

COSMETOLOGY EXAMINING BOARD

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must be signed by the school representative and the student. A copy of this report is to be provided the student.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.05 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, May, 1977, No. 257, eff. 6-1-77.

C 2.06 Limitations of instructors. Instructors in a school of cosmetology may 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. When an instructor is demonstrating techniques to students or checking patron services, the student receiving training must be physically present and participating in the teaching/learning situation.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.07 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 board to maintain a daily overall ratio in each area of practical training of one such person to each 20 students or fraction thereof, except that this ratio may be as high as 24 students in the freshman class 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. A licensed manager acting as a teaching assistant shall post his or her manager's license in the school.

(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 20 students or fraction thereof receiving training.

(3) 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 their designated representative, shall be submitted to the board on forms furnished by the

board. Changes in instructors and teaching assistants shall be reported to the board within 5 working days.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.08 Supervision of patron services. All phases of 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, at the student's work station, before the patron is dismissed. An explanation shall be given the student for the grade received. All students shall receive their share of the practical work.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.09 Training periods. (1) 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.

(2) Students shall not practice on patrons during their freshmen period.

(3) 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, May, 1977, No. 257, eff. 6-1-77.

C 2.10 Theory and practice. (1) 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 and straightening, facial massage and cosmetic use, manicuring, hair tints, bleaches and color rinses, hair styling, hair shaping, fingerwaving, anatomy and physiology, skin, scalp and hair disorders, electricity, cosmetic chemistry, cosmetology law and rules, hair pressing and thermal curling, hair pieces and wigs, and basic business principles as provided in the syllabus.

(2) 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.

(3) 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, permanent waving and straightening, pressing and thermal curling, hair pieces and wigs, fingerwaving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, facial massage, cosmetic use and arching, 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.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.11 Examinations. (1) At the completion of each freshman and junior period of training, a written and practical examination shall be given, and grades received reported to the board. The questions and

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answers shall be retained by the schools for at least 1 year after graduation. Such examinations shall be available to the board and its representatives.

(2) A school must give a final examination in practical work and theory to every student before certification of eligibility for state board.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.12 Instructional hours. (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) Regular class hours shall be maintained with daily schedules showing at what hours classes in specific subjects 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 substantive changes in the daily schedules are to be submitted to the board. The board shall review the schedules submitted to determine compliance with sections C 2.09, C 2.10, C 2.11, C 2.12 and C 2.13, Wis. Adm. Code.

(3) 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.

(4) 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 | Minimum number of acceptable patron assignments to be completed during the Clinical period of training | |
|--|--|--|---------------------------------|
| | | Number assignments | Maximum*** time per assignments |
| Hair pieces and wig care styling | 10 | 5 | 1 hour |
| Scalp treatments | 25 | 35 | 1/2 hour |
| Hair cutting and shaping - scissor razor | 25 | 100* | 1/2 hour |
| Shampooing | 20 | 200 | 1/4 hour |
| Permanent waving & straightening | 75* | 40* | 1-1/4 hour |
| Fingerwaving | 40 | 40 | 1/3 hour |
| Hair styling (includes dressing & finishing) | 100 | 200 | 3/4 hour |
| Hair coloring | 40 | 20* | 1-1/4 hour |
| Bleaching | 20 | | |
| Complete facial | 35 | ** | 1 hour |
| Manicuring | 30 | 30 | 3/4 hour |
| Sanitary practices | Included in every assignment every day | | |

*The student shall demonstrate proficiency in both.

**Sufficient number to demonstrate proficiency.

***Junior students who exceed the maximum time listed will receive credit for the service. The time as listed is the time in which a senior student must be accomplishing the service.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.13 Theory 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 disinfecting*

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 disinfecting*

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