



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
(614) 466-3834 & Fax: (614) 644-6880 www.cos.ohio.gov

OPENING SCHOOL PACKAGE

TO: POTENTIAL SCHOOL APPLICANTS

FROM: Lori Pearson, Supervisor of Education and Testing

TYPE: Private School

Application Fee: \$250.00

In order for your application to be approved, all of the information must complete and the necessary requirements must be met.

Completed packet should be submitted to the Board in its entirety a minimum forty-five (45) days prior to your scheduled date of opening. Once the application and information has been reviewed a date for an opening inspection will be scheduled.

The following information MUST be submitted as part of your school opening application.

CHECKLIST FOR LICENSING:

- ___ \$250.00 Application fee
- ___ School Application
- ___ Name and Ownership form
- ___ Completed Affidavit

- ___ Floor plan requirement
 - Must be architectural drawings on letter-sized paper or electronically submitted.
 - Drawing must include an architectural seal.
 - Name and address of school shall be included on the drawing.

- ___ Copy of course outline and syllabus for each program to be offered (complete copy of lesson plans shall be available at the school at all times).
- ___ Break down of hours for each program offered (50%Clinic 25% non-clinic 25% versatile)

- ___ Copy of timesheets used for daily records of student clock hours or credits. (Sample of computer printout if applicable)
- ___ Copy of student contract.
- ___ Copy of school policies (Example: Student Handbook, refund policy, student transfer policy etc.)
- ___ Copy of school catalog of courses to be offered.
- ___ List of all equipment.
- ___ List of instructional/reference materials available to students.
- ___ School Calendar with schedule of all classes (clinic and non-clinic) for the first year.

- ___ Copy of final Building or Occupancy Permit or indicate will have by opening inspection.
- ___ Copy of final Plumbing Inspection or indicate will have by opening inspection.
- ___ Completed forms for each instructor and/or Administrator (Board provided form included)

Statements of Financial Responsibility include the following:

- ___ Letter from Bonding Company for \$10,000.00 (Ten Thousand dollars)
- ___ A statement of financial responsibility demonstrating a financial worth sufficient to establish a school and ensure the proper teaching of at least twenty-five (25) students.
 - The financial statement shall be filed with a financial operating plan for the first fiscal year's operation.

 - The financial statement shall be prepared and reviewed by a certified public accountant.



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School Application

Fee: \$250.00 _____

School Name: _____

School Address: _____

City: _____ County: _____ Zip Code: _____

School Phone Number: () _____

School Fax Number: () _____

School Email Address: _____

School Web Address: _____

Name of individual completing application: _____

Name of Applicant: _____ Date: _____
(Print)

Signature of Applicant: _____

Please consider this an application for a license to conduct a school of cosmetology in accordance with the Ohio Revised Code section 4713.01 to 4713.99 and Ohio Administrative Code 4713-1-01 to 4713-5-27.

NAME / OWNERSHIP

THIS SCHOOL WILL BE ESTABLISHED AS:

INDIVIDUAL_____

PARTNERSHIP_____

CORPORATION_____ DATE INCORPORATED_____

IN WHICH STATE IS THE COPORATION FILED WITH THE SECRETARY OF STATE:

Corporation Name_____

Names and addresses of all owners, shareholders, partners, limited liability companies (LLC) and/or directors with a five percent share or larger of the business. If any of the owners, shareholders, partners, limited liability companies and/or directors is corporately owned the names and addresses must include the real peoples' names through each layer of ownership.

NAME ADDRESS TITLE

BOARD OF COSMETOLOGY
STATE OF OHIO
1929 Gateway Circle
Grove City OH 43123

Bond Number _____

KNOW ALL MEN BY THESE PRESENCES:

That We _____
of the City of _____, State of _____, as principal
and _____
Name of Surety

A corporation organized under the laws of the State of _____ and duly authorized to transact business in the state of Ohio as surety, are held and firmly bound unto the State of Ohio, in the penal sum of Ten Thousand (\$10,000.00) Dollars lawful money of the United States, for the payment of which said principal and surety bind themselves, their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presence.

WHEREAS, the principal has applied for a cosmetology school license under the "Act to establish a State Board School and College Registration and to regulate certain proprietary schools" approved August 22, 1969, which Act provides for an applicant for a cosmetology school to conduct a course of instruction (Private School) in the State of Ohio to file a bond in the sum of Ten Thousand (\$10,000.00) Dollars.

NOW THEREFORE, the condition of this obligation is such that if the principal shall indemnify any person suffering a loss as the result of any fraud or misrepresentation used in behalf of the principal in procuring such person's enrollment in a course of instruction, including repayment of tuition fees paid in advance by any student and shall faithfully comply with all the terms, conditions, provisions and requirements of the aforesaid Act and the Laws and Rules adopted by the State Board of Cosmetology, and shall save the State of Ohio harmless from any wrongful act arising out of the operation of the school, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, however, that the liability of the surety shall in no event exceed the sum of Ten Thousand (\$10,000.00) Dollars in the aggregate for any and all claims hereunder.

If the surety herein shall so elect, this bond may be cancelled at any time by the surety herein filing with the State Board of Cosmetology of the State of Ohio a sixty (60) days written notice of such cancellation, but said surety so filing said notice shall not be discharged from any liability already accrued under this bond of which said accrue hereunder before the expiration of said sixty (60) day period.

SIGNED, SEALED AND DATED THIS _____ day of _____, 20____.

Approved this _____ day of _____, 20_____.

STATE BOARD OF COSMETOLOGY

SEAL

Principal

By _____
(Title)

Surety

By: _____

Attorney-in-fact

*Ohio Board of Cosmetology
Instructor / Administrator Form*

Date: _____

School Name: _____

City: _____ School ID # _____

Name: _____

_____ Instructor _____ Administrator

Instructor Identification Number: _____

Intended courses of instruction:

Chapter 4713-3 Schools

4713-3-01 Opening school package.

(A) An opening school package shall be submitted at least forty five days prior to the opening of the school. The applicant shall complete the application package on forms provided by the board and shall include the following.

(1) Names and addresses of all owners, partners, managing members of limited liability companies (LLC) and/or corporate directors with a five percent share or larger of the business. For corporate and limited liability companies, the names of the individuals who are incorporating the school, the top officers of the corporation and the top management shall be included. All other schools shall include the names of the individuals who will be managing or directing the day-to-day activities of the school.

(2) A floor plan that meets the requirements of rule [4713-3-02](#) of the Administrative Code.

(3) A proposed school calendar with schedule of classes both clinic and non-clinic for the first year.

(4) A list of all equipment.

(5) A list of reference materials available to the students.

(6) A copy of the school's course outline, syllabus and a sample of lesson plans for each program or branch of cosmetology to be taught at the school. A complete copy of all lessons plans shall be available at the school at all times.

(7) Copies of the school's contracts, catalogue and/or handbook, policies of the school as set forth in the catalogue and/or handbook, refund policies, assessments used for transfer of students, rules for governing students, monthly reports, and time sheets for student's daily records.

(8)) A statement of financial responsibility demonstrating a financial worth sufficient to establish a school and ensure the proper teaching of at least twenty five students.

(a) The financial statement shall be prepared and reviewed by a certified public accountant.

(b) The financial statement shall be filed with a financial operating plan for the first fiscal year's operation.

