

#403

Chapter C 2

SCHOOLS OF COSMETOLOGY

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C 2.01 Requirements for schools. (1) Any person, association, firm or corporation proposing to open a school of cosmetology shall first make application to the board 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 financial responsibility.

(3) Any change of ownership or location of a school of cosmetology shall require full compliance with s. 458.02 (7), Stats., and shall require a new certificate of registration and payment of the proper fee. 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.

(4) Each school 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 and shall include the reception area, the dispensary and the clinical department utilized for providing patron service and classrooms for practical and theoretical instruction.

(b) Required areas shall consist of 3 classrooms, resource center, 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. Resource center must be included in all schools established after the effective date of these rules.

(c) 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.

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

(6) Each school shall provide necessary equipment in sufficient quantity for the number of students enrolled to include but not be limited to:

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

(b) Sanitation:

1. Containers for disinfectant agent in dispensary.
2. Disinfectant agent in all containers and supply on hand.

(c) Shampooing & Styling:

1. Capes
2. Towels
3. Shampoos (assorted)
4. Rollers (assorted sizes)
5. Clips
6. Bobby and hair pins
7. Combs
8. Brushes
9. Hair nets
10. Spray
11. Setting lotion
12. Shampoo bowl or tray
13. Adjustable shampoo chair
14. Hot and cold water
15. Dressing table, dresserette or styling bar with mirror
16. Styling chair
17. Hair dryer
18. Pressing comb and heater
19. Curling iron

(d) Haircutting:

1. Clips
2. Razor with blades
3. Scissors
4. Thinning shears
5. Clippers (optional)

(e) Scalp Treatments and Hair Conditioning:

Tonics, creams, conditioners

(f) Facials, Cosmetics & Arches:

1. Facial chair/lounge with headrest and footrest
2. Cleansing cream
3. Lubricating cream
4. Base
5. Disposable applicators
6. Rouge
7. Powder
8. Lipstick
9. Eyeliner
10. Mascara
11. Tweezers
12. Alcohol

(g) Manicuring:

1. Manicure table with light and stool or chair
2. Nippers
3. Pusher
4. Orangewood sticks
5. Emery boards
6. Buffer
7. Files
8. Finger bowl
9. Wet sanitizer and agent
10. Cuticle remover
11. Nail polish
12. Polish remover
13. Base coat
14. Sealer
15. Hand cream
16. Cotton

(h) Permanent Waving:

1. Wave rods (assorted sizes)
2. End papers
3. Waving solutions
4. Applicators
5. Cotton

(i) Chemical Straightening:

1. Chemical solutions

(j) Bleaches, Tints & Rinses:

1. Bleaches
2. Tints
3. Rinses
4. Rubber gloves
5. Bleach brushes
6. Applicators
7. Tipping cap and hook
8. Tinting capes
9. Towels

(k) Dispensaries and facial rooms shall include 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 each subject being taught in that area.

(9) The name of the text used shall be submitted to the board and each student shall have at least one cosmetology text approved by the board.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (3), Register, March, 1982, No. 315, eff. 4-1-82.

C 2.02 Advertising and promotion. The advertising and enrollment policies of the school shall not fraudulently represent its course. All adver-

tisements for the soliciting of students must state the address of the actual business premises of the school.

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

C 2.03 Recruitment and enrollment. (1) Every enrollment agreement and any changes made thereto shall be forwarded to the board and shall include but not 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 of the state minimum requirements to qualify for examinations and that additional hours or services may be necessary to satisfactorily complete the course.

(e) A statement specifying the refund policy as required by s. C 2.05 regarding tuition, fees and equipment, in case a student wishes to cancel the contract.

(2) 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.

(3) 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.

(4) Every person enrolling a student in a cosmetology school program shall deliver a copy of the enrollment agreement, a statement of school policies, that includes but is not limited to, the school's policy on disbursement of financial aids, a comprehensive description of the course of instruction, attendance requirements, standards of conduct and progress and refund policy to each student and co-signer prior to the time the agreement is signed.

