

Chapter H 12**SCHOOLS OF COSMETOLOGY**

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History: Chapter H 12 as it existed on August 31, 1971 was repealed and a new chapter H 12 was created, Register, August, 1971, No. 188, effective September 1, 1971.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 shall consist of 3 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 and continuing education. (1) 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.

(2) To fulfill requirements of 159.08(9) Wis. Stats. each instructor after June 16, 1977 shall file with the department proof of 50 hours of continuing education within the preceeding 3 years, designed to contribute to their professional growth and development as an instructor, as follows:

(a) The form attesting to attendance at approved continuing education courses must be verified by the instructor giving such training or other appropriate personnel designated by the department.

(b) Training sponsored by a state educational agency, the department or those institutions under 159.01(9) Wis. Stats., or any other furnishing such training will require curriculum approval by the council and the department. Instructors of such approved courses shall be licensed cosmetology instructors or other persons approved by the council and the department. Creditable hours may be disallowed if the credit is not requested within a reasonable period after attendance.

(c) At least 20 hours of the 50 must be related academic classes.

History: Cr. Register, August, 1971, No. 188, eff. 9-1-71; r. and recr. Register, July, 1975, No. 235, eff. 8-1-75.

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.

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; r. (5), (6) and (7), Register, July, 1975, No. 235, eff. 8-1-75.

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) Wis. Adm. Code.

(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 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, 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.

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 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 course requirement. All application

blanks for student permits must reach the department not later than the Monday following the last day of each enrollment period. A student permit will not be issued until the department has received proof of qualifications. Such proof must reach the department 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) A complete record of the date a student enters school, daily attendance and attendance at classes shall be maintained. This record shall be open to the department. A record of daily attendance shall be forwarded to the department on or before the tenth working day of each month for the preceding month. The records relating to the course of training shall be submitted to the department on forms furnished by the department.

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

H 12.10 Student service. (1) The school shall provide to each student a comprehensive description of the course of instruction together with the policy on enrollment procedures, attendance requirements and standards of conduct and progress.

(2) The school shall make progress reports available to each student at least every 2 months.

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

H 12.11 Advertising and promotion. The advertising and enrollment policies of the school shall not fraudulently represent its course. All advertisements for the soliciting of students must state the address of the actual business premises of the school.

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

H 12.12 Recruitment and enrollment. (1) Every enrollment agreement shall contain, but not necessarily be limited to the following:

(a) The cost to the student, including tuition and all fees, cost of books, supplies and equipment the student is expected to buy or rent. An itemized list shall be included.

(b) The initial amount to be paid at the time of signing the enrollment agreement.

(c) The amounts of and conditions applicable to subsequent payments.

(d) A description of the course of instruction with an explanation that additional hours and/or services may be necessary to satisfactorily complete the course.

(e) A statement specifying the refund policy in case a student wishes to cancel the contract.

(2) Every person enrolling a student shall deliver a copy of the enrollment agreement, school policy and refund policy to each student and/or co-signer at the time the agreement is signed.

(3) A prospective student or one represented by a parent or guardian, who completes and signs an enrollment agreement to attend

a particular school, shall be considered enrolled in that school for the purposes of this rule and shall not be subject to further recruitment by any other school or its representatives who know of such signed agreement.

(4) It is the responsibility of the school through pre-enrollment counselling, to explain the enrollment agreement and the Wisconsin cosmetology law as it relates to state examination and licensing.

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

H 12.13 Refund policy. (1) Schools shall have a definite and written policy relating to the refund of tuition and fees when students discontinue training.

(a) No tuition need be refunded after the student has attended the first 2 months of the course.

(b) Fees for supplies or equipment, service charges, student activity fees, rentals and other miscellaneous charges, need not be considered in refund computations provided charges are itemized separately in the enrollment agreements and students so informed by a statement in the enrollment agreements furnished to students.

(2) Collection procedures shall be in accordance with Wisconsin statutes.

(3) Complete records of all payments by students shall be maintained.