(c) A school operated by a city, village or other government entity shall be exempt from the requirement in this rule to establish financial responsibility when starting a school and when renewing the license of the school.

(9) The school shall present to the board a letter from a bonding company certifying that the statutory bonding requirements of division (A)(8) of section [4713.44](#) of the Revised Code have been met.

(10) A certification from the state department of industrial relations or local building inspection authority approving the plumbing and a copy of the final occupancy permit for the building (may be provided at opening inspection), and

(11) An opening inspection report from the board verifying the statements made by the applicants in their opening school package and ensuring compliance with all applicable statutes and rules.

(B) A school shall follow the advertising policy set forth in rule [4713-3-05](#) of this chapter.

(C) Preliminary approval for a school will not be granted more than sixty days prior to its expected construction completion date. Final approval shall be granted as set forth in rule [4713-3-08](#) of the chapter.

(D) To ensure compliance with opening standards, each school shall submit to the board and shall maintain in its own files for five years from the date of hiring a copy of a board provided form for each instructor and administrator.

(1) Schools shall provide this information within fourteen days of the opening date of the school.

(2) Schools shall employ and maintain sufficient instructors to cover all programs scheduled or being taught.

Replaces: 4713-3-01

Effective: 02/28/2014

R.C. 119.032 review dates: 02/28/2019

Promulgated Under: 119.03

Statutory Authority: 4713.08

Rule Amplifies: 4713.44 , 4713.45

Prior Effective Dates: 5/01/03

4713-3-02 Floor plan requirements for schools.

(A) The applicant for a new school shall file with the board a copy of the floor plan of the new school.

(1) The board shall approve the floor plan based upon factors such as the following: health, safety, sanitation, and sufficiency of equipment.

(2) The applicant shall submit a copy of the architectural drawings on letter-sized paper or shall submit a copy of the blueprint for the building.

(a) The document submitted shall have a seal or copy of said verifying the document's authenticity.

(b) The drawing or blueprint shall show that the proposed school complies with local zoning requirements of the area in which the school is located and shall show compliance with the board's rules and laws as well as with the laws of Ohio.

(c) The name and address of the school shall be on the drawings.

(3) Electronic submission of the architectural drawings or the blueprint is preferred.

(B) An existing school desiring to alter its floor plan may amend a copy of the plan on file with the board with the floor plan reasonably to scale, unless zoning or other local requirements for construction mandate the creation of a new plan.

(1) If a new plan is required for any reason, the existing school shall submit a copy of the new drawing or blueprint.

(2) The copies of the new drawings or new blueprint shall also have the seal of the architect as it is on the original drawing or blueprint along with the name and address of the school.

(C) When the ownership of an existing school changes, and the new owner makes no significant structural or plumbing changes to the existing school so that the floor plan in the school's file at the board remains accurate, the school may submit a copy of the existing floor plan.

(D) Minimum square footage for cosmetology schools are defined by type of school.

(1) Every full cosmetology school shall have at least three thousand square feet of contiguous floor space. Such minimum floor space shall be comprised of the school's office, bathrooms, reception room, classrooms, facial areas or rooms, practice/demonstration room, clinic and dispensary.

(2) Every esthetic only school shall have at least two thousand five hundred square feet of contiguous floor space. Such minimum floor space shall be comprised of the school's office, bathrooms, reception room, classrooms, practice/ demonstration room, clinic with appropriate facial areas or rooms and dispensary.

(3) Every manicuring only school shall have at least two thousand square feet of contiguous floor space. Such minimum floor space shall be comprised of the school's office, bathrooms, reception room, classrooms, practice/ demonstration room, clinic and dispensary.

(4) Every hair design only school shall have at least two thousand five hundred square feet of contiguous floor space. Such minimum floor space shall be comprised of the school's office, bathrooms, reception room, classrooms, practice/demonstration room, clinic and dispensary.

(5) Every natural hair styling only school shall have at least two thousand square feet of contiguous floor space. Such minimum floor space shall be comprised of the school's office, bathrooms, reception room, classrooms, practice/ demonstration room, clinic and dispensary.

Effective: 02/28/2014

R.C. 119.032 review dates: 08/18/2015

Promulgated Under: 119.03

Statutory Authority: 4713.08

Rule Amplifies: 4713.44 , 4713.45

Prior Effective Dates: 5/01/03

4713-3-03 School layout.

(A) Every school shall be well lighted, well ventilated, with an exhaust sufficient to remove any chemical fume hazards. The ventilation system shall be sufficient to maintain suitable room temperature, and shall be kept free of contaminants. The HVAC system shall meet state building code and/or local zoning or building codes for the use of the space as a school.

(B) Every school shall maintain a practice/demonstration room, as well as a clinic. Public schools may be excepted from this requirement if the school system mandates a separation of each grade, in which case, the public school may use the same room for both the clinic and the practice room .

(C) The following clinic requirements shall be met:

(1) The clinic shall contain stations for instruction of students. Schools offering cosmetology, hair design, or natural hair styling shall be equipped with two shampoo bowls for every fifteen students in attendance at each session.

(2) The clinic rooms shall not be partitioned into booths; however, the clinic shall be separated from the practice/demonstration room by a partition at least eight feet high.

(3) Every school offering cosmetology, hair design or natural hair styling programs shall have one clinic station for every two students in attendance at each clinic session. Such clinic stations shall be equipped with mirrors, adjustable height chairs, and accommodations for student's equipment and supplies for clinic practice.

(4) Every school offering esthetic and manicuring programs shall have at least one clinic station for every two students in attendance at each clinic session. Such clinic

stations shall be equipped with appropriate tables, chairs and accommodations for student's supplies and equipment.

(D) The practice room shall contain practice stations and for school's offering cosmetology, hair design or natural hair styling programs equipped with at least one shampoo bowl for every fifteen students. Each esthetic and nail only school shall have at least one sink for sanitary reasons in the practice room.

(E) The school may meet the shampoo bowl requirements of this rule by establishing a shampoo area separate from both clinic and practice rooms. The shampoo area shall meet the number of shampoo bowls per student ratios as set forth in this rule for both the clinic and the practice room. Should a school use a shampoo area, the design of the facility shall allow access to the shampoo area from both the clinic and practice room without the need to go through the other room.

(F) Facial areas and rooms shall have the following requirements:

(1) Every school offering cosmetology or esthetics shall have a separate facial room or area that is properly equipped to provide a complete facial service.

(a)) The school may meet the facial area requirements of this rule by making available a properly equipped area that provides client privacy when the client receives facial services.

(b) A properly equipped area or room shall include a sink with hot and cold running water.

(2) The facial room or area shall be separated from other rooms by partitions sufficient to provide client privacy.

(3) Esthetic schools shall have at least one facial, waxing or make-up room area or station similarly equipped.

(4) Additional facial areas or rooms in full cosmetology course schools shall have either a sink with hot and cold running water in the room or a sink outside the room within forty feet of the room. Cosmetology schools or esthetic only schools may divide the clinic into facial rooms that meet the privacy concerns of their service clients. These divisions may be partitions that are ceiling mounted movable curtains similar to hospital curtains or other flexible dividers. Each such facial room shall be within forty feet of a sink with hot and cold running water.