(5) When financial aids are offered to a student, the cosmetology school shall provide, prior to the time the enrollment contract is signed by the student, a written disclosure stating:

(a) The fee payment schedule;

(b) The anticipated date of the receipt of financial aid checks;

(c) An itemization of the amount of aid to be provided; and

(d) A clear statement of the amount of each financial aid payment to be given to the student for living expenses and the amount to be applied toward the student's tuition.

(6) After review by the student of the written disclosure required in sub. (5), the disclosure shall be signed by the student and a representative of the school. A copy of the disclosure shall be given to the student.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (4) and cr. (5) and (6), Register, March, 1982, No. 315, eff. 4-1-82.

C 2.04 Enrollment and records. (1) In all schools other than those operating on a semester system, the students may be enrolled and begin attendance at the school on the third Monday of each month. 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 requirements. All applications for student permits shall be completed and on file in the board office located at 1400 East Washington Avenue, Madison, Wisconsin, no later than 10 days prior to the beginning attendance date. A student permit may not be issued until the board has received proof of qualifications as provided in s. 458.02 (8), Stats. Students may not begin training until a permit has been issued. The permit fee and original documents submitted shall be returned and all other documents disposed of if a student permit is not issued.

(2) A complete record of the date a student enters school, daily attendance at classes and a student's grades and quota reports shall be maintained. This report shall be signed by a school representative and the student. Copies of this report shall be provided to the student and the board upon the student's graduation or termination from the school program.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (1), Register, March, 1982, No. 315, eff. 4-1-82; am. Register, March, 1986, No. 363, eff. 4-1-86.

C 2.05 Refund policy. (1) **DEFINITIONS.** In this section:

(a) "Business day" has the meaning specified in s. 421.301 (6), Stats.

(b) "Class day" means any day on which instruction is provided by the school and the student is scheduled to attend. Holidays, scheduled vacation periods, other days on which instruction is not provided by the school, and period for which the student is granted a leave of absence are not class days.

(c) "Total cost of the course of instruction" means the sum of all charges made by the school for tuition, books, materials, supplies and any other charges made by the school which are required to be paid by the student as the result of enrollment in a specific course of instruction. Room and board charges shall be included in the total cost of the course of instruction only if the school requires the student to utilize room or board facilities provided by the school.

(2) **FULL REFUND.** A school's refund policy shall provide for a full refund of all money paid by the student if:

(a) The student cancels the enrollment agreement or enrollment application within 3 business days after receipt of notice of acceptance from the school,

(b) The student accepted was unqualified or

(c) The student's enrollment was procured as the result of any written or oral misrepresentations made by the school or its agents.

(3) **PARTIAL REFUND.** (a) In this subsection, "percentage of enrollment time" means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days required to complete the course of instruction.

(b) If, for any reason, a student with draws or is dismissed by the school prior to the commencement of classes, the charge may not exceed 15 % of the total cost of the course of instruction or \$100.00 whichever is less.

(c) If, for any reason, a student withdraws or is dismissed by the school prior to the commencement of classes, the school's refund policy may not permit any charge to the student which exceeds \$150.00 plus the amount shown in Table C 2.05 (3) but in no case may the charge exceed the total cost of the course of instruction.

Table C.205 (3) Partial Refund

| PERCENTAGE OF ENROLLMENT TIME | | MAXIMUM PERCENTAGE OF TOTAL COST OF COURSE OF INSTRUCTION THAT MAY BE CHARGED |
|-------------------------------|-----------------------|---|
| GREATER THAN | LESS THAN OR EQUAL TO | |
| 0% | 5% | 20% |
| 5 | 10 | 30 |
| 10 | 15 | 40 |
| 15 | 25 | 45 |
| 25 | 50 | 70 |
| 50 | 100 | 100 |

Note: Schools are encouraged to adopt a policy wherein the refund to the student may exceed the amounts set forth above when mitigating circumstances are in evidence.

