

## Chapter H 12

## SCHOOLS OF COSMETOLOGY

H 12.01	Requirements for schools	H 12.09	Enrollment and records
H 12.02	Limitations of instructor	H 12.10	Student service
H 12.03	Ratio of instructors to students	H 12.11	Advertising and promotion
H 12.04	Student meal period	H 12.12	Recruitment and enrollment
H 12.05	Freshman, junior and senior period	H 12.13	Refund policy
H 12.06	Theory and practice	H 12.14	Syllabus
H 12.07	Examinations		
H 12.08	Supervision of patron services		

**History:** Chapter H 12 as it existed on August 31, 1971 was repealed and a new chapter H 12 was created, Register, August, 1971, No. 188, effective September 1, 1971.

**H 12.01 Requirements for schools.** (1) Any person, association, firm or corporation proposing to open a school of cosmetology shall first make application to the department for an inspection and approval of the premises, submitting an exact description and floor plan of the proposed school premises.

(2) Applicants for a certificate of registration for a newly organized school shall furnish evidence as to their responsibility, financial and otherwise.

(3) Each school shall have a minimum of 2,000 square feet of instructional area and shall provide at least 30 square feet of instructional area per student. In areas where cosmetology service is performed, such areas shall be arranged to facilitate the work to be performed by the student.

(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) Required rooms. Three classrooms, clinical department, facial room, unassigned area, dispensary, stock and storage rooms, toilet rooms, student lounge and instructor lounge. The unassigned area may be incorporated in a classroom or the clinical department. The school office may be used as an instructor lounge.

(4) Any change of ownership or location of a school of cosmetology shall require full compliance with section 159.02 (7), Wis. Stats.

(5) A time clock is to be provided and used for recording of student attendance.

(6) Each area of training is to be provided with the following equipment in sufficient quantity for the number of students.

(a) Shampoo bowls, hair dryers, manicure tables, waste baskets, chalk boards, manikins and wet sanitizers.

(b) Dispensaries and facial rooms including a sink with hot and cold water.

(7) Adequate storage space is to be provided in each area of training.

(8) Classrooms shall be fully and properly equipped for teaching all branches of cosmetology.

(9) Any space added subsequent to licensing shall be adjacent to the licensed facility and shall comply with these rules. If a complete course is to be offered or advertised at the separate location it will be necessary to obtain a separate license.

(10) The name of the textbooks used shall be submitted to the department and each student shall have at least one general textbook.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71.

**H 12.02 Limitations of instructor.** Instructors in a school of cosmetology shall practice cosmetology on patrons only to the extent necessary to demonstrate the techniques to students and to carry out the student supervision required under this chapter.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71.

**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.

(5) Each full-time instructor and full-time teaching assistant may be allowed 12 work days of sick leave in a calendar year and 12 work days of vacation in a calendar year without being replaced by a substitute if a ratio of 1:32 students is not exceeded. However, the vacation and sick leave cannot be taken consecutively.

(6) There shall be one full-time instructor present on each day that the school is open for instruction, and in addition such other

Register, February, 1974, No. 218

instructors, full-time or part-time, as compliance with subsection (3) shall require.

(7) 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.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71; r. and recr. (1), (2), (3) and (4), Register, February, 1974, No. 218, eff. 3-1-74.

**H 12.04 Student meal period.** Owners, supervisors and instructors 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:** Cr. Register, August, 1971, No. 188, eff. 9-1-71.

**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 the number of hours required in section 159.02 (3) Wis. Stats.

(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 course.

(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.

(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 and seniors, blue.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71; r. and recr. (3), Register, February, 1974, No. 218, eff. 3-1-74.

**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 department annually by September 30 of each year and posted in a conspicuous place in the school. Any substantive changes in the daily schedules are to be submitted to the department. The department shall review the schedules submitted to determine compliance with sections H 12.04, H 12.05 (3), H 12.06 (3), (5) and (7).

(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.

(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 treat-

ments, 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, hair straightening, hair relaxing and pressing, hair pieces and wigs, and basic business principles as provided in the syllabus.

(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, manikins, 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, hair relaxing and pressing, hair pieces and wigs, finger waving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, facial massage and cosmetic use, eye grooming, manicuring, and sanitary practices. The financial remuneration by schools in any manner to students for these services is prohibited. Action by any school to encourage tipping to students is prohibited.

(6) No school of cosmetology shall train apprentices.

(7) The course of instruction shall be divided to include 185 hours of theoretical classroom instruction and the minimum number of practical classroom hours of instruction and acceptable patron assignments as follows:

Subjects	Minimum number of hours in practical class instruction (Freshman and Juniors only)*	Minimum number of acceptable patron assignments to be completed during the clinical period of training	
		Number assignments	Maximum*** time per assignment
Hair pieces and wig care styling-----	25	10	1 hour
Scalp treatments-----	25	35	½ hour
Hair cutting and shaping (both scissor and razor)-----	20	100**	½ hour
Shampooing-----	20	200	¼ hour
Cold Permanent waving and			
Hair Straightening-----	50	40**	1 ¼ hour
Basic waving (to include fingerwaving)---	50	40	½ hour
Hair styling (includes dressing and finishing)-----	100	200	¾ hour
Hair tinting and bleaching-----	40	20**	1 ¼ hour
Cosmetic art (facial 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.

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

\*\*\*\*Students who exceed the maximum time listed will receive credit for all such hours of training. The service, however, may be graded as unacceptable.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71; r. and recr. (2), Register, February, 1974, No. 218, eff. 3-1-74.

Register, February, 1974, No. 218

**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 1 year subsequent to graduation. Such examinations shall be available to the department and its official representatives.

(2) A school must give a final examination in practical work and theory to every student before graduation and before certification of eligibility for state board examination for licensure is given. A grade of not less than 70% in such examinations shall be considered satisfactory.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71.

**H 12.08 Supervision of patron services.** All practical work must be performed under the supervision of an instructor and each service shall be graded. Complete work shall be inspected by the instructor before the patron is dismissed. All students shall receive their share of the practical work. Under no circumstances will substitution or interchange of services be permitted to fulfill the number of individual acceptable patron assignments required.

**History:** Cr. Register, August, 1971, No. 188, eff. 9-1-71.

**H 12.09 Enrollment and records.** (1) In all schools other than those operating on a semester system, the students shall enroll and begin