(G) Every school shall have a dispensary convenient to the other school rooms, which shall be used for the storing and dispensing of supplies and the disinfecting of implements. The dispensary area shall be a minimum of twenty-four square feet and equipped with a sink with hot and cold running water, wet disinfectants, and waste containers. Every school shall have closed dustproof cabinets for clean towels and shall have separate containers for soiled linens and towels. Every school shall maintain sufficient supplies for teaching purposes. In addition to the designated dispensary area, a school may have an additional area authorized for the primary purpose of disinfecting implements.

(H) Every school shall maintain a clean restroom facility, equipped with a flush toilet, hot and cold running water, and a soap dispenser. The facilities shall be kept clean, sanitary and functional.

(I) Every school shall provide locker facilities or other secured enclosures to enable students to safely store their personal items temporarily while they are in school. A school shall provide a minimum of one locker or other secured enclosure for every two students.

(J) Every school shall have an office, in which a school may maintain for safekeeping the records of the school, including its time sheets, school monthly records, and state

board forms. The school may use at least one fire-proof cabinet for the safekeeping of its records or may store the records on a computer on or off the property or as describe in the rule [4713-3-06](#) of this chapter.

Effective: 02/28/2014
R.C. 119.032 review dates: 08/18/2015
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/01/03

4713-3-04 Additional campus facilities.

(A) Should a school need additional theory and/or practice rooms in which to train students, a school may use space in a building or facility that is located within two miles of the original facility of the licensed school.

(1) A school is responsible and accountable to the board for its additional campus facilities.

(2) An additional campus facility must bear the same name as the original licensed school.

(3) Its advertising sign must indicate its status as an additional location of the school.

(4) An additional campus facility shall only be approved for theory and/or practice rooms.

(5) An additional campus facility shall meet the requirements set forth for school layout in rule [4713-3-03](#) of this chapter.

(B) Approval procedure: A school seeking to have an additional facility approved as part of the main school shall formally notify the board in writing of such a request thirty days prior to the start of classes in the facility.

(C) The board shall inspect the facility before it opens for use.

Replaces: 4713-3-04

Effective: 02/28/2014
R.C. 119.032 review dates: 02/28/2019
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/1/03

4713-3-05 Signs and advertisements.

(A) The following sign requirements shall be met:

(1) Every school shall have a sign at the entrance of the school as set forth in rule [4713-1-12](#) of the Administrative Code.

(2)) In addition to the sign at the entrance of the school as mandated in paragraph (A) of this rule, every school shall have at least one sign that reads "All Services Performed By Students". The sign shall be placed in a location that is clearly visible in the clinic and near the main entrance of the school.

(3) The board's sanitary rules shall be posted in all clinics and classrooms.

(B) The following advertising requirements shall be met:

- (1) School advertisements shall advertise that only students perform services in the clinic and may say that the students are supervised;
- (2) No one representing or owning a new school shall advertise for students to enroll until the board has granted preliminary approval of the school's application for a license to operate a school in Ohio.
 - (a) After receiving preliminary approval of an application, a new school may only advertise that it will open within a certain time period in a certain location.
 - (b) "Opening soon" signs and all advertisements prior to issuance of a license shall include the statement: "No students shall enroll or sign a contract until the school's license has been approved."
 - (c) All advertising shall describe the branch or branches of cosmetology to be taught in the school and shall not describe branches of cosmetology for which the school is not seeking to be licensed to teach.
 - (d) Until the new school is issued a license, the school shall not advertise that it is open for instruction or enrolling students.
- (3) Upon the request of the board, a school must promptly furnish the board with a copy of any advertisement or solicitation.
- (4) A school shall not offer courses or establish itself as a school of cosmetology or award any degrees, diplomas or clock hours until the person planning to offer the programs has obtained a license from the board.
- (5) A school shall not award or give a degree or any other evidence, written or oral, of proficiency or achievement unless the student has fulfilled the requirements and has shown sufficient proficiency in the subject matter to be eligible to apply for licensure.
- (6) Any advertisement or piece of promotional literature written or used by a school holding a license with the board must carry the name and address as listed on its license.
- (7) No school or its agents shall advertise or imply that the school is "recommended" or "endorsed" by the board. If reference is made to the license issued by the board, the official reference shall only read, "Licensed by The Ohio State Board of Cosmetology." All schools advertising that they are accredited or offer grants from the United States department of education (USDOE) shall follow the accrediting agency and/or USDOE laws and rules as to advertisements.
- (8) Any advertisement, electronic messaging or piece of promotional literature written or used by a private school must be prepared and presented in such a manner as to avoid leaving any false or misleading impressions with respect to the school, its personnel, its courses and services, or the occupational opportunities for its graduates.
- (9) A guarantee of graduation for students or of placement for graduates shall not be promised or implied by any school, agent, or representative thereof. No school in its advertising or through its representatives or agents shall guarantee or imply the guarantee of employment before enrollment, during the pursuance of the course, or after the course is completed. No school shall guarantee any certain wage, or imply earnings of its former students will be greater than can be documented.
- (10) All schools that advertise that they are endorsed by any business establishment, manufacturer, organization or individual engaged in the cosmetology field shall maintain written evidence of that fact on site at the school with a date on the endorsement showing the endorsement was made before the advertisement.

Replaces: 4713-03-05

Effective: 02/28/2014
R.C. 119.032 review dates: 02/28/2019
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/7/04, 5/1/09

4713-3-06 Training records and student review.

(A) A school shall maintain a complete training record for each student. At a minimum, a school shall keep a student's withdrawal or transfer form that shows the number of clock hours completed and passed in each major subject area relevant to the branch of cosmetology the student studies.

(B) The records of each student shall be kept for a minimum of five years from the date of enrollment or until such records are transferred to the board, whichever occurs first.

(C) Schools may keep these records at offices located outside the school's training facilities.

(D) Such records shall be available upon request by the board or its authorized agent or pursuant to an inspection or investigation within an hour.

(E) A student may request in writing a review of that student's records.

(1) A school shall make available all records relating to the requesting student's contractual agreements, attendance and progress as follows:

(a) For a current student, the school shall produce records within three business days from the date of the request.

(b) For an individual who is not currently a student, the school shall produce the records within ten days, except for those records a school is no longer required to retain as set forth in this rule.

(2) Financial records stored off-site by a third party provider of financing shall be produced within ten days.

(3) The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent the student's access to the records.

(4) The review by any student to whom the specific records relate shall occur during regular school office hours.

(5) A school official may be present during any records reviews in order to ensure the integrity of the record.

Replaces: 4713-03-06

Effective: 02/28/2014
R.C. 119.032 review dates: 02/28/2019
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/1/03

4713-3-07 [Rescinded] Applicant's presence required.

Effective: 02/28/2014
R.C. 119.032 review dates: 11/08/2013
Promulgated Under: 119.03
Statutory Authority: 4713.08

Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/1/03

4713-3-08 Final licensure.

The board shall not issue a license to a new school until the board performs an opening inspection of the facility, grants final approval of the facility, and is satisfied that the school has met all laws, rules and policies applying to schools of cosmetology operating in Ohio.

Replaces: 4713-03-08

Effective: 02/28/2014
R.C. 119.032 review dates: 02/28/2019
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/1/03, 8/1/04

4713-3-09 School transfers, change of ownership or discontinuance of operation.

(A) A license issued to a school is valid only for the location named on the license and is not transferable. School owners shall follow the requirements set forth in paragraph (D) of rule [4713-1-11\(D\)](#) of the Administrative Code prior to the sale, transfer, or change of ownership of a school.