(4) **EQUIPMENT FEES.** A school shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who for any reason withdraws or is dismissed by the school and who within 15 days of withdrawal or dismissal tenders for reimbursement the equipment and supplies in their original condition.

(5) **SCHOOL CLOSING.** If a school is closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a pro rata refund of total cost for the course of instruction such as lab and equipment fees.

(6) **REFUND DEADLINE.** The school shall make any refunds due to the student within 30 days of the school dismisses the student or receives notice of withdrawal, or of the school closing.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. and recr. Register, October, 1988, No. 394, eff. 11-1-88.

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 su-
Register, October, 1988, No. 394

pervision 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) In this section "licensed instructor" means a person holding a license or temporary permit as an instructor granted by the cosmetology examining board.

(2) In this section "other qualified instructor" means a person who meets the qualifications of s. 458.08 (10), Stats., and who is employed by a cosmetology school to teach the subjects of hygiene, histology, anatomy, elementary chemistry or general science.

(3) There shall be at least one licensed instructor or other qualified instructor present at the school on each day that the school is open for instruction.

(4) There shall be sufficient licensed instructors present to maintain in each area of practical training a ratio of at least one licensed instructor to each 20 students or fraction thereof, except that this ratio may be as high as one to 24 in the freshman class of a licensed manager who acts as a teaching assistant.

(5) A licensed manager may be employed to act as a teaching assistant for no longer than 18 months, which time shall count toward meeting the instructor examination experience requirement. Licensed managers acting as a teaching assistant shall post their manager's license in the school.

(6) 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; r. (1) and (2), renum. (3) to be (6), cr. (1) to (5), Register, June, 1979, No. 282, eff. 7-1-79; correction in (2) made under s. 13.93 (2m) (b) 7, Stats., Register, March, 1986, No. 363; am. (1) and (2), Register, October, 1987, No. 382, eff. 11-1-87.

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 answers shall be retained by the schools for at least one 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 shall require as a prerequisite to graduation a course of instruction of not less than the number of hours required in s. 458.02 (3), Stats.

(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 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:

| Subject | 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 | Suggested time per assignments |
| Hair & scalp treatments | 20 | 30 | 1/2 hour |
| Haircutting and shaping, including scissor, razor & clippers | 65 | 100 | 3/4 hour |
| Shampooing | 20 | 200 | 1/4 hour |
| Permanent waving | 40 | 50 | 1-1/2 hours |
| Straightening | 20 | | |
| Hairstyling, including dressing, fingerwaving wig care, pin curling, roller placement and thermal styling | 100 | 200 | 1 hour |
| Hair coloring and lightening | 50 | 20 | 1-1/4 hours |
| Basic skin care, makeup, and arching | 25 | 10 | 1 hour |
| Manicuring | 20 | 30 | 3/4 hour |
| Safety & sanitary standards | Required in every assignment | | |

(4) (a) The student shall demonstrate proficiency in each skill area of the subjects listed in sub. (3).

(b) No more than 15% of the minimum number of patron assignments in sub. (3) may be done on manikins.

(5) A school shall grant hour-for-hour credit to an individual who has had training in barbering and shall require the individual to complete at least 60 hours of instruction in manicuring including 30 hours of practical class instruction and 30 patron assignments. The school may require additional hours to ensure minimum competence.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. (2), renun. (3) and (4) to be (2) and (3), Register, June, 1979, No. 282, eff. 7-1-79; am. (1), Register, March, 1982, No. 315, eff. 4-1-82; r. and recr. (3), cr. (4), Register, October, 1987, No. 382, eff. 11-1-87; cr. (5), Register, October, 1988, No. 394, eff. 11-1-88.

C 2.13 Competency list. A school shall provide instruction in all competencies listed in the syllabus in this section:

(1) SAFETY AND SANITATION

- (a) Define safety and sanitation terminology.
- (b) Explain bacteriology as it relates to spread of disease.
- (c) Evaluate the operator's role in maintaining a safe and sanitary work environment.
- (d) Describe the safe procedures for the use of electrical equipment.

(2) PREPARE CLIENT FOR SERVICES.

