MEETING AGENDA
SOUTHDAKOTA COSMETOLOGY COMMISSION
Department of Labor & Regulation, 123 W Missouri Ave, Pierre, South Dakota
Friday, January 24, 2020

To join the meeting via conference call:
Dial: (866) 410-8397 • Conference Code: 5816742095

A. 8:30 am (CST) – Convene ...........................................Crystal Carlson

B. Roll Call .................................................................Tami Stokes

C. Approval of Agenda

D. December 6, 2019 Meeting Minutes..............................Tami Stokes

E. Treasurer’s Report ..............................................Tami Stokes

F. Executive Director Report .....................................Kate Boyd

G. Disciplinary Actions ..............................................Violations Committee

1. Case G – 2019
2. Case H – 2019
3. Case J – 2019
4. Lapsed Case 18-2019
5. Lapsed Case 19-2019
6. Lapsed Case 21-2019
7. Lapsed Case-22-2019
8. Lapsed Case 23-2019
9. Lapsed Case 24-2019
10. Lapsed Case 25-2019
11. Lapsed Case 26-2019
12. Lapsed Case 27-2019
13. Lapsed Case 28-2019
14. Lapsed Case 29-2019
15. Lapsed Case 30-2019
16. Lapsed Case 31-2019
17. Lapsed Case 32-2019
18. Lapsed Case 33-2019

H. Open for Public Comment

I. Practical Examinations

J. Inspection Reports – Salon/Booth and Schools
K. Petitions for Declaratory Ruling

1. Petition for Declaratory Ruling 2020-A
   - Can a salon keep closed bags with nail tools for individual customers?

2. Petition for Declaratory Ruling 2020-B
   - Inquiry regarding allowable makeup brush cleaner
     https://cinemasecrets.com/collections/brush-cleaner
     https://www.ofracosmetics.com/products/brush-cleaner-and-disinfectantspray#accordion3

3. Petition for Declaratory Ruling 2020-C
   - Is the application of dipped powder nails allowable in a salon?

4. Petition for Declaratory Ruling 2020-D
   - Is the use of a hyaluron pen allowable for an esthetician to use for lip filler?

L. Application Review

1. School License Renewal Application – Black Hills Beauty College

2. New School License Application – Black Hills Beauty College (new ownership with a name change to The Salon Professional Academy)

3. Cosmetology Apprentice Application for Revive Day Spa – Bradi Heinz

4. Eyelash Extension Education Provider Application – Chantelle Duncan

5. Request for Student License from Applicant with Felony Convictions

M. Meeting & Exam Calendar

March 16-17, 2020 – Cosmetology & Nail Technology State Board Exams
April 16-17, 2020 – Watertown & Sioux Falls School Visits & Commission Meeting
April 24-26, 2020 – NIC All Region Conference – Biloxi, MS
May 17-18, 2020 – Cosmetology & Esthetics State Board Exams
July 24, 2020 – Commission Meeting – Pierre
Sept 25, 2020 – Rapid City School Visits & Commission Meeting
Oct 2-5, 2020 – NIC Annual Conference – Louisville, KY
Dec 11, 2020 – Commission Meeting – Conference Call

N. Other Business

O. 11:00 am – Adjourn

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Wednesday, January 22, 2020 to make any necessary arrangements.
Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
221 W. Capitol Ave, Suite 101, Pierre, South Dakota
December 6, 2019 (CST)

President Crystal Carlson called the conference call meeting to order at 9:00 am.

Executive Director Kate Boyd read the roll and a quorum was established.