(B) Any school whose management or owner or other individual has decided to discontinue the operation of the school shall inform the board at least sixty days prior to the final date of the school's operation. Any school that closes for business, shall forward to the board a complete, notarized training record for each student within fourteen days of the completion of any training hours by any student.

Replaces: 4713-03-09

Effective: 02/28/2014
R.C. 119.032 review dates: 02/28/2019
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 ; 4713.45
Prior Effective Dates: 5/1/03

4713-3-10 Licenses shall be conspicuously displayed.

A current school license and each instructor's license and the appropriate regular or managing license for each appropriate apprentice instructor shall be conspicuously displayed for public view in the school.

R.C. 119.032 review dates: 11/08/2013 and 11/08/2018
Promulgated Under: 119.03
Statutory Authority: 4713.08
Rule Amplifies: 4713.44 , 4713.45
Prior Effective Dates: 5/1/03

4713-3-11 Cancellation, settlement and refund.

The institution shall state its policy and schedule of refund in clear language that can be easily understood. The policy shall apply to all terminations for any reason, by either party including student decision, course cancellation and school closure. Accredited schools shall adhere to the refund policy of their accrediting institution. All other schools shall adhere to the following refund requirements.

(A) The intent of the board refund policy is to see that each applicant/student is assured minimum conditions of refund. When calculating refunds, the school shall use the policy mandated by this rule unless a federal or accrediting agency policy applies. No institution is restricted to the minimum specific conditions stated here; only that its policy is at least as liberal to the student as this one (1) An applicant or student (or the parent/guardian if the applicant or student is a minor) may cancel enrollment at anytime by informing the school in writing.

(2) The ending date for refund computation purposes is the last date of physical attendance by the student.

(3) Enrollment time means the total scheduled days for clock hours that have elapsed between the first day of class and the ending date.

(4) Total tuition is the amount stated on the contract or enrollment attributed to the program in which the student is enrolled.

(5) Program length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the contract or enrollment agreement.

(6) All refunds due shall be issued within forty-five days of official cancellation or withdrawal by the student or termination by the school.

(a) In addition to other charges and fees, the student may be charged a withdrawal fee of no more than one hundred and fifty dollars.

(b) The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the program length, then by multiplying the result by one hundred.

Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement.	Amount of total tuition owed to the school.
0.01 % to 4.9 %	20%
5% to 9.9 %	30%
10% to 14.9 %	40%
15% to 24.9 %	45%
25% to 49.9 %	70%
50% and over	100%

(7) The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the school, the thirtieth day of consecutive unexcused absence, or the scheduled return date for a student who does not return from an official leave of absence.

(8) If the school ceases to offer instruction after the student begins training, the student shall be entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of the school, to either a full refund of all money paid to the school, or completion of the course at another location.

(9) All extra costs, such as books, equipment, graduation fees, etc., which are not included in the tuition price, shall be stated in the catalog and enrollment agreement and any non-refundable items will be identified.

(10) An institution may charge a non-refundable application fee. This charge shall be clearly stated in both the school's catalog and enrollment agreement.

(11) Any termination/withdrawal fee shall be identified in the catalog and on the enrollment agreement and may not exceed one hundred and fifty dollars.

(B) The enrollment agreement shall clearly outline the obligations of both the institution and the student, and provide details of the cancellation and settlement policy of the institution. A copy of the enrollment agreement and other data covering student costs shall be furnished to the applicant before any payment is made. No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the institution. The institution's cancellation and settlement policy shall also be printed in the school catalog see rule [4713-3-12](#) of the Administrative Code

(C) The collection procedures shall reflect good taste and sound, ethical business practices. The name of the board shall not be used in the institution's refund policy nor in any of its collection efforts.

(D) If a school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school shall make arrangements for students or implement any applicable teach-out agreement in compliance with the following requirements.

(1) The arrangements or agreement shall offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) of study or a substantially similar program of study at an institution (or institutions) which offer similar educational programs.

(2) The arrangements or teach-out agreement should be performed by an institution in the same geographic area as the closing school.

(3) The original school shall notify affected students individually of the availability and total cost of the arrangement or teach-out agreement, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school.

(4) The school that is closing or has closed shall submit to the board a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.

(5) Students shall receive a pro-rata refund of tuition.

(6) The original school shall dispose of school records per rule [4713-3-06](#) of the Administrative Code.

Replaces: 4713-03-11

Effective: 02/28/2014

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Prior Effective Dates: 5/1/03

4713-3-12 School catalogue and handbook requirements.

The catalogue shall include the following information:

- (A) Name and address of the institution for each location.
- (B) Date of publication.
- (C) The admission requirements (criteria) used by the institution for each course. The institution's admission policy must comply with the board's laws and rules.
- (D) The name of each program and the name, nature and level of occupations for which training is provided must be identified.
- (E) Length of program: Number of clock hours in each program offered by the institution in sufficient detail to show the scope and sequence of units included. (Clearly identify the coverage of each course).
- (F) Description of the institution's general facilities and equipment.
- (G) The grading system used by the institution. Identify the full range of grades that students may earn. (Must be consistent with the institution's satisfactory progress policy).
- (H) Graduation requirements for each program. List any special conditions or requirements.
- (I) Type of document (certificate, diploma, etc.) awarded upon graduation from each program.
- (J) Refund policy: Refund policy must comply with rule [4713-3-11](#) of the Administrative Code or its accrediting agency, if any.
- (K) Employment assistance: A clear statement that the institution does not guarantee employment. Extent and nature of employment assistance.
- (L) A school calendar of beginning dates of classes for each program. Indicate holidays and school closures.
- (M) Statement that the institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.
- (N) Name of the legal entity that owns the school.
- (O) The institution's policy guaranteeing the right of students to gain access to their files.
- (P) The institution's policy for releasing information about an individual student.
- (Q) Scholarship and fee waiver policies (if applicable).
- (R) Specifics describing the extent of other available services, such as housing (if applicable), career counseling, etc.
- (S) The address, and telephone number of the Ohio state board of cosmetology, as well as the name, address and telephone number of the agency which accredits the institution, if applicable.
- (T) Policies related to tardiness, excused and unexcused absences, make-up work, conduct, termination and other rules and regulations of the institution.
- (U) Names of administrative staff and faculty.
- (V) Costs for each program:

- (1) Tuition - total tuition for each program.
- (2) Books and supplies - must be actual cost to the student.
- (3) All fees for each program (must be separately identified).
- (4) Other costs.
- (5) Payment - methods and terms of payment of monies owed to the institution must be identified

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4713-3-13 School contract requirements.

Prior to the first day of class, the institution, shall obtain a fully-executed written contract, or enrollment agreement for each prospective student, which at a minimum contains:

- (A) Legal name and address of the school.
- (B) Obligations of the school and student.
- (C) Program length, name and starting date.
- (D) Full cost of the program including tuition, books, supplies, fees and other additional costs.
- (E) Payment terms.
- (F) Refund policy.
- (G) The school's cancellation and settlement policy including notification that the enrollment agreement may be canceled by submitting written notice within three business days pursuant to rule [4713-3-11](#) of the Administrative Code.
- (H) Number of clock hours in the program including the number of weeks or months necessary to complete the program.
- (I) Signature of applicant and institution designee and date signed.
- (J) Notice to student concerning their ability to file a complaint with the state board of cosmetology including board's address and telephone number.