- (a) Explain the importance of communicating with clients.
 - (b) Identify diseases and disorders of scalp, hair, skin and nails.
 - (c) Specify the appropriate professional services based on clients' needs.
 - (d) Explain the need to recommend at-home maintenance.
- (3) ANATOMY AND PHYSIOLOGY.
- (a) Define related terminology.
 - (b) Describe histology of the cell.

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- (c) Identify skeletal system structures and functions.
 - (d) Identify muscular system structures and functions.
 - (e) Identify nervous system structures and functions.
- (4) PRACTICE SCALP AND HAIR CARE.
- (a) Define related terminology.
 - (b) Describe the procedures of shampooing and conditioning hair.
 - (c) Identify hair and scalp conditions requiring services.
 - (d) Identify safe and sanitary practices.
- (5) CUT AND SHAPE HAIR AND HAIRPIECES.
- (a) Define related terminology.
 - (b) Explain the principles of hair cutting and describe their application.
 - (c) Explain the principles of hair styling and describe their application.
 - (d) Describe the use of hair cutting equipment.
 - (e) Identify safe and sanitary procedures.
- (6) SET AND STYLE HAIR.
- (a) Define related terminology.
 - (b) Identify methodology for setting and styling hair using manual and mechanical procedures.
 - (c) Identify safe and sanitary procedures.
- (7) CHEMICAL WAVING AND RELAXING HAIR.
- (a) Define related terminology.
 - (b) Explain the chemistry of chemical waving and relaxing of hair.
 - (c) Describe chemical waves and relaxer techniques for hair.
 - (d) Identify safe and sanitary procedures.
- (8) COLORING AND LIGHTENING HAIR.
- (a) Define related terminology.
 - (b) Specify the theory, practices and methods of coloring and lightening hair.
 - (c) Describe protective measures.
 - (d) Identify safety and hygiene.
 - (e) Identify required record keeping procedures.
- (9) MANICURING AND PEDICURING.
- (a) Define related terminology.
 - (b) Identify the anatomy and function of nails.
 - (c) List procedure for basic manicure.
 - (d) Identify safe and sanitary procedures.
- (10) FACIALS AND MAKE-UP.
- (a) Define related terminology.
 - (b) Identify and anatomy and function of skin.
 - (c) Identify facial features and skin conditions.
 - (d) Describe facial and make-up procedures.
 - (e) Specify techniques for removing unwanted hair.
 - (f) Identify safe and sanitary procedures.
- (11) RELATED KNOWLEDGE.

- (a) Identify Wisconsin Cosmetology Law and Rules.
- (b) Describe basic business procedures.
- (c) Describe ethical, professional standards.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. and recr. Register, October, 1987, No. 382, eff. 11-1-87.

C 2.14 Continuing education for instructors. (1) At least 14 hours of the 34 hours of continuing education required by s. 458.08 (9), Stats., shall be related academic classes.

(2) Training sponsored by a state educational agency, the board or those institutions under s. 458.01 (9), Stats., or any other furnishing training shall require curriculum approval by the board. Instructors of approved courses shall be licensed cosmetology instructors or other persons approved by the board. Creditable hours may be disallowed if the credit is not requested within a reasonable period after attendance.

(3) 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 board.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (1), Register, February, 1979, No. 278, eff. 3-1-79; am. (1) and (2), Register, March, 1982, No. 315, eff. 4-1-82.

C 2.15 Junior instructor course. (1) In order for a school to teach the junior instructor course it shall be licensed under ch. 458, stats., as a school of cosmetology or be an approved institution offering related courses approved by the board. A combination of methods would also be appropriate.

(2) The course of instruction must be submitted in writing, for approval, to the board 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 to include, but not limited to, learning theory and behavior modification, course outlining and development, lesson planning, teaching techniques, teaching aids, demonstration techniques, examination, classroom management and record keeping, given by a teacher proficient in the subject being taught as determined by the board.

(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.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (1), Register, October, 1987, No. 382, eff. 11-1-87.