



# THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123

Phone: (614) 466-3834 Fax: (614) 644-6880 [www.cos.ohio.gov](http://www.cos.ohio.gov)

## Field Trip Information

All schools must inform the Board fifteen (15) days prior to any scheduled field trip. The following form must be completed and sent via e-mail to the following address: [osbc.field.trips@cos.state.oh.us](mailto:osbc.field.trips@cos.state.oh.us) Do not mail or fax this information.

As a reminder, a separate field trip form must be completed for each trip. A copy of each field trip form sent must be on file at the school for inspection purposes.

### **Guidelines**

1. Instructor/student ratio must be in compliance (1 instructor per 25 students).
2. All students attending must be listed on field trip form.
3. Number of hours students will receive for trip must be indicated on form.
4. Schools can include up to a total of three (3) hours of travel time per field trip.
5. If travel time is being claimed a computerized map (i.e. Google Maps, MapQuest) indicating distance/travel time must be available upon request by an authorized agent of the Board.

