Instructions for completing the Cosmetology School Monthly Attendance and Hours Report

The Monthly Attendance and Hours Report must be submitted by no later than the twentieth (20th) day month. OAC 4713-5-10 (B1)

Schools shall report all withdrawn students with the Monthly Attendance/Hours report. OAC 4713-5-15

Reports which contain errors will be returned to the school for correction.

All data entered must be typed.

All reports must be sent via email attachment to your assigned school liaison.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>School Data – Must Be Completed In Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>School ID Number</td>
<td>Number assigned by the Board to each individual school</td>
</tr>
<tr>
<td>School Name</td>
<td>Full name of school</td>
</tr>
<tr>
<td>Address</td>
<td>Complete address of school that is reporting hours</td>
</tr>
<tr>
<td>Month</td>
<td>Month/Year of the information being reported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2</th>
<th>Monthly Attendance and Hours Report- Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Names</td>
<td>List each student in alphabetical order with last name first</td>
</tr>
<tr>
<td>ID# or Last 4 digits of SSN</td>
<td>Student ID number if assigned by Board or last four digits of SSN</td>
</tr>
<tr>
<td>Program of Study</td>
<td>Use course code from list on page 2</td>
</tr>
<tr>
<td>Enrolled Date</td>
<td>Date which the student begins training. Students will not receive credit for hours unless an enrollment form or electronic file is submitted to the Board by the last day of month. Newly transferred students should also use original enrollment date</td>
</tr>
<tr>
<td>Total Hours Previous Month</td>
<td>Total hours to date from previous month</td>
</tr>
<tr>
<td>Total Hours Current Month</td>
<td>Total hours accumulated for month reporting</td>
</tr>
<tr>
<td>Total Hours to Date</td>
<td>Combined hourly total of previous and current months</td>
</tr>
<tr>
<td>Date Discontinued</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>Hours Transferred</td>
<td>Accepted hours transferred in from another school</td>
</tr>
</tbody>
</table>
# Program of Study Course Description

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Code</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetologist</td>
<td>COS</td>
<td>1500</td>
</tr>
<tr>
<td>Cosmetologist Advanced</td>
<td>COS/A</td>
<td>300</td>
</tr>
<tr>
<td>Advanced Cosmetologist</td>
<td>COSA</td>
<td>1800</td>
</tr>
<tr>
<td>Cosmetology Instructor</td>
<td>COSI</td>
<td>1000</td>
</tr>
<tr>
<td>Cosmetologist for Ohio Licensed Barber</td>
<td>COS/BARBER</td>
<td>1000</td>
</tr>
<tr>
<td>Hair Designer</td>
<td>HD</td>
<td>1200</td>
</tr>
<tr>
<td>Advanced Hair Designer</td>
<td>HDA</td>
<td>1440</td>
</tr>
<tr>
<td>Hair Designer Advanced</td>
<td>HD/A</td>
<td>240</td>
</tr>
<tr>
<td>Hair Design Instructor</td>
<td>HDI</td>
<td>800</td>
</tr>
<tr>
<td>Esthetician</td>
<td>EST</td>
<td>600</td>
</tr>
<tr>
<td>Advanced Esthetician</td>
<td>ESTA</td>
<td>750</td>
</tr>
<tr>
<td>Esthetician Advanced</td>
<td>EST/A</td>
<td>150</td>
</tr>
<tr>
<td>Esthetics Instructor</td>
<td>ESTI</td>
<td>500</td>
</tr>
<tr>
<td>Manicurist</td>
<td>MAN</td>
<td>200</td>
</tr>
<tr>
<td>Advanced Manicurist</td>
<td>MANA</td>
<td>300</td>
</tr>
<tr>
<td>Manicurist Advanced</td>
<td>MAN/A</td>
<td>100</td>
</tr>
<tr>
<td>Manicurist Instructor</td>
<td>MANI</td>
<td>300</td>
</tr>
<tr>
<td>Natural Hair Stylist</td>
<td>NHS</td>
<td>450</td>
</tr>
<tr>
<td>Advanced Natural Hair Stylist</td>
<td>NHSA</td>
<td>600</td>
</tr>
<tr>
<td>Natural Hair Stylist Advanced</td>
<td>NHS/A</td>
<td>150</td>
</tr>
<tr>
<td>Natural Hair Style Instructor</td>
<td>NHSI</td>
<td>400</td>
</tr>
</tbody>
</table>