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Chapter 4713-5 School Administration

4713-5-01 Definitions.

(A) "Certified" means a student has successfully completed and passed the theory and a practical test for a specific service and is authorized to perform that service on patrons. The grade scale a school uses when determining the results of test is the same grade scale the school shall use for purposes of certifying its students.

(B) "Quarter" means a period of no less than ten weeks.

(C) "Semester" means a period of no less than fifteen weeks.

(D) "Course" means a separate component of study contained within the program for which a student earns clock hours.

(E) "Program" means the aggregate of individual courses or clock hours that qualify an individual to take a licensing examination.

(F) "State credentialed teacher" means a person recognized by the Ohio department of education as a certified/licensed teacher or a recognized member of the faculty of a college or university or an individual holding at least a bachelors degree in the subject to be taught.

(G) "Withdrawn student" means any student who ceases instruction in a school prior to graduation.

(H) "ODE" means the Ohio department of education.

(I) "IEP" means an individual education plan.

(J) "Course outline" means an outline of the program offering that summarizes each of the subjects included in the program with hours devoted to theory and clinic within each subject.

(K) "Clock hour" means a period scheduled for a theory lecture of at least fifty minutes or scheduled clinic time in actual sixty minute segments.

(L) "Proprietary school" means a school that is established, conducted and primarily supported by a nongovernmental person. The terms "proprietary school" and "private school" may be used interchangeably.

(M) "Transcript" means a form or letter signed by a school official certifying final grades for all courses applicable to a program of study.

(N) A "handbook" means a manual or book or booklet setting forth the policies of the school and the school's requirements for each student and given to the student upon the student's signing of the enrollment agreement or contract as set forth in paragraph (A) of rule [4713-3-12](#) of the Administrative Code. A handbook is necessary only if a school does not set forth all of its policies and requirements in its catalogue.

(O) A "school contract" or a "school enrollment agreement" means an agreement between the school and the applicant signed by an appropriate official representative of the school and the applicant (or the parent/guardian if the applicant or student is a minor) setting forth the obligations of the applicant and the school. For ease of discussion, the terms "school contract" and "school enrollment agreement" may be shortened to "contract" or "enrollment agreement." The contract or enrollment agreement used by a school shall meet the minimum requirements set forth in rule [4713-3-13](#) of the Administrative Code.

(P) A "catalogue" is a manual or book or booklet or magazine-style document used for informing students and potential students about school policies and procedures or used for promotion of the school. At a minimum, a catalogue includes the information set

forth in paragraph (B) of rule [4713-3-12](#) of the Administrative Code. A catalogue may be used for both advertising and for providing information to students, and, if properly executed, shall eliminate the need for a student handbook.

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Rule Amplifies: [4713.44](#) , [4713.45](#)

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4713-5-02 Program requirements.

(A) Proprietary schools shall offer clock hour programs.

(B) Career technical schools shall comply with Ohio department of education (ODE)/board of cosmetology program course outlines.

(C) Upon enrolling in a school of cosmetology, a cosmetology student shall be assigned to study theory and perform clinic practice.

(D) A student shall not perform any service on a patron until they are certified to do so. The student shall be supervised by an instructor when performing services.

(1) Should a student's score on a test lower the student's cumulative grade average below the percentage needed to pass, the student shall lose the certification. The student shall be recertified only after the student's average returns to an above passing grade level.

(2) The instructor may supervise more than one student at a time as permitted by rule [4713-5-17](#) of this chapter.

(E) All schools shall ensure each program offered is comprised of at least twenty-five per cent theory and non-clinic practice.

(F) All schools shall ensure each program offered is comprised of at least fifty percent clinic work performed on patrons, other students or mannequins. If patrons are not available, the student shall receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study.

(G) Any school participating in the Ohio department of education's career based intervention (CBI) program may allow a student to participate for no more than fifteen days in a program approved by the board. At the end of the fifteen days, the student may commit to being in the program or may try another CBI program. A student participating in the CBI Program, but not officially enrolled in a program approved by the board, may do so under the following limitations:

(1) The CBI Student shall participate equally in both theory and practical lessons, and study only the course's basic lessons.

(2) The CBI Student shall not perform services on any individual.

(3) A CBI Student may only perform services on a mannequin or an artificial hand.

(4) The school shall document any time a CBI student spends in the theory and in the practical lessons, the material the CBI student has studied and what services the CBI student has performed. The school shall make available this information upon request of the board.

(5) Upon the conclusion of fifteen days, the student shall no longer participate in board approved program unless enrolled.

- (6) Any exception to this rule shall require a majority vote by a quorum of the members of the board.
- (H)) Any school that wishes to implement distance education as part of its curriculum must adhere to the following guidelines:
- (1) The contracted course or program length must meet the board requirements set forth in rule [4713-5-03](#) of the Administrative Code.
 - (2) No practical or clinical instruction is permitted and no more than twenty-five per cent of the theory portion of the required hours may be completed through distance education.
 - (3) If distance education is made available to students, the student contract must clearly state that any hours attained in this manner may not be recognized by other states or schools if a student transfer situation arises.
 - (4) The school must determine if prospective students have the skills and comprehension to succeed in a distance education environment and maintain in each student's record, documentation of the method used to determine the student's skill and comprehension.
 - (5) The school must provide to students the textbooks, supplementary instructional materials, and any additional equipment necessary to fulfill the program and course requirements.
 - (6) The school must make available to students and teachers access to technical support for the educational course(s) or program(s) during the designated educational time frame established by the school to complete the assigned distance education materials.
 - (7) Observable, measurable, and achievable student performance outcomes shall be identified so that courses and programs offered through distance education can be compared to courses and programs with similar subject matter and objectives, whether offered by distance education methods or traditional means. Schools must track and record these milestones in such a manner as to allow an agent of the board access during an inspection to review the record for progress of any student engaged in distance education.
 - (8) The school shall be responsible for the quality of the courses of study and programs offered through distance education methods and the achievement of expected and acceptable outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a distance education program or course of study. All distance learning content must be approved by the Board before it is offered to students, and any changes in curriculum approved before being offered.
 - (9) The instructional staff that provides instruction in distance education programs must have the qualifications, experience, and credentials to support the program or course of study.
 - (10) The school offering distance learning must maintain an overall annual passage rate of at least seventy-five percent in theory examination in order to commence and maintain a distance learning program. Any schools not adhering to this level of performance shall be compelled to maintain a traditional program and not offer distance learning until passage rates can equal or exceed the standard, and no sooner than the next academic year in the instance of a career technical or vocational school, or calendar year in the instance of a private school.
- (I) Any exception to this rule shall require a majority vote by a quorum of the members of the board.

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4713-5-03 Required course outlines.

(A) The board shall approve course outlines for each program.

(1) A school may use its own outline, but the board shall approve the outline prior to its use.

(2) Course outlines are available on the board's website.

(3) Should the board make any changes to the approved course outlines, the board shall notify all schools of the changes and post those changes to the board's website.

(4) Career technical schools shall also receive Ohio department of education (ODE) approval for any program course outline changes or program additions.

