

OHIO STATE BOARD OF COSMETOLOGY

Course Breakdown for 100 Hour Manicuring Manager Training Program

Subject Area	Non Clinic Minimum	Clinic Minimum	Subject Minimum	Core Curriculum	Subject Maximum	Clinic Minimum	Non- Clinic Minimum
1. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Revised Code Statutes • Ohio Administrative Rules • License and Permit Policy & Procedures • Continuing Education Policies & Procedures • Inspection and Enforcement Policy and Procedures 	8	16	32	40 10/20/40	48	24	12
2. Public Health and Safety <ul style="list-style-type: none"> • Sanitation Practices & Procedures • Sterilization Practices & Procedures • Dispensary Operations & Procedures • Bacteriology, Contagious and Communicable Disease Control • Salon Operations & Procedures • Consumer and Product Safety 	8	16	32	40 10/20/40	48	24	12
3. Advanced Techniques <ul style="list-style-type: none"> • Advanced Anatomy of Nail and Skin • Advanced Muscles and Massage Techniques • Advanced Pedicure Care and Service • Salon Supervision & Management • Specialized Equipment Use and Control • Product and Service Sales Training • Communication Skills 	4	8	16	20 5/10/20	24	12	6
Total				100 25/50/100			

Parameters:

1. Each school must prepare and maintain on file a curriculum within the parameters of the subject averages.
2. In each subject area, the school may elect a minimum of 80% of the subject average.
3. In each subject area, the school may elect a maximum of 120% of subject average.
4. Of school's election in each subject area, a minimum of 25% must be in class.
5. Of school's election in each subject area, a minimum of 50% must be in clinic.
6. Class time should be at least 25% (25 hours)
7. Clinic time should be at least 50% (50 hours)