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

H 12.14 Syllabus. The syllabus outlined below constitutes the theoretical instructions 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) TRICHOLOGY.

- (a) Hair
 - 1. Definition
 - 2. Anatomy of the hair

- a. Shaft
- b. Root
- c. Bulb
- d. Follicle
- e. Cuticle
- f. Cortex
- g. Medulla
3. Composition
 - a. Internal structure of hair
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
14. Chemistry
- (b) Shampooing
 1. Purpose
 2. Characteristics of a good shampoo
 3. Various beneficial results
 4. Equipment and materials needed
 5. Cleansing agents, their reactions and applications for different types of hair and scalp
 6. Procedure
 7. Disinfection
 8. Safety precautions
 9. Salesmanship
- (c) Scalp treatments and hair conditioning
 1. Purpose
 2. Characteristics of a good scalp treatment
 3. Various beneficial results
 - a. Increase the circulation of the blood to the scalp
 - 1) Carotid artery
 - 2) Jugular vein
 - b. Rest and soothe the nerves
 - 1) Auricular
 - 2) Occipital
 - 3) Temporal
 - c. Normalize activity of the glands
 - d. Render the skin more flexible

- e. Improve the growth and lustre of the hair
- 4. Recognition of a normal scalp
- 5. Recognition of an abnormal scalp condition
 - a. Brittle hair
 - b. Beaded hair
 - c. Split hair ends
 - d. Knotted hair ends
 - e. Dandruff
 - f. Head lice
 - g. Overactive sebaceous gland
 - h. Deficiency of sebaceous secretion
 - i. Ringworm of scalp
 - j. Alopecia
- 6. Equipment and materials needed
- 7. Types of scalp treatments
 - a. Basic procedure
 - 1) Flaking and brushing
 - 2) Application of scalp preparations
 - 3) Manipulations
 - 4) Moist heat
- 8. Records
- 9. Safety precautions
- 10. Salesmanship
- (d) Permanent waving
 - 1. Basic knowledge
 - a. Importance
 - b. History
 - c. Advantages
 - d. Equipment and supplies
 - e. Safety precautions
 - 1) Before
 - 2) During
 - 3) After
 - f. Technical terms
 - g. Chemical composition of cold wave lotions
 - 2. Structural and chemical changes
 - a. Cuticle
 - b. Cortex
 - c. Medulla
 - 3. Analysis of hair and scalp
 - a. Elasticity
 - 1) Normal
 - 2) Problem type
 - b. Porosity
 - c. Texture
 - d. Scalp condition
 - 4. Blocking, winding and processing
 - 5. Test curl for solution and processing
 - 6. Problem hair
 - a. Bleached
 - b. Tinted
 - c. Gray
 - d. White
 - e. Hennaed
 - f. Damaged
 - g. Other

- h. Safety precautions—special
- 7. Records
- 8. Manufacturer's instructions
- 9. Salesmanship
- (e) Hair pressing—chemical hair relaxing
 - 1. Basic knowledge of hair pressing
 - a. Soft and hard press
 - b. Equipment and supplies
 - c. Safety precautions
 - 1) Before
 - 2) During
 - 3) After
 - 2. Basic knowledge of chemical hair relaxing
 - a. Equipment and supplies
 - b. Safety precautions
 - 1) Before
 - 2) During
 - 3) After
 - 3. Structural and chemical changes
 - a. Cuticle
 - b. Cortex
 - c. Medulla
 - 4. Analysis of hair and scalp
 - a. Elasticity
 - 1) Normal
 - 2) Problem type
 - b. Porosity
 - c. Texture
 - d. Scalp condition
 - 5. Records
 - 6. Manufacturer's instructions
 - 7. Salesmanship
- (f) Hair tints, bleaches and color rinses (terms tints and dyes might be interchangeable)
 - 1. Basic knowledge
 - a. Importance
 - b. History
 - c. Purpose
 - d. Equipment and supplies
 - e. Skin tests
 - f. Safety precautions
 - g. General technical terms
 - 2. Classification of hair tints
 - a. Temporary
 - 1) Color rinses
 - 2) Progressive shampoo tints
 - 3) Crayons
 - b. Permanent
 - 1) Aniline derivative tints or dyes
 - 2) Vegetable tints or dyes
 - 3) Compound tints or dyestuffs
 - 4) Metallic tints or dyes
 - 3. Technical facts
 - a. Results of skin tests
 - b. Analysis of hair
 - 1) Shade

