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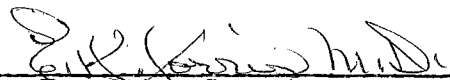
STATE OF WISCONSIN)
) ss
BOARD OF HEALTH)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, E. H. Jorris, 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 relating to beauty salons, schools of cosmetology, and apprenticeships in cosmetology were duly approved and adopted by this Board on May 6, 1966.

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.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at the State Office Building, 1 West Wilson Street, Madison, this 6th day of May, 1966.



Executive Secretary

Seal

ORDER OF THE STATE BOARD OF HEALTH

REPEALING, RENUMBERING AND ADOPTING RULES

Pursuant to authority vested in the State Board of Health by sections 140.05 (3) and 159.03 (1), Wis. Stats., the State Board of Health hereby repeals, renumbers and adopts rules as follows:

Chapter H 11 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated as follows:

Chapter H 11

BEAUTY SALON AND SCHOOL OF COSMETOLOGY RULES

H 11.01 MANAGER IN CHARGE OF BEAUTY SALON. (1) A licensed manager must be in charge of a beauty salon and the owner of the salon shall be held responsible for compliance with this provision of the rules.

(2) A beauty salon may be allowed to operate without a licensed manager being in charge for 12 work days in a calendar year for vacation or sick leave purposes. Such vacation or sick leave days shall not be cumulative for use in succeeding years. The board shall be notified 7 days in advance of intended dates of absence of the manager.

H 11.02 BEAUTY SALON OWNERSHIP. A beauty operator or manicurist cannot own or have any financial interest in a salon in which he works. When a salon owner places the ownership of his salon in the name of a close relative in order to work in his own salon as an operator or manicurist, it is obvious subterfuge

and the salon license will not be granted. Operators or manicurists cannot be the owner, manager, director, lessee, or have any financial interest in a salon in which they are employed. The board finds that the intent and purpose of the law are violated by the practice of a person serving as an operator or manicurist in a salon owned by a close relative by blood or marriage, when the manager in charge is an employe of such relative. In the past frequently the investment was actually made by the operator or manicurist but title was taken in the name of the relative for the express purpose of evading the provisions of section 159.12 (2), Wis. Stats. In any event the supervision given by the manager who was employed by a close relative of the operator or manicurist was usually unsatisfactory. Therefore, no salon license will be issued by the board where the operator or manicurist is the owner, manager, director, lessee, or has any financial interest in the salon wherein the operator or manicurist is to serve or is closely related by blood or marriage to such owner, lessee or person having such financial interest. A close relative is defined as husband, wife, father, mother, brother, sister or child of the operator or manicurist. If such relative is a licensed managing cosmetologist in active charge of the salon, this rule shall not apply.

H 11.03 CHANGES OF OWNERSHIP. Any change of ownership of a beauty salon shall require full compliance with section 159.09 (3), Wis. Stats.

H 11.04 PRACTICE. Cosmetology shall not be practiced outside of a licensed beauty salon excepting for sick or infirm persons in homes or hospitals.

H 11.05 INTERPRETATION OF TWO-YEAR EXPERIENCE REQUIREMENT FOR MANAGER'S LICENSE. To fulfill the requirement as provided in section 159.08 (2) (b) Wis. Stats., a cosmetologist would normally work as a licensed beauty operator 40 hours per week for at least two years. Credit may be given for a work schedule of more or less than 40 hours per week provided that the average of 40 hours per week is maintained for two years.

H 11.06 LICENSURE REQUIREMENTS FOR OUT-OF-STATE APPLICANTS FOR OPERATORS' LICENSES. (1) Applicants desiring to qualify for licensure under the provisions of section 159.08 (6) (a) Wis. Stats., who have had:

(a) 1,000 hours of training in a school of cosmetology in a state which requires that number of hours for a beauty operator's license with three years' practice of cosmetology during the last four years immediately prior to date of application, or

(b) 1,200 hours of training in a school of cosmetology in a state which requires that number of hours for a beauty operator's license with two years' practice of cosmetology during the last three years immediately prior to date of application, or

(c) 1,500 hours of training in a school of cosmetology in a state which requires that number of hours for a beauty operator's license with one year's practice of cosmetology during the last two years immediately prior to date of application, may be accepted as having the equivalent of 1,650 hours of training in a school of cosmetology.

(2) The minimum practice requirements of subsection (1) may not be considered as satisfying the requirements of section 159.08 (6) (a) and (b) Wis. Stats., for licensure without examination.

H 11.07 PREMISES. No part of any premises shall be licensed unless properly equipped for use as a beauty or electrolysis salon or school of cosmetology and maintained in a sanitary condition, free from all health hazards, to provide the cosmetology services offered to the public. No salon or school shall be used as a living or sleeping room. Access to such salon or school shall be by means of a separate entrance. Every salon or school shall make toilet facilities available. Cosmetology shall not be practiced outside of a licensed salon excepting for sick or infirm persons in homes or hospitals.

H 11.075 WATER. Salons or schools must supply clean hot and cold water in such quantities as may be necessary.

