall provide at least 30 square feet of instructional area per student. Such area shall be properly divided in accordance with the applicant's operating schedules.

(a) Instructional area shall consist of the square footage available for the instruction of students, reception areas, and dispensaries, and shall include the clinical department utilized for providing patron service and classrooms for practical and theoretical instruction.

(b) Non-instructional areas shall be defined as toilet rooms, closets, hallways, permanent walls, offices, stock room, lounges, coat rooms and other similar rooms or structures.

(c) Schools licensed at the time this subsection shall become effective are not required to meet the provisions of this subsection provided they do not change the location of their premises or reduce the square footage of instructional space of their premises.

(3) The name of the textbook used shall be submitted to the board and each student shall have a copy.

History: 1-2-56; am. Register, June, 1966, No. 126, eff. 7-1-66.

H 12.02 Limitations of instructor. Any person who acts as an instructor in a school of cosmetology shall not practice cosmetology in any school except to demonstrate for students. Changes in instructors must be reported promptly to the board.

H 12.03 Ratio of instructors to students. (1) A full-time instructor is an instructor who teaches a minimum of 32 hours a week.

(2) A part-time instructor is an instructor who teaches less than 32 hours a week.

(3) There shall be at least one full-time instructor, as defined in subsection (1) for each 16 students or fraction thereof receiving training in a school of cosmetology.

(4) Only full-time instructors can be counted for the purpose of enrollment to maintain a ratio of one instructor to each 16 students

or fraction thereof receiving training. Part-time instructors are not considered for the purposes of enrollment.

(5) A ratio of one instructor to each 16 students or fraction thereof shall be maintained at all times a school of cosmetology is open for instruction.

(6) Each instructor may be allowed 12 days of sick leave in a calendar year and 12 days of vacation in a calendar year without being replaced by a substitute instructor. However, the vacation and sick leave cannot be taken consecutively. If a total of 12 days of sick leave in a year and 12 days of vacation in a year are exceeded, it will be necessary to employ a substitute instructor for any additional days of absence. In a school that has 16 or less students and requires only one instructor, the instructor shall always be replaced immediately when that instructor is absent.

(7) There shall be one full-time instructor present on each day that the school is open for instruction, and in addition such other instructors, full-time or part-time, as compliance with subsection (5) shall require.

(8) In order to facilitate the proper administration of this rule, an attendance report for each instructor of each school of cosmetology must be received by the board no later than the tenth working day after the end of each month the school is open for instruction. The instructor attendance report, which shall be signed by the instructor and the school of cosmetology operator or his designated representative, shall be submitted to the board on forms furnished by the board.

History: 1-2-56; renum. (2) to be H 12.06 (4); r. and recr. (1); cr. (2), (3), (4), (5), (6), (7), (8), Register, March, 1961, No. 63, eff. 4-1-61.

H 12.04 Student meal period. Operators of schools of cosmetology shall allow students an uninterrupted meal period of at least 30 minutes, reasonably close to the usual meal time of 12:00 noon. In no case shall a student receive instruction for more than 5 consecutive hours without a meal period.

History: 1-2-56; r. and recr. Register, June, 1966, No. 126, eff. 7-1-66.

H 12.05 Freshman, junior and senior period. (1) Schools of cosmetology must require as a prerequisite to graduation a course of instruction of not less than 1,650 hours.

(2) The students shall be classed as freshmen for at least the first 320 hours, as juniors for at least the next 480 hours, and as seniors for the remainder of the 1,650-hour course.

(3) Students shall not practice on patrons during their freshman period. At least one-third of the junior period is to be devoted to classroom instruction in the various cosmetology services.

(4) A badge or insignia bearing the name of the student must be provided by the school and worn by each student in colors as follows: freshmen, yellow; juniors, red; seniors, blue.

History: 1-2-56; r. and recr. Register, June, 1966, No. 126, eff. 7-1-66.

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, anatomy and physiology, skin, scalp and hair disorders, electricity, cosmetic chemistry, cosmetology law and rules, and basic business principles as provided in the syllabus set forth in section H 12.10.

(4) Practical instruction in the classroom shall consist of demonstrations, class work, and individual instruction under the direct supervision of an instructor in all phases of the cosmetology services but shall be limited to actual practice by students on other students, models, transformations, or other devices for the purpose of acquiring the fundamentals and the techniques of such services.