Members Present: Crystal Carlson  
Renée Graf  
Debbie Pageler  
Annette Petersen  
Tami Stokes

Members Absent: N/A

Others Present: Kate Boyd, Executive Director  
Fallon Helm, Revive Day Spa Apprentice Salon

Two additions were noted to the agenda. The first was the November 2019 Financial Report that was not available at the time the meeting packets were mailed to the Commission. The second item was an additional request for approval of a student cosmetologist license from an individual still under court supervision for a felony conviction. Crystal Carlson made a motion to approve the agenda. Annette Petersen seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the minutes of the July 26, 2019 meeting. Debbie Pageler seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Executive Director Kate Boyd noted the November 2019 financial report had been emailed to the Commission. The available funds balance was $201,167.89 and the cash center balance was $120,739.42. She added that we should start seeing the cash center balance grow, with the fee increases that go into effect 1/1/20. Since our fiscal year runs from July 1 – June 30 of the following year, this first half-year from 1-1-19 – 6-30-19 should yield about $23,000, or 50% of the anticipated yearly fee increases of about $46,000.

The Executive Director’s Report was included in the meeting handouts and included the following information: (1) Debbie Jensen began her employment with the Commission as a Senior Secretary November 12, 2019. She is a fast learner and we are happy to have her as a member of our office staff; (2) The State Board exam schedule has not yet been set due to the fact that we will no longer be able to administer exams in the Becker-Hansen building in Pierre. This will be discussed in more detail at the January, 2020 Commission meeting; (3) As noted during the Treasurer’s Report, the fee increases went into effect for any licenses that expire in 2020; (4) we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual phones a salon to say they are an inspector for the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to
approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not having fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.

Lapsed Case 2-2019- Tami Stokes made a motion to approve the Consent Agreement for with the following terms:
   a. Teoni Taylor booth license will be suspended for a period of 30 days beginning December 6, 2019.
   b. The 30 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
      1) Ms. Taylor will pay $275 by December 31, 2019 and $250 by January 31, 2010;
      2) Comply with all laws and regulations of the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

There were no public comments.

Annette Petersen made a motion to approve the cosmetology apprentice application of Halley Cranford at Revive Day Spa. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the cosmetology apprentice application of Mu Chay at Revive Day Spa. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the microdermabrasion education provider application submitted by Jamie Larson of Harmony Salon. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application submitted by Ayla Archer. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application of Headlines Academy. Renee Graf seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the field trip request submitted by Headlines Academy. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)
Crystal Carlson made a motion to approve the student license application of the first candidate with a felony conviction. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the student license application of the second candidate with a felony conviction. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The next meeting of the Cosmetology Commission was set for 8:30 am, Friday, January 24, 2020 in Pierre. Hotel rooms for the night of Thursday, January 23, 2020 will be reserved by the staff.

Tami Stokes made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

President Crystal Carlson adjourned the meeting at 9:30 am.

Respectfully submitted,

________________________________________  ______________________________________
Kate Boyd, Executive Director           Tami Stokes, Secretary-Treasurer
SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR’S REPORT  

December 6, 2019

1. **Staff Update** – Debbie Jensen started in our office as a Senior Secretary on November 12, 2019. Debbie’s two most recent positions with other State agencies. Debbie is a fast learner and has already started picking up the slack in the office.

2. **State Board Exam Schedule** – We recently learned that we will no longer be able to administer State Board exams in the Becker-Hansen building in Pierre. Without an exam location, we have been unable to develop an exam schedule for 2020. This will be discussed in more detail at the January, 2020 Commission meeting, with options for future exam testing locations.

3. **2020 Fee Increases & New Administrative Rules** – As a reminder, several of our fees will increase beginning January 1, 2020. Those fees are:

   (a) Examination fee which includes the initial license, from $80 to $100;

   (b) Examination retake fee, one test, from $40 to $60; two tests, from $50 to $70; three tests, from $60 to $80;

   (c) Cosmetologist, nail technician, or esthetician license renewal fee, from $20 to $25;

   (d) Instructor initial license fee and renewal fee, from $25 to $35;

   (e) Salon or booth license renewal fee, from $35 to $40;

The Commission staff is preparing a letter that will be mailed shortly to all salons reminding them about the fee increases and pertinent changes in the administrative rules. The fee increases were included in the 2019 annual Newsletter and the new license fees are printed at the bottom of the 2019 licenses. This will be an additional reminder of the fees and administrative rules changes.