(B) All career technical schools shall schedule an equivalent number of program course hours as the clock hour requirements for the course outlines to ensure the opportunity for students to complete and pass the program. Career technical schools shall meet the program requirements below:

(1) The total time scheduled for the cosmetology program shall be at least fifteen hundred hours and sufficient to complete and pass the approved course outlines. Cosmetology students shall successfully complete and pass the cosmetology program course outlines which may include up to a maximum of four academic courses that meet state curriculum minimum graduation requirements and are taken during the time the student is enrolled in the cosmetology program. The academic courses to be taken during the time the student is enrolled in the cosmetology program can include any of the courses in paragraph (B)(3) of this rule, or if student is on an IEP, as required by the IEP.

(2) The total time scheduled for the hair design program shall be at least twelve hundred hours and sufficient to complete and pass the approved course outline. Hair design program students shall complete and pass hair design course outlines which may include up to a maximum of four academic courses that meet state curriculum minimum requirements and are taken during the time the student is enrolled in the hair design program. The academic courses to be taken during the time the student is enrolled in the hair design program can include any of the courses in paragraph (B)(3) of this rule, or if student is on an IEP, as required by the IEP.

(3) The four academic courses from the following list shall be the only courses counted in paragraph (A)(1) or (A)(2) of this rule: anatomy; physiology; chemistry; advanced chemistry; any mathematics (no more than one mathematics course per program); finance; business marketing; integrated English III and IV; applied communications; English language and composition; speech; physics, electricity and magnetism; and advanced biology courses accepted as meeting graduation requirements of twenty-one carnegie units or as required by the IEP. No more than one non-science course of each discipline may be taken for credit in a program. The four academic courses that shall be counted as part of the total time scheduled for the approved program shall constitute no more than twenty-five percent of the hours required to complete the program.

(C) Career technical schools may contract with proprietary schools for students to complete and pass portions of the course outline units in order to complete and pass course work and obtain full credit for the cosmetology course for the year. Career

technical schools are responsible for student outcomes unless the contract states otherwise.

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Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 1/26/97, 8/5/01, 5/1/03

4713-5-04 Operational rules.

(A) A proprietary school may conduct day and night courses.

(B) Career technical schools may only offer adult education with the Ohio department of education and with board approval.

(C) The board shall be notified of which nights per week classes will be conducted.

(D) Students shall be scheduled to be in attendance a minimum of three hours in any one day.

Replaces: 4713-05-04

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Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 1/26/97, 8/5/01

4713-5-05 Charges for services.

The licensee of an operating school may charge for cosmetology services rendered to the public in the school clinic by supervised students.

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Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97

4713-5-06 Restriction of activities.

For purposes of receiving clock hours toward the licensing examination, schools shall only award students clock hours for courses taken in cosmetology, one of its branches, a course with subject matter related to cosmetology or to the business of cosmetology.

Replaces: 4713-5-06

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4713-5-07 Postgraduate classes.

(A) A licensee may take classes or courses that do not lead to another license, but that are designed to increase the skills and knowledge of the licensee.

(B) Additional training classes may be provided by a school licensed under this chapter or by any other person.

(C) Additional training may qualify as continuing education if the offered class satisfies the requirements of Chapter 4713-21 of the Administrative Code.

(D) A licensee may receive certification in practices that cause entry into skin, or the application of chemicals, electricity, or non-medical beautification or relaxation services under procedures set forth in rule [4713-8-09](#) of the Revised Code if the board has reviewed and approved the service for use in licensed salons and schools.

Replaces: 4713-5-07

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Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97

4713-5-08 School rules.

(A) School rules shall be filed with the board. Should the governing student procedures change from the original filing, the school rules as amended shall be filed with the board.

(1) Changes to school rules must comply with all the requirements of Chapter 4713 of the Revised Code and the board's rules.

(2) Schools may meet the requirement to provide the board with rules and with amended rules by providing the board with their web site or another online site on which the rules are available.

(B) A school shall reference its school rules and place the rules in their entirety in the handbook and/ or the catalogue given to each student upon the signing of the contract or enrollment agreement. A school may describe the rules or place the rules in their entirety in the handbook or catalogue. If the school describes the rules, the school shall reference where the student may find the rules in their entirety.

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4713-5-09 Enrollment procedure.

(A) All enrollments shall be submitted via email on forms provided by the board. The enrollment form shall be submitted to the board within thirty days of the student's enrollment date. The "enrollment date" shall be that date upon which the student begins training and is not necessarily the date upon which the student contracts with the school for training.

(B) Non-resident and/or alien students must provide proof of legal residency in the U.S.A. and/or authority to earn income in the U.S.A. before receiving cosmetology training and/or licensure in Ohio.

(1) Prior to beginning training at a licensed school of cosmetology, such proof of residency and/or authority to earn income must be verified by the school.

(2) Questions on acceptability of any such documentation may be referred to the board for further research or resolution.

(3) Such proof of residency or authority to earn income in the U.S.A. must be maintained as a part of the formal student file and submitted with the student's application to take the state examination. A license to practice cosmetology services shall not be issued without the required documentation.

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4713-5-10 Daily and monthly records.

(A) A school shall maintain records for each student on a form that either has been designed by the board or follows closely the design of the boards form.

(1) The records shall have the student's full legal name, and the date of enrollment.

(2) Each school shall maintain a copy of each student's records at the school for a period of at least five years from the date of enrollment, except for the records of those students who have completed their appropriate hours of training in which case the records shall be kept no less than six months following a student's graduation.

(3) The board may require, upon written notification to a school, that a copy of the student's records be maintained for a period exceeding six months.

(4) All schools shall maintain a record of all training including the records of each student's total clock hours received each day and the cumulative hours accrued in the program of study.

(a) The school shall maintain on file documentation that clearly indicates student's progress toward completion of the board approved course outline. The documentation shall include end of content examinations for theory and practical for each content standard.

(b) As set forth in rule [4713-3-06](#) of the Administrative Code, all schools shall maintain a withdrawal or transfer form if the student withdraws or transfers.

(B) On forms provided by the board or acceptable to the board, each school shall file a report with the board as required in this rule. The report shall be typewritten with the student's names listed in alphabetical order and filed with the board as required. Transcripts for minor students shall have parental release signatures on file at the school as required by the privacy act.

(1) Schools shall report no later than the twentieth day of the following month the number of hours of instruction obtained by each student each month and the total clock hours accrued since the date of enrollment.

(2) A school may award hours to students that are obtained during official school visits to cosmetology related activities if the activity provides specific training related to the school's course outline.

(a) Notice of such official visits/trips shall be sent to the board fifteen days in advance of the visit.

(b) The request shall list the date, time, location and number of hours to be credited to cosmetology study.

(c) Board approval of such requests is not required; however, the board reserves the right to challenge official visits/tours to activities as not being directly related to cosmetology study. The final determination of the award of hours associated with such trips/visits shall be made by the board.

(d) For any activity attended by students outside of a school's official program or classes and for which students may receive hours, a licensed cosmetology instructor from the school shall be at the activity with the students.

(e) Students shall only receive credit for hours obtained outside the school during official visits to cosmetology related activities if the hours extend beyond or are outside of the regularly scheduled program day.

(C) If a dispute arises between a student and a school over the number of hours obtained by the student, upon notification by the board, the school shall immediately certify to the board a copy of the student's records listing the daily number of hours obtained by the student in each major subject area or program/course credits earned. The board shall then resolve the discrepancy by examining the school's records and any information submitted by the student.

