

4713-5-02

Program requirements.

The following program requirements apply to schools licensed by the board. Paragraphs (A) to (G) of this rule apply only to cosmetology schools, and paragraphs (L) to (O) of this rule apply only to barber schools. Paragraphs (H) to (K) of this rule apply to all schools licensed by the board.

- (A) Proprietary schools may offer clock hours, credit hours, or competency-based credit. Competency-based credit only applies to academic courses identified under paragraph (B)(3) of rule 4713-5-03 of the Administrative Code.
- (B) Career technical schools shall comply with the ODE/Ohio state cosmetology and barber board program curriculum requirements and may offer clock hours, credit hours, or competency-based credit. Competency-based credit only applies to academic courses identified under paragraph (B)(3) of rule 4713-5-03 of the Administrative Code.
- (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.

The instructor may supervise more than one student at a time as permitted by rule 4713-5-17 of the Administrative Code.
- (E) Clinic services shall be equitably assigned to all students in a manner to provide clinic practice on the basis of student training needs. A student may provide cosmetology services or branches of cosmetology services on the public, if the student has been certified in accordance paragraph (A) of rule 4713-5-01 of the Administrative Code. A student who has not been certified to perform cosmetology services or branches of cosmetology services is prohibited from providing services on the public until the student is duly certified.
- (F) All schools shall ensure each program offered is comprised of at least twenty-five per cent theory and non-clinic practice.
- (G) All schools shall ensure each program offered is comprised of at least fifty per cent clinic work performed on patrons, other students or mannequins. If patrons are not available, the student shall only receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study.

- (H) A school may award hours to students that are obtained during official school field
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trips if the activity provides specific training related to the school's course outline.

- (1) Notice of such official field trips shall be sent to the board fifteen days in advance of the trip.
 - (2) The request shall list the date, time, location, activity, and number of hours to be credited to cosmetology or barbering study.
 - (3) Board approval of such requests is not required; however, the board reserves the right to challenge official field trip activities as not being directly related to cosmetology or barbering study. The final determination of the award of hours associated with such field trips shall be made by the board.
 - (4) 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 or barber teacher from the school shall be at the activity with the students.
 - (5) Students shall only receive credit for hours obtained outside the school during official field trips if the hours extend beyond or are outside of the regularly scheduled program day. A maximum of three hours shall be approved for travel time during the field trip.
 - (6) Schools may award hours to students participating in a themed event involving the use of their cosmetology or barbering skills, if an instructor is present and if the board has been notified fifteen days in advance of the field trip.
- (I) A school may award up to ten hours to students for educational salon or barber shop visits under the following conditions:
- (1) For each salon or barber shop visited, an individual holding a current, valid license must complete and sign a board-approved form documenting the details of the visit;
 - (2) Any such forms must be submitted to the board as part of the student's certified training record under rule 4713-5-11 of the Administrative Code.
- (J) Any school offering a career based intervention (CBI) program approved by the ODE may allow a student to participate for no more than forty-five clock hours in a program approved by the board. 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 in no more than forty-five clock hours of theory based lessons and practical lessons combined. Participation shall only cover 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 participation time a CBI student spends in the theory and in the practical lessons. The school shall make this information available to the board upon request.
 - (5) Upon the conclusion of forty-five clock hours of participation, the student shall no longer be eligible to participate in theory or practical lessons unless enrolled.
- (K) Any school that wishes to implement web-based 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) If web-based education is made available to students, the student contract must clearly state that any hours or equivalent credit hours attained in this manner may not be recognized by other states or schools.
 - (3) The school must determine if prospective students have the skills and comprehension to succeed in a web-based environment and the school must maintain in each student's record, documentation of the method used to determine the student's skill and comprehension.
 - (4) The school must provide students with textbooks, supplementary instructional materials, and any additional equipment necessary to fulfill the program and course requirements.

- (5) Students and instructors must have 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 web-based education materials.
 - (6) Observable, measurable, and achievable student performance outcomes shall be identified so that courses and programs offered through web-based education can be compared to courses and programs with similar subject matter and objectives offered through traditional means. Schools must track and record student performance outcomes in such a manner as to allow an agent of the board to review the record for progress of any student engaged in web-based education.
 - (7) The school shall be responsible for the quality of the courses of study and programs offered through web-based education methods and the achievement of student performance outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a web-based program or course of study. All web-based content must be approved by the board before it is offered to students, and any changes in curriculum approved before being offered.
 - (8) The instructional staff that provides instruction in web-based programs must have the qualifications, experience, and credentials to support the program or course of study.
- (L) Each barber school shall conduct a course of study and training consisting of the following:
- (1) At least one hundred hours of theoretical study.
 - (2) At least two hundred hours of scientific barber practice.
 - (3) At least twelve hundred hours of general barber practice.
 - (4) At least three hundred hours that may be allocated to theoretical study, scientific barber practice, or general barber practice, as deemed appropriate by the school.
- (M) Each barber school may conduct a course of study and training for licensed cosmetologists and hair designers under the following hour requirements:

- (1) At least thirty-five hours of theoretical study;
 - (2) At least one hundred hours of scientific barber practice;
 - (3) At least eight hundred hours of general barber practice; and
 - (4) At least sixty-five hours that may be allocated to theoretical study, scientific barber practice, or general barber practice, as deemed appropriate by the school.
- (N) All general barber practice on clinic patrons shall be supervised by a licensed barber teacher, and shall be inspected and approved by the barber teacher unless the patron refuses to permit inspection and/or approval.
- (O) If clinic patrons are not available, the student shall only receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study.