



H 12

Filed January 16, 1974
3:00 p.m. Gary L. Tolson

State of Wisconsin \ DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF HEALTH
MAIL ADDRESS: P. O. BOX 309
MADISON, WISCONSIN 53701

January 10, 1974

IN REPLY PLEASE REFER TO:

Mr. James Burke
Revisor of Statutes
411 W. Capitol
Madison, Wisconsin

Dear Mr. Burke:

As provided in Section 227.023, Wisconsin Statutes, there is hereby submitted a certified copy of Sections H 12.03(1)(2)(3)(4), H 12.05(3) and H 12.06(2) of the Wisconsin Administrative Code relative to schools of cosmetology as adopted by the Health and Social Services Board on January 9, 1974, for publication in the Wisconsin Administrative Register. As permitted in Section 227.02(1)(e), Wisconsin Statutes, these amendments were adopted without public hearing, no petition for hearing having been received in the 30-day period following publication of the proposed amendments in the Wisconsin Administrative Register on October 1, 1973. It is hoped that the rules can be published in the February issue of the Register.

A copy of these rules are also being submitted to the Governor as required by Section 14.06 and to the Secretary of State as required by Section 227.023, Wis. Stats.

Respectfully submitted,

George H. Handy, M.D.
State Health Officer

GHH:ew

Enclosure

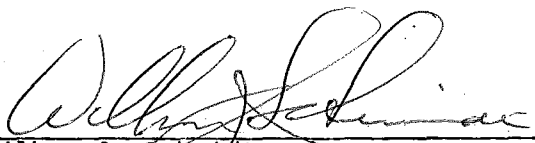
STATE OF WISCONSIN)
DEPARTMENT OF HEALTH AND SOCIAL SERVICES) ss

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Wilbur J. Schmidt, Secretary of the Department of Health and Social Services and custodian of the official records of said department, do hereby certify that the amendments to rules and regulations, relating to schools of cosmetology were duly approved and adopted by this department on January 9, 1974.

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 in the city of Madison, this 11th day of January, 1974.



Wilbur J. Schmidt
Secretary
Department of Health & Social Services

Seal

ORDER OF THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES ADOPTING RULES

Pursuant to authority vested in the Department of Health and Social Services in Sections 140.05 and 159.03(1), Wisconsin Statutes, and in accordance with Chapter 227, Wisconsin Statutes, the following rules are hereby promulgated.

Sections H 12.03(1)(2)(3)(4), H 12.05(3) and H 12.06(2) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

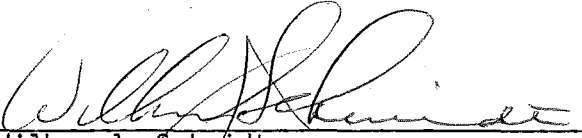
H 12.03 Ratio of instructors to students. (1) There shall be one instructor present on each day that the school is open for instruction, and in addition such other instructors or qualified persons approved by the department to maintain a daily overall ratio as well as clinic floor ratio of one such person to each 16 students or fraction thereof, except that this ratio may be as high as one such person for each 24 students if a licensed manager acts as a teaching assistant. This teaching assistant may be employed in this capacity for not more than 18 months, which time shall count toward meeting the instructor examination experience requirement. (2) Only licensed instructors and those holding temporary instructor's permits can be counted for the purpose of overall enrollment to maintain a ratio of one instructor to each 16 students or fraction thereof receiving training. (3) Each instructor and teaching assistant may be allowed 12 workdays of sick leave in a calendar year and 12 workdays of vacation in a calendar year without being replaced by a substitute if a ratio of 1:32 students is not exceeded. However, vacation and sick leave cannot be taken consecutively. (4) 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 department 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 department on forms furnished by the department. Changes in instructors must be reported promptly to the department.

H 12.05(3) Students shall not practice on patrons during their freshman period. Sufficient hours during the junior and senior period shall be devoted to classroom instruction in the various cosmetology services to accomplish the required classroom hours of instruction in excess of those accomplished during the freshman period of training.

H 12.06(2) Students, with the exception of those taking the manicurist course or those transferring from out of state or from a related program, shall take the complete course unless they hold operators' or managers' licenses.

The rules contained herein shall take effect as provided in Section 227.026(1), Wisconsin Statutes, subject to the provisions of Section 14.06, Wisconsin Statutes.



Wilbur J. Schmidt
Secretary
Department of Health and Social Services

Dated January 11, 1974

Seal