



# THE OHIO STATE BOARD COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

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

## Chapter 4713-6 Internship Program

### 4713-6-01 Internship program definitions.

(A) "Good standing" means the following:

- (1) The licensee maintains a valid, current cosmetology, esthetician, hair design, natural hairstylist or manicurist license issued by the board.
- (2) The individual license or salon license has no current or pending discipline, and
- (3) Has no unpaid cosmetology based fines or penalties.

(B) "Appropriate training" means the student intern has completed at least fifty per cent of the required minimum practical operations and minimum hours of technical instruction for the branch of cosmetology in which the student is training.

(C) "Direct and immediate supervision" means the student intern shall work on a paying client, only in an assisting capacity, when a designated licensee is present to oversee the work process. The tasks performed by the student intern shall be within the scope of practice of the designated licensee who is supervising the student intern.

(D) "Directly supervised" means the student intern shall not use or apply chemical treatments unless a designated licensee is present to oversee the work process. The tasks performed by the student intern shall be within the scope of practice of the designated licensee who is supervising the student intern.

### 4713-6-02 Eligible participants

(A) All schools in good standing with the board may participate in the internship program at their sole discretion. Schools may direct and set limits on total hours and days of the week.

(B) Students shall have completed at least fifty per cent of their base license course outlines before they shall participate as an intern. The following additional restrictions apply:

- (1) Interns with less than seventy per cent of their program complete shall not provide chemical services.
- (2) Students shall be in good standing at the school.
- (3) Students shall have written permission from their parents, if they are minors, and
- (4) Students shall have met the schools eligibility requirements.

(C) Salons may have either a managing cosmetologist who has at least five years of experience within the scope of practice of cosmetology of the intern when an intern is present in the salon. In the alternative, a salon may have one other licensee with at least five or more years of experience within the scope of practice of cosmetology of the intern present when an intern is present in the salon.

- (1) At no time shall an intern work in a salon without either a managing cosmetologist or an experienced licensee as set forth in this rule being present and being in direct and immediate supervision of the work of the intern.
- (2) For each intern in a salon, the salon shall have in direct and immediate supervision of the intern either one managing cosmetologist or one experienced licensee as set forth in this rule. No manager or licensee shall supervise more than one intern at a time.

(D) Schools or salons that violate any part of Chapter 4713-6 of the Administrative Code shall be ineligible to participate in the internship program for one year after the violation has been resolved.

# THE OHIO STATE BOARD COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

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

## **4713-6-03 Notification of participation in the cosmetology internship program**

Schools participating in the cosmetology internship program shall submit a copy of their written agreement to the board.

## **4713-6-04 School-salon internship agreement**

The school and salon shall have a written agreement to delineate responsibilities, which shall include the following at minimum:

(A) Salon licensees shall assess student capabilities before allowing them to work on customers. Salons shall provide a written assessment on forms provided by the board.

(B) All assessments of hours shall be done in increments of not more than fifty per cent of the total hours of the internship not to exceed fifty hours or at the end of the internship, whichever is less.

(C) Salons shall inform all clients of student's intern status before student provides any services on a client of the salon.

(D) Salons agree that all interns shall wear a board identification card on their outer garments when in the salon. Salons shall inform clients that interns wear a board identification card on their outer garment for purposes of identification.

(E) Salons shall not pay interns for any work performed while interning.

(F) Students shall be required to maintain a daily journal of services, jobs, tasks, etc. that the student performs during the internship. The salon should sign off or initial each page to verify the accuracy of the entries. The school shall review the journal on a regular basis for evaluation purposes.

(G) Salons shall use a sign in/out form provided by the board to track each intern's hours in association with the student journal. Salons shall ensure that each intern is at all times under the "direct and immediate supervision" as defined in paragraph (C) of rule [4713-6-01](#) of the Administrative Code.

(H) The school and the salon shall have a signed training agreement and a completed training plan on file.

(I) Schools shall require salons to participate in an orientation session to discuss the intern program before students shall go to the salon.

(J) Students shall be scheduled for at least three hours and not exceed an aggregate ten hours per day as required by section [4713.32](#) of the Revised Code.