- 2) Texture
 - 3) Elasticity
 - 4) Porosity
 - c. Action of dye or tint on hair
 - d. Test for color development
 - e. Coloring time
 - f. Removing dye or tint from hair
 - g. Manufacturer's instructions
 - h. Records
 - 4. Conditions determining usage
 - a. Aniline derivative tint or dye
 - 1) Shampoo tint
 - 2) Color shampoo or color bath
 - b. Vegetable tint or dye
 - c. Color rinse
 - 5. Hair bleaches, toners and fillers
 - a. Classification of hair bleaches
 - 1) Peroxide—liquid or tablet (accelerators)
 - 2) Oil bleach
 - 3) Cream bleach
 - 4) Other bleaches
 - b. Technical facts
 - 1) Analysis of hair: shade, texture, elasticity and porosity
 - 2) Strength of peroxide
 - 3) Average formulas
 - 4) Action of bleach on hair
 - 5) Test for color development
 - 6) Bleaching time
 - c. Toners and fillers
 - d. Conditioning treatments
 - e. Records
- (g) Hair styling and basic waving
- 1. Purpose
 - 2. Characteristics of a good hair style
 - 3. Hair shaping
 - a. Basic principles involved in hair shaping
 - b. Types of equipment
 - c. Methods of haircutting
 - d. Types of styles
 - 4. Fundamentals
 - a. Fingerwaving
 - b. Pin curling
 - c. Iron curling
 - 5. Factors in selecting hair style
 - 6. Hair dressing, comb-out and finishing
 - 7. Disinfection
 - 8. Salesmanship
- (h) Hair pieces and wigs
- 1. Types
 - a. Human
 - b. Synthetic
 - 2. Selecting
 - 3. Measuring
 - 4. Adjusting
 - 5. Caring for hair pieces and wigs

- a. Cleansing
- b. Shaping
- c. Reconditioning
- d. Setting
- e. Coloring

(4) DERMATOLOGY.

(a) 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. Common disorders
 - a. Causes
 - b. Symptoms
 - c. Precautions
 - d. Terms
 - 1) Blackhead
 - 2) Whitehead
 - 3) Pimple
 - 4) Fatty tumor
 - 5) Excessive sweating
 - 6) Foul smelling perspiration
 - 7) Prickly heat
 - 8) Pustule
 - 9) Boil
 - 10) Inflammatory itchy condition to skin
 - 11) Fever blister
 - 12) Cold sore
 - 13) Hives
 - 14) Ringworm
 - 15) Scars
 - 16) Warts
 - 17) Freckles
 - 18) Birthmarks
 - 19) Liver spots
 - 20) Callus
 - 21) Deficiency of pigment
 - 22) Scales
 - 23) Impetigo
 - 24) Acne

(b) Facial massage and cosmetic use

1. Purpose
2. Characteristics and beneficial results
3. Types of facials, facial packs and cosmetics for different types of skin
4. Equipment and materials needed
5. Location of nerves
6. Superfluous hair
 - a. Bleaching
 - b. Chemical depilation
 - c. Wax depilation
7. Procedure including massage manipulations
8. Make-up
 - a. Daytime
 - b. Evening
 - c. Corrective
9. Care of the eyebrows
 - a. Purpose
 - b. Equipment and materials needed
 - c. Methods of giving an eyebrow arch
 - 1) Placing and shaping of the eyebrows
 - 2) Use of eye make-up
10. Disinfection
11. Records
12. Safety precautions
13. Salesmanship
- (c) Nails
 1. Importance
 2. Signs of healthy nails
 3. Structure
 - a. Body
 - b. Root
 - c. Free edge
 4. 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

(5) RELATIONSHIP OF BONE, MUSCLES, AND NERVES TO COSMETOLOGY.

