

Chapter H 12

SCHOOLS OF COSMETOLOGY

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H 12.01 Evidence of responsibility. Whenever application is made for a certificate or registration for a newly organized school, evidence must be furnished as to the responsibility, financial and otherwise, of the persons interested in the school.

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 H 12.03 (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) of this rule 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 School premises; textbook. Adequate room space shall be provided which is well-lighted and well-ventilated with proper equipment for practical work for three classes of students and for lecture and demonstration purposes. Each student shall have a textbook, the name of which shall be submitted to the board.

H 12.05 Freshman, junior and senior periods. (1) Students shall not practice on patrons or models for the first 160 hours of their course. In addition, the next 160 hours shall be limited to actual practice by students on other students, models, transformations or other devices in the classroom. At least one-third of the junior period is to be devoted to classroom instruction in the various cosmetology services. 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 1500-hour course.

(2) 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.

(3) Combs, brushes, nets, clips, pins, metal curlers, etc., used by students must be kept in sanitary cabinets when not in use.

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 treatments, hair cutting and shaping, shampooing, permanent waving, 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 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	1/2 hour
Hair cutting and shaping.....	10	40	1/2 hour
Shampooing.....	30	100	1/4 hour
Permanent waving.....	70	60**	1 1/4 hour
Fingerwaving (fingerwaving to mean plain wave)	50	40	1 1/8 hour
Hair Styling (includes dressing and finishing)....	100	132	3/4 hour
Hair tinting and bleaching.....	40	12	1 1/4 hour
Facials (massage, electrical devices included; use of cosmetic preparations).....	35	***	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.

**60 to include heat waving and cold waving.

***Sufficient number to demonstrate proficiency.

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.

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 per cent 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 be 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 com-

pleted; 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 first Monday and four days thereafter of January, March, May, June, July, September and November of each year, except if a legal holiday falls within the first week of such months any school may instead enroll students on the second Monday and four days thereafter. 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 1500-hour requirement provided by statute. All schools shall notify the board of the opening date selected. 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.

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
- (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, steaming, 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. 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
 - 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. Conditioning treatments
 - 4. Records
- (9) HAIR STYLING, HAIR SHAPING, FINGERWAVING
- (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—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. 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. 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
 - b. Reticular
 - 5. Blood and nerve supply
 - 6. Muscle of the skin (arrectores pilorum)
 - 7. Self renewal and repair
 - 8. Pigmentation
 - a. Melanin
 - b. Function of pigment
 - 9. Markings and depressions
 - 10. Types

11. Care of skin
 12. 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

History: 1-2-56; am. Register, January, 1959, No. 37, eff. 2-1-59.