(5) Students shall receive instruction and practice in the usual cosmetology services which shall include but not necessarily be limited to: scalp treatment, hair cutting and shaping, shampooing, cold permanent waving, hair straightening, finger waving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, facial massage and cosmetic use, eye grooming, manicuring, and sanitary practices.

(6) The 1,650-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.....	25	35	$\frac{1}{2}$ hour
Hair cutting and shaping.....	20	100	$\frac{1}{2}$ hour
Shampooing.....	20	200	$\frac{1}{4}$ hour
Cold permanent waving and hair straightening.....	50	40**	$1\frac{1}{4}$ hour
Basic waving (to include fingerwaving).....	50	40	$\frac{1}{2}$ hour
Hair styling (includes dressing and finishing).....	100	132	$\frac{3}{4}$ hour
Hair tinting and bleaching.....	40	20	$1\frac{1}{4}$ hour
Facials (massage, use of cosmetic preparations).....	35	***	1 hour
Manicuring.....	30	30	$\frac{1}{4}$ hour
To be distributed at option of school.....	45		
Sanitary practices.....	Included in every assignment every day		

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

**The student shall demonstrate proficiency in both hair straightening and cold waving.

***Sufficient number to demonstrate proficiency.

(7) No school of cosmetology shall train apprentices.

History: 1-2-56; am. Register, January, 1959, No. 37, eff. 2-1-59; renum. (4) and (5) to be (5) and (6), and renum. H 12.03 (2) to be H 12.06 (4). Register, March, 1961, No. 63, eff. 4-1-61; am. (5) and (6), cr. (7), Register, June, 1966, No. 126, eff. 7-1-66.

H 12.07 Examinations. (1) At the completion of each freshman, junior and senior period of training, a written examination shall be given. The questions and answers shall be retained by the schools for at least 6 months subsequent to the date when the student was first admitted to a board examination for licensure. Such examinations shall be available to the board and its official representatives.

(2) A school must give a final examination in practical work and theory to every student before graduation and certification of eligibility for state board examination for licensure is given. A passing grade of not less than 70% shall be required in such examinations. The records relating to the course of training shall be submitted to the board on forms furnished by the board. Under no circumstances will substitution or interchange of services be permitted to fulfill the number of individual acceptable patron assignments required.

H 12.08 Supervision of patron services. All practical work must be checked as the work is being performed and after the service is completed; that is, the instructor must look over the completed work of every student before the patron is dismissed. All students shall receive their share of the practical work.

H 12.09 Enrollment and records. (1) In all schools other than those operating on a semester system, the students shall enroll and begin attendance at school only on the second Monday and 4 days thereafter of January, March, May, June, July, September and November of each year. In schools operating on a semester system, the beginning attendance date shall be established on a date consistent with the opening of other classes in the schools and consistent with meeting the 1,650-hour requirement. All application blanks for student permits must reach the board not later than the Monday following the last day of each enrollment period. A student permit will not be issued until proof of qualifications has reached the board. Such proof must reach the board within 30 days following the first day of the enrollment period. Failure to submit such proof within the time limit specified herein will be considered sufficient reason for refusing to issue such permit.

(2) There shall be kept a complete record of the date a student enters school, daily attendance and attendance at classes. This record shall be open to members of the board or the board's official representatives. A record of daily attendance shall be forwarded to the board on or before the fifth day of each month for the preceding month.

History: 1-2-56; am. (1), Register, June, 1966, No. 126, eff. 7-1-66.

