

INSTRUCTIONS ON OBTAINING A SOUTH DAKOTA INSTRUCTOR LICENSE

GENERAL INFORMATION

A cosmetologist may teach cosmetology, esthetics and nail technology. An esthetician may only teach esthetics. A nail technician may only teach nail technology.

Instructor licenses may be approved “conditionally” and will be done on a case by case basis due to emergency or extenuating circumstances.

Instructor licenses expire annually on the instructor’s birth date. If renewed after the expiration date, there is a \$20 penalty added to the renewal fee. All licenses (both personal and instructor) must be posted when a licensee is working.

A person may not teach or be identified as an instructor in a school without an instructor license. An instructor must be identified as an instructor at all times when teaching.

A junior does not have to be under direct and constant supervision by a senior instructor.

If a junior licensee discontinues the instructor education program, the licensee will notify the Commission office at once.

JUNIOR INSTRUCTOR LICENSE*

A person without any instructor education will need to apply for a JUNIOR INSTRUCTOR license. This license is for an applicant who has never been an instructor or does not have any education as an instructor.

To get the initial or “first” Junior Instructor license, the applicant must:

1. be currently licensed as a cosmetologist, esthetician, or nail technician;
2. complete the instructor application and submit the \$25 fee;
3. show documentation of 1,000 clock hours of salon experience;
4. show completion of a minimum 12 clock hour instructor education course(s) that

was pre-approved by the Commission (The Teacher Boot Camp from Milady Online Faculty Education has been pre-approved. The Milady web page for faculty development is:

<http://www.facultydevelopment.cengage.com/indexNACCAS.aspx>;

5. take and pass the Instructor state laws/rules test with at least a 75% (cost is included in the fee);
6. show documentation of enrollment in a 1,000 clock hour instructor education program that has been pre-approved by the Commission. (letter from a school)
7. after completion of the 1,000 clock hours instructor education program, a junior may apply for the senior instructor license.

JUNIOR INSTRUCTOR LICENSE RENEWAL

The junior license must be renewed annually. If the junior license expires before the 1,000 clock hours education program is completed, the junior must show documentation that the junior is still participating in the instructor education program. The renewal fee must also be paid. This needs to be done at least two months before the license expires so the Commission has time to review the information.

SENIOR INSTRUCTOR LICENSE*

This license is for an applicant that has completed the junior license requirements, or has an instructor license from another state, or instructor education from another state or a Teaching Certificate from the South Dakota Department of Education.

To get the initial or “first” Senior Instructor license, the applicant must:

1. be currently licensed as a cosmetologist, esthetician, or nail technician;
2. complete the instructor application and submit the \$25 fee;
3. show documentation of 1,000 clock hours of salon experience;
4. (if not taken as a junior licensee) take and pass the Instructor state laws/rules test with at least a 75% (cost is included in the fee);
5. show successful completion of a 1,000 clock hours instructor education program that was pre-approved by the Commission or completion of an instructor education program from another state cosmetology board or show a SD Teaching Certificate from the Department of Education.

SENIOR INSTRUCTOR LICENSE ANNUAL RENEWAL

To renew the license, a senior instructor must:

1. complete a commission-approved 12 clock hours continuing education in teaching methods;
2. send into the Commission office documentation of the completion;
3. pay a \$35 verification fee if the course is not the Commission seminar; and
3. submit the renewal fee before the license expiration date.

CONTINUING INSTRUCTOR EDUCATION FOR RENEWAL

The commission offers a 12-clock hour seminar on either the third or fourth week in September of each year. The seminar flyer is usually mailed to every instructor in July. Instructors are strongly encouraged to attend this seminar for renewal credit. If the instructor attends this seminar, the documentation will not need to be sent in nor the \$35 verification fee paid.

If a licensee does not attend the September commission-approved seminar, it is the licensee’s responsibility to:

1. find a course,
2. have the course pre-approved by the commission,
3. submit all required documentation after completing the course,
4. pay a fee of \$35 for verification of the course by office staff.

The commission does not have a list of approved courses. To find a course, check with a local college, university, school system, Career Center, cosmetology schools in other states, or Milady Online Faculty development courses at the web page – www.milady.cengage.com. Chose Educators, then Chose Faculty Development. The Milady online course “Teacher Boot Camp” course has been pre-approved for the Junior license.

*See the Work Experience Credit and Alternate Educational courses for a Senior Instructor License.

If you have any questions, please contact the South Dakota Cosmetology Commission office at 605-773-6193.

Adopted by Commission on 7/22/2008

Work Experience Credit and Alternate Educational courses for a Senior Instructor License – (used if NOT in a school instructor education program)

In order to accommodate those that cannot attend a traditional cosmetology school to earn their senior instructor license the following policy has been adopted.

A combination of any of these areas will be accepted. **However, the applicant needs to submit a proposed education plan to the Commission for approval with their application.** The license will not be issued until 1,000 hours are earned either through experience or education combination.

The following **work experience** will be recognized in lieu of educational courses.

3-5 years = 500 hours
6-10 years = 600 hours
11-14 years = 700 hours
15 or more years = 800 hours

The work experience needs to be documented and submitted with the senior instructor license application. This work experience will also be recognized for those who plan to attend a school to gain the instructor education. Not recognized is experience as a product representative.

The following **alternative instructor education courses** will be recognized.

1. Distance education courses. All Milady faculty online courses have been pre-approved with 30 hours earned for each online course completed. Other online course may be pre-approved by the Commission if an applicant submits detailed information on the online course. Certificates earned will need to be submitted to the office.
2. Independent learning courses. Pre-approved are Milady Master Education textbook and workbook and Pivot Point Master Educator textbook and workbook. Each chapter completed with accompanying workbook will earn 5 hours. No more than 75 hours may be earned this way. Workbooks will be turned into the Commission as documentation. Other courses may be pre-approved by the Commission if the applicant submits detailed information on the course.
3. Experience with a mentor will earn 1 hour for each hour in the mentor's classroom with a minimum of 4 hours and no more than 50 hours earned. The mentor will need to document the hours and submit the documentation to the Commission.

Testing

The NIC Instructor theory and practical will need to be taken and passed after completing the 1,000 hours (which combines education and work experience). There will be an \$80 fee for the testing. (At this time if a person completes the 1,000 education hours through an approved school program, the person does not have to take the NIC Instructor tests.)