4. **Inspection Scam** -- we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual makes a phone call to a salon to say they are an inspector representing the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not having fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.
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** COMPANY NAME: PROFESSIONAL & LICENSING BOARDS

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** BUDGET FOR PERIOD ENDING: 12/01/2019

** STATE OF SOUTH DAKOTA

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YEAR-TO-DATE: 12/31/2019

MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT

STATE OF SOUTH DAKOTA
1. **Legislative Update** – As of January 14, 2020, there are three legislative bills being introduced in the Legislative Session of interest to the Commission. Copies of these bills are included in the meeting packets and are briefly summarized below.

**SB 10** – will allow the Cosmetology Commission to allow credit for general coursework completed in other programs or institutions, not specific to cosmetology, nail technology, or esthetics, to be applied to any course of study required for licensure with the Commission. The bill authorizes the Commission to establish criteria for accepting and applying the allowable credit.

Individuals who may be interested in this cross-over education for licensing with the Commission may include licensed massage therapists, makeup artists, barbers, or medical personnel.

**SB 13** – is similar to SB 10, in that it allows the South Dakota Board of Barber Examiners to allow credit for general coursework completed in other programs or institutions, not specific to barbering, to be applied to any course of study required for certification with the Barber Board. The bill authorizes the Board to establish criteria for accepting and applying the allowable credit. A cosmetologist could attend a South Dakota school of barbering for the required hours and curriculum set by the Board of Barber Examiners to apply for a SD barber certificate.

**SB 23** – will remove the high school education requirement to be licensed with the Cosmetology Commission. It does not change the minimum age of 17 to attend cosmetology school or minimum age of 18 to become fully licensed with the Commission.

2. **School Name Change** – Peggy Sproat, owner of Headlines Academy, has informed the Commission that her school has become a Paul Mitchell School. The official school name is Paul Mitchell The School Rapid City. A school name change does not require a new school license.

3. **Sale of School** – Black Hills Beauty College (BHBC) is being purchased by Wendy Beaumont, effective March 1, 2020 and will have a new name, The Salon Professional Academy (T-SPA). The current license for Black Hills Beauty College expires February 1, 2020; therefore, the Commission meeting packets include a school license renewal application from BHBC and new school license application from T-SPA.

4. **2020 NIC All Region Meeting and Annual Conference** – Enclosed is a copy of the 2020 Meeting and Exam Calendar. Of special note are the two NIC Meetings being held in April in Biloxi, Mississippi and in October in Louisville, Kentucky. Out-of-state travel request forms will be available at the January 24 Commission meeting for any Commission member who wants to request approval to attend either of these meetings.

5. **Lapsed License Disciplinary Action Fees** – The Commission had asked the Violations Committee to revisit the fees that are proposed in consent agreements in lieu of license suspension. The fees begin at $50 for a license lapsed two months, and an additional $25 is added on for each additional month the license was lapsed. If the licensee has two lapsed licenses – personal license and salon/booth, we have only been imposing the fee for the license that has been lapsed the longest. In accordance with Commission direction at the September 20 Commission meeting, the Violations Committee recommends that the fee structure remain the same, but that if two licenses are lapsed, the fee for the license that has been lapsed the longest will be offered, together with 25% of what the monthly fee for the second license would be.
Intended by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

An Act to revise certain provisions regarding cosmetology licensees.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That a NEW SECTION be added:


Notwithstanding any other provision of this chapter, the commission shall allow credit for general coursework in areas not specific to the practice of cosmetology, nail technology, or esthetics, that is completed in other programs or institutions, to be applied to any course of study required for licensure under this chapter.

The commission may promulgate rules, pursuant to chapter 1-26, establishing criteria for accepting and applying the credit allowable under this section.
An Act to revise certain educational requirements for the practice of barbering.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That a NEW SECTION be added:

36-14-7.1. General Coursework--Credit--Promulgation of Rules.
Notwithstanding any other provision of this chapter, the board shall allow an approved school of barbering to apply credit earned by a student for general coursework in areas not limited to the practice of barbering that is completed in other programs or institutions to the course of instruction required in 36-14-17.
The board may promulgate rules, pursuant to chapter 1-26, establishing criteria for accepting and applying the credit allowable under this section.
2020 South Dakota Legislature

Senate Bill 23

Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

An Act to repeal the high school graduation or equivalent requirement for certain licensed professionals.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That § 36-4B-6 be AMENDED:

36-4B-6. Grant of student status--Qualifications of applicants.