H 11.08 LAUNDERED ARTICLES. Every person giving cosmetology services in a salon or school shall use a separate and clean towel for each customer, and after a towel has been used once it shall immediately be placed in a receptacle provided for soiled towels, and shall not again be used until it has been properly disinfected and laundered. All clean laundered articles shall be kept in a closed cabinet provided for that purpose.

H 11.09 PERSONAL CLEANLINESS. Every person giving cosmetology services in a salon or school shall be clean, both as to person and dress, and while so employed must wear washable outer uniform or coat. Such person must thoroughly wash his hands with soap and water immediately before serving each patron.

H 11.10 SKIN PROTECTORS. Persons giving cosmetology services in a salon or school shall not permit the use of the head rest of any operating chair unless the head rest is protected by a disposable cover. At no time shall a hair cloth come in contact with the neck of the patron. Any protective covering to protect the skin must be disposable or washable in soap and water or any other disinfecting agent.

H 11.11 PERMANENT WAVE EQUIPMENT. Permanent waving pads shall be used only once and must be discarded or destroyed as soon as they are removed from the rods. All permanent wave equipment must be kept clean at all times.

H 11.12 POWDER AND FLUID DISPENSERS. All powder used in salons or schools must be dispensed from shakers or similar receptacles. Waving fluid must be dispensed from a special container of such type as may be necessary to prevent contamination of the unused solution.

H 11.13 ASTRINGENTS. Lump alum or styptic pencil shall not be used to stop the flow of blood. Liquid or powdered astringent if used must be applied with clean sterilized gauze or cotton.

H 11.14 DISINFECTING; DISPOSAL OF WASTE MATERIAL. Before use on a customer, all metal instruments used in direct contact upon a person must be disinfected by immersing in a disinfecting agent. All instruments and equipment which are subject to scrubbing such as combs, brushes, etc., must be thoroughly scrubbed in soap and water and thereafter immersed in a disinfecting agent, taken out, dried and placed in a sanitary cabinet. Adequate facilities for the disposal of waste material must be provided.

Chapter H 12

Section H 12.01 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

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 \$10,000.00 for the faithful performance of its obligations to students attending such school and shall remain in full force and effect for a period of five 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.

Section H 12.04 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

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 five consecutive hours without a meal period.

Section H 12.05 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

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.

Subsections H 12.06 (5) and (6) of the WISCONSIN ADMINISTRATIVE CODE are amended to read:

H 12.06 (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	½ hour
Hair cutting and shaping	20	100	½ hour
Shampooing	20	200	¼ hour
Cold permanent waving and hair straightening	50	40**	1¼ hour
Basic waving (to include fingerwaving)	50	40	1/3 hour
Hair styling (includes dressing and finishing)	100	132	¾ hour
Hair tinting and bleaching	40	20	1¼ hour
Facials (massage, use of cosmetic preparations)	35	***	1 hour
Manicuring	30	30	¾ 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.

Subsection H 12.06 (7) of the WISCONSIN ADMINISTRATIVE CODE

is created to read:

(7) No school of cosmetology shall train apprentices.

Subsection H 12.09 (1) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

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 four 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.

Subsection H 12.10 (4) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

(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

Subsection H 12.10 (5) (e) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

- (e) Test curl for solution and processing

Subsection H 12.10 (8) (a) 7. of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

7. General technical terms

Subsection H 12.10 (8) (e) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

(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

Subsection H 12.10 (9) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

(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

Subsection H 12.10 (10) (g) 14. of the WISCONSIN ADMINISTRATIVE CODE is created to read:

14. Chemistry

Subsection H 12.10 (10) (h) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

- (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

CHAPTER H 13

H.
Section/13.04 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:


H 13.04 BEAUTY SALON OWNERSHIP. An apprentice cannot own or have any financial interest in a salon in which he works. When a salon owner places the ownership of his salon in the name of a close relative in order to become an apprentice, it is obvious subterfuge and is not approved. An apprentice must practice at least two years under the personal supervision of a licensed manager and cannot be the owner, manager, director, lessee, or have any financial interest in a salon in which he is employed. The board finds that the intent and purpose of the law are violated by the practice of a person serving an apprentice-

ship in a salon owned by a close relative by blood or marriage, when the manager in charge is an employe of such relative. In the past frequently the investment was actually made by the apprentice but title was taken in the name of the relative for the express purpose of evading the provisions of section 159.12 (2), Wis. Stats. In any event the training given by the manager who was employed by a close relative of the apprentice was usually unsatisfactory. Therefore, no apprentice permit will be issued by the board where the apprentice is the owner, manager, director, lessee, or has any financial interest in the salon where the apprenticeship is to be served or is closely related by blood or marriage to such owner, lessee or person having such financial interest. A close relative is defined as husband, wife, father, mother, brother, sister or child of the apprentice. If such relative is a licensed managing cosmetologist in active charge of the salon, this rule shall not apply.

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The rules contained herein shall take effect July 1, 1966 as provided in Section 227.026 (1), Wisconsin Statutes, subject to approval under the provisions of Section 14.225, Wisconsin Statutes.

STATE BOARD OF HEALTH


Executive Secretary

Dated May 6, 1966

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