

# **Internship Rules**

## **Ohio Administrative Code (OAC) Chapter 4713**

### **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) There is no current or pending discipline against the license.
  - (3) The licensee has no unpaid fine issued pursuant to section 4713.17 of the Revised Code.
- (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 set forth in rule 4713-7-10 of the Administrative Code or division (A), (B), (C), or (D) of section 4713.04 of the Revised Code.
- (C) "Chemical treatment" means any product or procedure, including the preparation and/or application of the product that alters or changes the molecular structure of the hair, skin or nails through the chemical treatments. These treatments may include, but are not limited to the following:
- (1) Permanent waving
  - (2) Soft permanent waving
  - (3) Chemical straightening
  - (4) Sodium hydroxide and other base solutions
  - (5) Hair coloring and bleaching (semi-permanent and permanent)
  - (6) Chemical skin peel products
  - (7) Depilatory products
  - (8) Lash and brow tinting products
- (D) "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.
- (E) "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 percent of their base license curriculum 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.
  - (4) Students shall have met the schools eligibility requirements.
- (C) Salons shall have a managing cosmetologist who has five years of experience or at least one other licensee with five or more years of experience present when an intern is present. All salons with a managing cosmetologist with five years of experience or more may have one intern present at a time. To have more than one intern present the salon shall have one matching licensee present for each intern.
- (D) Schools or salons that violate any part of the 4713-6 series shall be ineligible to participate in the internship program.

**4713-6-03 NOTIFICATION OF PARTICIPATION IN THE COSMETOLOGY INTERNSHIP PROGRAM**

Schools and salons participating in the cosmetology internship program shall submit a copy of their written agreement to the "Board". Notification of participation shall be updated annually to allow for continued participation in the program. The "Board" shall review school and salon licenses for "good standing" upon notification of participation and throughout the year.

**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) A private school representative shall visit salon at least once each 50 hours or part thereof of the internship, if the student is not returning to school during the internship.
- (B) A public career-technical cosmetology instructor shall visit the salon at least once each 50 hours or part thereof of the internship, if the student is not returning to school during the internship.
- (C) 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". 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 50 hours or at the end of the internship, whichever is less.
- (D) Salons shall inform all clients of student's intern status before student provides any services including students wearing a "Board" id on their outer garment.
- (E) Students shall be in a non-pay status only.
- (F) Students shall be required to maintain a daily journal of services, jobs, tasks, etc. performed 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 (D) 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 eight hours per day as required by division (J) of section 4713.04 of the Revised Code.
- (K) The agreement shall have a non-discrimination clause.

**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 (nametag with "student intern", name and picture) on their outer garment.
- (B) The "Board" shall provide the forms and requirements for student identification cards.

**4713-6-06 INTERNSHIP CURRICULUM 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, technical instruction shall mean instruction by demonstration, lecture, student intern participation or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum technical 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.

<u>Subject</u>	<u>Maximum Hours of Technical Instruction</u>	<u>Maximum Practical Operations</u>
Client safety/OSHA/MSDS	2-4 required	1-2
Disinfection and sanitation	2-4	1-2
Shampoo	2-4	10-15
Hair styling	10-15	20-40
Press and curl	1-2	3-6
Chemical control	10-15	15-20
Haircutting	10-15	10-15
Hair coloring and bleaching	10-15	8-12
Scalp and hair treatments	1-2	2-4
Facials (manual)	1-2	1-2
Facials (electrical)	1-2	2-3

Facials (chemical)	1-2	2-3
Eyebrow arching & hair removal	1-2	2-3
Makeup	2-3	1-2
Manicuring (water and oil)	1-2	2-3
Pedicure	1-2	2-3
Acrylic nails	2	5
Artificial nail tips	2	5
Nail wraps and repair	2-3	2-3
Business technology	2-3	2-3
Customer service	2-3	2-3
Retail inventory	2-3	2-3

**4713-6-07 INTERNSHIP CURRICULUM 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, technical instruction shall mean instruction by demonstration, lecture, student intern participation or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum technical 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.

<u>Subject</u>	<u>Maximum Hours Of Technical Instruction</u>	<u>Maximum Practical Operation</u>
Client safety/OSHA/MSDS	2-4 required	1-2
Disinfection and sanitation	2-3	2-3
Facials - manual	8-12	8-12
Facials - electrical	4-6	6-9
Facials - chemical	4-6	4-6
Eyebrow arching & hair removal (tweezers)	4-6	5-7.5
(wax and depilatories)	8-12	6-9
Make up	8-12	6-9
Business technology	2-3	2-3
Customer service	2-3	2-3
Retail inventory	2-3	2-3

**4713-6-08 INTERNSHIP CURRICULUM 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, technical instruction shall mean instruction by demonstration, lecture, student intern participation or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum technical 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.

<u>Subject</u>	<u>Maximum Hours of Technical Instruction</u>	<u>Maximum Practical Operation</u>
Client safety/OSHA/MSDS	2-4 required	1-2
Disinfection and sanitation	1-2	2-3
Water and oil manicures	3-4.5	6-9
Pedicures	3-4.5	3-5
Acrylic nails	4-6	8-12
Artificial nail tips	4-6	6-9
Nail wraps and repair	3-5	4-6
Business technology	2-3	2-3
Customer service	2-3	2-3
Retail inventory	2-3	2-3

**4713-6-09 INTERNSHIP CURRICULUM 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, technical instruction shall mean instruction by demonstration, lecture, student intern participation or examination. Practical operations shall mean the actual performance or participation by the student intern of a service on another person. The desired maximum technical 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.

<u>Subject</u>	<u>Maximum Hours of Technical Instruction</u>	<u>Maximum Practical Operation</u>
Client safety/OSHA/MSDS	2-4 required	1-2
Disinfection and sanitation	1-2	2-3
Shampoo	5-7.5	10-15
Hair art –beads, ribbons, etc.	5-7.5	10-15
Braiding	5-7.5	10-15
Additions	5-7.5	10-15
Braid removal	5-7.5	10-15
Business technology	2-3	2-3
Customer service	2-3	2-3
Retail inventory	2-3	2-3