(D) A school shall inform the board at least fifteen days in advance of any planned temporary closures, with the exception of closures for national holidays or for unforeseen emergencies. If the school closes entirely or cancels classes without advanced planning, the school shall notify the board as soon as possible after the closure or cancellation of classes.

(E) Schools may award hours to students participating in a themed event involving the use of their cosmetology skills, if the board has been notified fifteen days in advance of the event.

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4713-5-11 Final training records.

(A) A final training record of each student at a school shall be prepared and forwarded along with the student's application for licensure to the board immediately upon the student's successful completion and passing of the program. The school shall certify to the board a detailed record or grade transcript of the student's training upon successful completion of the program including the clock hours or Ohio department of education/board approved course outlines of training required by section [4713.28](#) and/or [4713.30](#) of the Revised Code. The record shall become a part of the student's application to take the board examination for the student's program of study as a prerequisite to receiving any license.

(B) Junior year final grades must be submitted by the twentieth day of the month following the end of the junior year. Senior final grades are recorded as part of the students examination application.

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4713-5-12 [Rescinded] Inspection of records.

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4713-5-13 Transfer procedure.

(A) A student, currently or previously enrolled in a school of cosmetology who intends to transfer to another licensed school shall first notify the board in writing of the student's intent to transfer. The student shall also notify the school in which the student is enrolled according to the school's procedure as found in the handbook or catalogue.

(B) The school shall submit a certified record of the training received by the student at the school within thirty days of the request of the student. The certification shall be on forms furnished by the board.

(C) When the certification of training is received, the board shall notify the school to which the student wishes to transfer of the number of clock hours approved.

(D) If the student has not completed the student's contractual obligations to pay fees, tuition, etc. the board may not transfer those hours until the contract is in good standing.

(E) If the original school refuses for reasons other than contractual financial obligations to transfer a student's record, the board, or it's authorized agent, may request the record from the original school in order to establish the hours earned for the student. If the board requests the record, the school shall provide the student's complete record within thirty days.

(F) Any student wishing to transfer schools shall not accrue any clock hours for training at the new school until the board has submitted the student record to the new school.

(G) An exception to this rule will be made if two schools are owned by the same person. When a student transfers schools and the schools share ownership, a school shall not be required to file a discontinuance report, but shall submit an electronic form

as specified by the board. If the student does not immediately transfer, but instead waits six months or more, the school shall use the discontinuance report and shall file that report with the board.

(H) The following describes the manner in which hours shall be transferred.

(1) Clock hour to clock hour transfers shall not exceed one hour for one hour.

(2) Clock hour career technical school transfers to other career technical schools shall be evaluated by the assessment of the student's knowledge and program work based upon the Ohio department of education/board approved course outlines and the student's successful completion of examinations on that work. The assessment shall be made by the school accepting the transferring student.

(3) To determine the appropriate clock hours that transfer with a student when a student in a career technical school transfers to a proprietary school, the school shall evaluate the clock hours by assessing the clock hours for only those courses that the student successfully completed and passed.

(I) The board may waive the thirty day requirement for any student transferring from a career technical program in this state.

(J) A student who desires to transfer to another approved program of study of a branch of cosmetology offered by the school that the student currently attends, another school, or a school located in another state shall receive only those clock hours from the current program of study that directly apply to the new program of study.

(1) Not all hours within a designated program of study shall be transferable to another program of study.

(2) In a dispute over the number of clock hours eligible for transfer the board shall verify the number of eligible clock hours that may be transferred per paragraph (A) of this rule.

(3) Of the clock hours that the board finds may transfer to the new school, the new school shall determine the number of clock hours it is willing to accept. The school shall notify the student prior to the student signing the contract with the new school.

(K) Any student attending a school licensed in another state of the United States or the District of Columbia may transfer to an Ohio licensed school and be given credit not to exceed one hour for one hour basis. To be eligible to receive the clock hours, the student shall meet the requirements for license eligibility set forth in section [4713.28](#) of the Revised Code and in rule [4713-5-09](#) of this chapter. Career technical schools shall give a performance examination to determine the number of clock hours the school is willing to accept.

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Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 9/5/77, 12/17/89, 2/24/91, 1/26/97, 8/5/01, 5/1/03

4713-5-15 Treatment of student withdrawing from school.

(A) A school shall maintain the records of a student who has discontinued studying at the school for a period of five years or until such records are transferred to the board, whichever occurs first. The records shall show a breakdown of the courses the student completed and passed.

(B) Should a student, who discontinued studying, decide to return to the same school, the school shall submit a new enrollment stating that the student has re-enrolled.

(C) If the student enrolls in a school other than the original school, the student's hours shall be transferred as set forth in rule [4713-5-13](#) of this chapter.

(D) Schools shall report the withdrawal of a student within sixty days.

Replaces: 4713-5-15

Effective: 02/28/2014

R.C. [119.032](#) review dates: 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97, 8/5/01, 5/1/03

4713-5-16 School shall maintain state board notifications.

All schools shall retain copies of the board's laws, rules, and all notices issued by the board. This requirement can be met by maintaining electronic records access to the laws, rules and notices on school computers or web site.

Effective: 02/28/2014

R.C. [119.032](#) review dates: 11/29/2013 and 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 1/18/85, 12/17/89, 1/26/97, 5/1/03

4713-5-17 Licensed instructors on premises.

(A) Only an instructor with a license issued by the board may instruct students in an Ohio school of cosmetology.

(1) The school shall provide a minimum of one instructor for up to twenty-five students.

(2) At least two instructors shall be present if a clinic and classroom are conducted concurrently.

(3) When clinic is conducted, a minimum of one instructor shall be in the room supervising and assisting students.

(B) As set forth in rule [4713-5-20](#) of this chapter, an instructor teaching a particular course shall be licensed in the branch of cosmetology that is being taught in the course.

(C) Schools may count a state credentialed teacher in math, english and/or science as a board licensed instructor when they are teaching those areas of the cosmetology course outlines for which they are licensed/certified.

(D) At least one instructor shall be on the premises during all school hours.

Replaces: 4713-5-17

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Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97, 7/1/00, 8/5/01, 5/1/03

4713-5-18 Apprentice instructor.

Prior to the date that an apprentice instructor begins instructor training in a licensed school, the school shall certify the name of such apprentice instructor to the board along with the date on which the instructor training will begin. The school shall employ at least one licensed instructor for each apprentice instructor. The apprentice instructor may be used as a factor in the student/teacher ratio of the school. Apprentice instructors shall have a similarly licensed or cosmetology instructor providing oversight when the apprentice instructor is in direct supervision of students. Instructor information shall be provided on forms provided by the board.

Effective: 02/28/2014
R.C. [119.032](#) review dates: 11/29/2013 and 02/28/2019
Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 2/24/91, 1/26/97, 5/1/03

4713-5-19 [Rescinded]List of instructors to be filed with "Board".

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Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97, 5/1/03

4713-5-20 Duty of instructors.

(A) A licensed instructor in cosmetology or a branch of cosmetology shall maintain good standing in the branch of cosmetology in which the instructor is licensed. The instructor shall only teach in those areas in which the instructor is licensed.

(B) Career technical cosmetology teachers may be assigned other school duties when not actively engaged with a cosmetology class.