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. Chemical
 - (d) Methods of 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 sanitization
 1. Wet sanitizer
 2. Sanitary cabinet
 - (g) Safety precautions
 - (h) Bacteriology
 1. Definition
 2. Importance
 3. Types of bacteria
 - a. Pathogenic
 - b. Non-pathogenic
 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
 - d. 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
 - b. Acquired
 - 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 applications for different types of hair and scalp
 - (f) Procedure
 - (g) Cleaning of hair pieces
 - (h) Disinfection
 - (i) Safety precautions
 - (j) Salesmanship
- (4) SCALP TREATMENTS AND HAIR CONDITIONING
 - (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. 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
 1. Cuticle
 2. Cortex
 3. Medulla
- (c) Analysis of hair and scalp
 1. Elasticity
 - a. Normal
 - b. Problem type
 2. Porosity
 3. Texture
 4. Scalp condition
- (d) Blocking, winding, and processing
- (e) Test curl for solution and processing
- (f) Problem hair
 1. Bleached
 2. Tinted
 3. Gray
 4. White
 5. Hennaed
 6. Damaged
 7. Other
 8. Special safety precautions
- (g) Records
- (h) Manufacturer's instructions
- (i) 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. General 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
 - 1. Results of skin test
 - 2. Analysis of hair
 - a. Shade
 - b. Texture
 - c. Elasticity
 - d. Porosity
 - 3. Action of dye on hair
 - 4. Test for color development
 - 5. Coloring time
 - 6. Removing dye from hair
 - 7. Manufacturer's instructions
 - 8. Records
 - (d) Conditions determining usage
 - 1. Aniline derivative dye
 - a. Shampoo tint
 - b. Color shampoo or color bath
 - 2. Vegetable dye
 - 3. Color rinse
 - (e) Hair bleaches, toners and fillers
 - 1. Classification of hair bleaches
 - a. Peroxide—liquid or tablet
 - b. Oil bleach
 - c. Cream bleach
 - d. Other bleaches
 - 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
 - 3. Toners and fillers
 - 4. Conditioning treatments
 - 5. Records
- (9) HAIR STYLING, HAIR SHAPING, BASIC WAVING
- (a) Purpose
 - (b) Characteristics of a good hair style
 - (c) Hair shaping
 - 1. Types of equipment
 - 2. Methods of haircutting
 - 3. Types of styles
 - (d) Fundamentals
 - 1. Fingerwaving
 - 2. Pin 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. Function of muscles
 - 4. Stimulation of muscles
 - 5. Related structures
 - 6. Muscles of the scalp—epicranium (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. Shaft
 - b. Root
 - c. Bulb
 - d. Follicle
 - e. Cuticle
 - f. Cortex
 - g. Medulla
 3. Composition
 4. Shapes
 5. Function
 6. Growth
 - a. Cycle of growth
 - b. Resting period
 - c. Age
 7. Blood and nerve supply
 - a. Value of massage and brushing
 - b. Nourishment and reproduction
 8. Pigmentation
 - a. Melanin
 - b. Variations in color
 - c. Dimension of the hair—vary according to color
 - d. Canities
 - e. Albinism
 9. Texture
 - a. Experiments
 - b. Microscopic examination
 10. Elasticity
 11. Porosity
 12. Outside influences affecting hair
 13. Hydrosopic quality
 14. Chemistry
- (h) Skin
1. Importance
 - a. Definition
 - b. Signs of a healthy skin
 - c. Functions
 2. Epidermal layers
 - a. Stratum corneum
 - b. Stratum lucidum
 - c. Stratum granulosum
 - d. Stratum mucosum

3. Dermal layers
 - a. Papillary
 - b. Reticular
4. Blood and nerve supply
5. Muscle of the skin (arrectores pilorum)
6. Self renewal and repair
7. Pigmentation
 - a. Melanin
 - b. Function of pigment
8. Markings and depressions
9. Types
10. Care of skin
11. Conditions and causes affecting health of skin
- (i) Glands and pores
 1. Definition
 - a. Sudoriferous
 - b. Sebaceous
 2. Functions of the glands
 3. Functions of the pores
 4. Relationship of the pores to the glands
- (j) Nails
 1. Importance
 2. Signs of healthy nails
 3. Structure
 - a. Body
 - b. Root
 - c. Free edge
 4. Other definitions
 - a. Lunula
 - b. Nail bed
 - c. Matrix
 - d. Cuticle
 - e. Mantle
 - f. Nail wall
 5. Function
 6. Composition
 7. Growth
 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
- (e) Basic forms of electrical power
 1. Direct
 2. Alternating
- (f) Fuses
 1. Selection of proper fuse
 2. Replacement of fuse when necessary
 3. Safety precautions
- (g) High frequency current
 1. Type used in cosmetology—Tesla
 2. Method of application
 - a. Direct

- b. Indirect
 - c. General
 - (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. Electric cap
 - a. Purpose
 - b. Benefits
 - c. Proper use and care
 - (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
 - 2. Hard
 - (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

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