(K) The agreement shall have a non-discrimination clause.

# THE OHIO STATE BOARD COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

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

## 4713-6-05 Student identification

(A) While working in an approved salon, all students participating in the internship program shall wear a visible board identification card on their outer garment. The nametag shall have on it the words "student intern", along with the student's name and school name. The student intern shall also have a governmental or school issued identification with a photograph at all times when interning and shall show the identification to a board inspector or investigator upon request.

(B) The board shall provide the forms and requirements for student identification cards.

## 4713-6-06 Internship course outline for cosmetology/hair design students

(A) Total clock hour credit toward graduation for a student intern participating in a cosmetology/hair design internship program is limited to a maximum of ten per cent of course hours. Hair design students are ineligible for the manicuring and facial hours listed in this rule.

(B) For purposes of this rule, theoretical instruction shall mean instruction by demonstration, lecture, or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum theoretical instruction and practical operations to be covered in the internship program for cosmetology/hair design student interns, as well as the credit that could be gained in each area are listed in this rule. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum hours of theoretical instruction	Maximum practical operations
Client safety/OSHA/MSDS	4 required	2
Infection control	4	2
Shampoo	25	25
Hair styling	25	50
Press and curl	2	6
Chemical control	25	55
Haircutting	25	55
Haircoloring and bleaching	25	25
Scalp and hair treatments	4	4
Facials (manual)	4	4
Facials (electrical)	4	4
Facials (chemical)	4	4
Hair removal	4	4
Makeup	4	4
Manicuring (water and oil)	4	4
Pedicure	4	4
Acrylic nails	4	10
Artificial nail tips	4	10
Nail wraps and repair	4	4
Business technology	10	10
Customer service	10	10
Retail inventory	10	10

# THE OHIO STATE BOARD COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

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

## 4713-6-07 Internship course outline for skin care students

(A) Total clock hour credit toward graduation for a student intern participating in a skin care internship program is limited to a maximum of ten per cent of hours.

(B) For purposes of this rule, theoretical instruction shall mean instruction by demonstration, lecture, or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum theoretical instruction and practical operations to be covered in the internship program for skin care student interns, as well as the credit that could be gained in each area are listed in this rule. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum hours of theoretical instruction	Maximum practical operations
Client safety/OSHA/MSDS	4 required	4
Infection control	4	4
Facials - manual	25	25
Facials - electrical	15	15
Facials - chemical	15	15
Hair removal	18	20
Make up	12	12
Business technology	4	4
Customer service	4	4
Retail inventory	4	4

## 4713-6-08 Internship course outline for manicure students

(A) Total clock hour credit toward graduation for a student intern participating in a nail care internship program is limited to a maximum of ten per cent of hours.

(B) For purposes of this rule, theoretical instruction shall mean instruction by demonstration, lecture, or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum theoretical instruction and practical operations to be covered in the internship program for manicuring student interns, as well as the credit that could be gained in each area are listed in this rule. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum hours of theoretical instruction	Maximum practical operations
Client safety/OSHA/MSDS	4 required	2
Infection control	2	3
Water and oil manicures	6	9
Pedicures	6	5
Acrylic nails	10	12
Artificial nail tips	10	12
Nail wraps and repair	5	6
Business technology	4	4
Customer service	4	4
Retail inventory	4	4

# THE OHIO STATE BOARD COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

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

## 4713-6-09 Internship course outline for natural hair stylist students

(A) Total clock hour credit toward graduation for a student intern participating in a natural hair stylist internship program is limited to a maximum of ten per cent of hours.

(B) For purposes of this rule, theoretical instruction shall mean instruction by demonstration, lecture, or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum theoretical instruction and practical operations to be covered in the internship program for natural hair stylist student interns, as well as the credit that could be gained in each area are listed in this rule. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum hours of theoretical instruction	Maximum practical operations
Client safety/OSHA/MSDS	4 required	2
Infection control	2	3
Shampoo	10	25
Ornamental hair decorations	10	25
Braiding	25	35
Extensions and wefts	10	25
Braid removal	10	25
Business technology	4	4
Customer service	4	4
Retail inventory	4	4

Effective: 02/28/2014