Replaces: 4713-5-20

Effective: 02/28/2014
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Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97, 5/1/03

4713-5-21 Instructor or apprentice instructor restrictions.

With the exception of an instructor or apprentice instructor using a patron to demonstrate a specific service, only students certified for clinic shall perform services on members of the public in a licensed school.

Replaces: 4713-5-21

Effective: 02/28/2014
R.C. [119.032](#) review dates: 02/28/2019
Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97

4713-5-22 Students not to be compensated with wages.

No student shall be paid for the performance of services upon a patron or upon another student..

R.C. [119.032](#) review dates: 12/04/2013 and 12/04/2018
Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 1/26/97

4713-5-23 Clinic service assignments.

Clinic services shall be equitably assigned to all students in a manner to provide clinic practice on a basis of student training needs. A student who has not been certified to perform any procedures shall not be permitted to practice in the clinic when certified students are providing services to patrons. Students may practice on the public any service for which they have been certified.

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R.C. [119.032](#) review dates: 11/29/2013 and 02/28/2019
Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.44](#) , [4713.45](#)
Prior Effective Dates: 9/5/77, 12/17/89, 2/24/91, 1/26/97, 8/ 5/01, 5/1/03

4713-5-24 Students who fail to finish studies.

(A) A Student who has completed any clock hours of study for any branch of cosmetology and who has been unable to finish the program within a five year time period shall retain whatever clock hours the student completed for a five year period from the date of the student's original enrollment in a school of cosmetology.

(B) As set forth in rule [4713-5-13](#) of this chapter, a student may transfer the remaining clock hours. The school may assess the student to determine the qualifications of the student.

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Promulgated Under: [119.03](#)
Statutory Authority: [4713.08\(A\)\(4\)](#) , [4713.08\(A\)\(13\)](#)
Rule Amplifies: [4713.32](#) , [4713.44](#) , [4713.45](#)

4713-5-25 Temporary work and temporary special occasion work permits.

(A) The following individuals are eligible for a temporary work permit: students approved for examination for licensure and out-of-state licensees who are required to take the examination for licensure;

(1) Temporary work permits for examination applicants..

(a) Every applicant who desires to practice cosmetology or a branch thereof prior to examination shall obtain a temporary work permit from the board. The temporary work permit authorizes the holder thereof to engage in the practice of cosmetology under the supervision of an appropriate board licensee up to the date of examination. Such temporary work permit may be extended one time by the board. However, no person is entitled to more than one extension of their temporary work permit and candidates are

not permitted to practice cosmetology beyond the date of the extension. The temporary permit of a person who fails any part of the examination shall not be renewed.

(2) The temporary permit shall be turned in to the board on the date of the examination.

(3) On the date of examination, after successfully passing the examination, the work permit may be extended to a board determined date allowing the applicant to continue to work pending receipt of the applicant's license or their license assuming they passed the examination. The extended work permit will be authenticated with the board seal and candidates will not be permitted to practice cosmetology services beyond this board determined date without a license.

(B) Foreign nationals and individuals licensed in other states are eligible for a temporary special occasion work permit.

(1) Salons are eligible for one temporary special occasion work permit per individual licensee per year.

(2) To receive a permit, the salon shall provide the board documents credentialing the licensee. All documents shall be provided in English or with a certified English translation from a certified U.S. translation service.

(3) Each salon that desires a temporary special occasion work permit shall provide the following:

(a) A fifty-dollar fee;

(b) A copy of the license from the licensee's state. If the individual for whom the salon is seeking a temporary special occasion work permit is from a foreign country that does not license the cosmetology field, the salon shall provide documentation of the individual's professional experience;

(c) The dates requested for the special occasion work permit not to exceed one month;

(d) The salon board identification number, and

(e) If the individual is not a citizen of the United States, the salon shall provide proof that the individual may legally work in this country.

Replaces: 4713-5-25

Effective: 02/28/2014

R.C. [119.032](#) review dates: 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.22](#) , [4713.44](#) , [4713.45](#)

Prior Effective Dates: 1/26/97, 1/8/99, 8/5/01, 5/1/03

[4713-5-26 \[Rescinded\] Inspection of schools.](#)

Effective: 02/28/2014

R.C. [119.032](#) review dates: 11/29/2013

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 2/24/91, 1/26/97, 8/5/01

4713-5-27 Sanitation.

(A) All schools must follow all of the sanitation statutes and rules governing beauty salons as set forth in chapter 4713-15 of the Administrative Code.

(B) All students shall wear clean outer garments, such as a smock or an apron, and clean shoes while attending school. A school uniform is acceptable attire. All students shall comply with all of the school's rules regarding sanitation and attire.

Replaces: 4713-5-27

Effective: 02/28/2014

R.C. [119.032](#) review dates: 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 2/24/91, 1/26/97, 8/ 5/01

4713-5-28 Attire for applicants taking examinations at the board.

(A) All applicants shall wear professional clothing when scheduled to take the state exam at the board exam center.

(1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.

(2) Clothing that is comfortable and practical for work, such as pants or a skirt or a school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.

(3) Excluded from the definition of "professional attire" are tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.

(B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination. Students dismissed due to attire on a second occasion shall be dismissed from the examination, and shall be required to pay a reschedule fee before being permitted to reschedule for an examination.

Effective: 02/28/2014

R.C. [119.032](#) review dates: 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08\(A\)\(13\)](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

4713-6-01 Internship program definitions.

(A) "Good standing" means the following:

(1) The licensee maintains a valid, current cosmetology, esthetician, hair design, natural hair stylist 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 percent 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.

Replaces: 4713-06-01

Effective: 02/28/2014

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Promulgated Under: [119.03](#)

Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.28](#) , [4713.44](#)

Prior Effective Dates: 4/1/01, 1/10/04

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 percent 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.

Effective: 02/28/2014

R.C. [119.032](#) review dates: 11/08/2013 and 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.28](#) , [4713.44](#)

Prior Effective Dates: 4/1/01, 1/10/04

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.

Replaces: 4713-6-03

Effective: 02/28/2014

R.C. [119.032](#) review dates: 02/28/2019

Promulgated Under: [119.03](#)

Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.28](#) , [4713.44](#)

Prior Effective Dates: 4/1/01, 1/10/04

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 percent 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.

Effective: 02/28/2014

R.C. [119.032](#) review dates: 11/08/2013 and 02/28/2019

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Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.44](#) , [4713.28](#)

Prior Effective Dates: 02/23/2011 and 02/23/2016

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 name tag 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.

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Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.44](#) , [4713.28](#)

Prior Effective Dates: 4/1/01, 1/10/04

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 percent of course hours. Hair design students are ineligible for the manicuring and facial hours listed below.

(B) For purposes of this section, 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 below. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum instruction	hours of theoretical	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

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Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 4/1/01, 1/10/04

[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 percent of hours.

(B) For purposes of this section, 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 below. 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

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Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)

Prior Effective Dates: 4/1/01, 1/10/04

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 percent of hours.

(B) For purposes of this section, 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 below. No salon shall provide training for services not provided as a normal course of their business.

Subject	Maximum theoretical instruction	hours	of Maximum operations	practical
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	

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Statutory Authority: [4713.08](#)

Rule Amplifies: [4713.44](#) , [4713.45](#)
 Prior Effective Dates: 4/1/01, 1/10/04

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 percent of hours.

(B) For purposes of this section, 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 below. 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

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