- (a) Anatomy
 1. Upper extremities
 - a. Head
 - b. Face

- c. Neck
- d. Shoulders
- e. Arms
- f. Hands
- 2. Body Health
 - a. Diet
 - b. Exercise
 - c. Rest
 - d. Disease
 - 1) Acute
 - 2) Chronic
 - 3) Infectious
 - 4) Contagious
 - 5) Congenital
 - 6) Seasonal
- (b) Histology
 - 1. Microscopic structure of
 - a. Cells
 - b. Tissue
 - c. Organs
- (c) Physiology
 - 1. Body Systems
 - a. Identification
 - b. Location
 - c. Function
 - 2. Skeletal system
 - a. Composition of bone
 - b. Structure of bone
 - c. Function of bone
 - d. Joints
 - e. Ligaments
 - 3. Muscular system
 - a. Structure of muscles
 - b. Types of muscles
 - c. Function of muscles
 - d. Stimulation of muscles
 - 4. Nervous system
 - a. Importance
 - b. Functions
 - c. Types of nerves
 - 1) Sensory
 - 2) Motor
 - d. Methods of stimulating nerves
 - 5. Circulatory system
 - a. Importance
 - b. Function
 - c. Blood
 - d. Lymph
 - e. Blood vessels
 - 1) Arteries
 - 2) Veins
 - 3) Capillaries

(6) 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) Electrical equipment
 - 1. Hair dryer
 - a. Purpose
 - b. Benefits
 - c. Proper care and use

(7) COSMETIC CHEMISTRY.

- (a) Characteristics of water
 - 1. Soft
 - 2. Hard
- (b) Chemistry of cosmetics intended for body cleanliness
- (c) Chemistry of cosmetics applied to the skin and face
- (d) Chemistry of cosmetics applied to the hair and scalp
- (e) Elements, compounds and mixtures
 - 1. Physical change
 - 2. Chemical change
- (f) Acids, bases and salts
 - 1. pH scale
- (g) Solutions and emulsions
 - 1. Antiseptic
 - 2. Disinfectant
 - 3. Fumigant

(8) WISCONSIN COSMETOLOGY LAW AND RULES GOVERNING BEAUTY SALONS, SCHOOLS OF COSMETOLOGY, APPRENTICESHIPS IN COSMETOLOGY AND EXAMINATIONS.

(9) BASIC BUSINESS PRINCIPLES.

- (a) Necessity
- (b) Business courtesy
- (c) Record keeping
- (d) Salesmanship
- (e) Taxes and social security

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

H 12.15 Junior instructor course. (1) In order for a school to teach the junior instructor course it must be licensed under chapter 159 as a school of cosmetology or be an approved institution offering related courses approved by the council and the department. A combination of methods would also be appropriate.

(2) The course of instruction must be submitted in writing, for approval, to the department and shall include but not be limited to the following:

(a) Not less than 200 hours of a variety of comprehensive theoretical classroom instruction in teaching methodology including learning theory and behavior modification, course outlining and development, lesson planning, teaching techniques, teaching aids, demonstration techniques, examination, classroom management and record keeping. *... A-P meth*

(b) A variety of assignments which would require the junior instructor to develop instruction in all major phases of the curriculum required for cosmetology students.

(c) 100 hours of practice teaching.

(d) Training and supervised practice must be provided in the areas of salon management, including personnel training and supervision, accounting, economics and merchandising.

(e) The additional 500 hours of training required of junior instructors who have not had the one year of experience shall be distributed so as to recognize the lack of actual salon experience of the junior instructor.

(f) Instruction must be under the direction and supervision of a licensed cosmetology instructor or other approved instructor. Such approval shall be in each subject to be taught and based on the instructor's credentials in the subject.

History: Cr. Register, July, 1975, No. 235, eff. 8-1-75.