The board may grant authorization for student status in advanced life support upon verification that the applicant meets the following criteria: is at least eighteen years of age; has successfully completed emergency medical technician-basic training; has completed an approved high school course of study or has passed a standard equivalency test; is of good moral character; and has been tentatively accepted in an approved advanced life support training program.

Section 2. That § 36-4B-13 be AMENDED:

36-4B-13. Issuance of advanced life support licenses--Qualifications of applicants.

The board may issue an appropriate advanced life support license to any person who files a verified application upon a form prescribed by the board, pays the required fee, and furnishes evidence satisfactory to the board that the person has met the following qualifications:

1. Meets the age, high school, or equivalency test and moral character requirements of § 36-4B-6;

2. Completes successfully an appropriate course of study approved by the board for the license sought; and

3. Completes successfully a written and practical examination testing the applicant's knowledge in theoretical and applied prehospital primary care as it applies to the practice of the advanced life support license sought.
Section 3. That § 36-5-8 be AMENDED:

36-5-8. Educational requirements for license.

Any person is eligible for examination who is a high school graduate and who has satisfactorily completed two years of preprofessional study in a liberal arts or science course at any college or university approved by the Board of Examiners and who is a graduate of a chiropractic school approved by the Board of Examiners or will be a graduate of a chiropractic school approved by the Board of Examiners within ninety days after taking the examination. The chiropractic school shall require at a minimum for graduation a period of actual attendance equivalent to the standard four-year course, teaching adequate courses in the basic sciences and all subjects pertaining to the practice of chiropractic. The minimum requirements for licensure of any person graduating on or after January 1, 2011 shall be a baccalaureate degree in addition to a doctor of chiropractic degree. The baccalaureate degree may be granted by an accredited undergraduate program or by a chiropractic college or university that can offer a dual degree.

Section 4. That § 36-7-11 be AMENDED:

36-7-11. Requirements for practice.

A person entitled to practice optometry in South Dakota who is not already registered is any person who furnishes the Board of Examiners in Optometry satisfactory evidence as follows:

1. That the person is of the full age of eighteen years and a citizen of the United States or a resident of South Dakota;

2. That the person is of good moral character;

3. That he has graduated from an accredited high school, or its equivalent as may be determined by the board;

4. That the person is a graduate of a recognized Class A optometric school or college approved by the Board of Examiners; and

5. That the person possesses a licensed certificate of registration obtained by taking and satisfactorily passing an examination given by the board for purpose of determining his qualifications for the practice of optometry.

Section 5. That § 36-9-30 be AMENDED:
   An applicant for a license to practice as a registered nurse shall submit to the board
   written evidence, verified by oath, that the applicant has completed an approved four-
   year high school course of study or the equivalent thereof as determined by the
   appropriate educational agency, and has completed an approved program for the
   preparation of registered nurses.

Section 6. That § 36-9-37 be AMENDED:

   An applicant for a license to practice as a licensed practical nurse shall submit to
   the Board of Nursing written evidence, verified by oath, that the applicant has completed
   an approved four year high school course of study or its equivalent as determined by the
   appropriate educational agency and has completed an approved program or its equivalent
   for the preparation of licensed practical nurses.

Section 7. That § 36-11-16 be AMENDED:

36-11-16. Requirements for registration as pharmacist.
   Any person of good moral character and temperate habits, not less than eighteen
   years of age, who is a graduate of a four year high school course or whose education is
   equivalent thereto, in the discretion of the board of pharmacy, who is a graduate of a
   college of pharmacy recognized and approved by the board, and who has had the
   necessary experience as determined by the board in the practice of pharmacy under a
   regularly licensed pharmacist in a pharmacy where physicians' prescriptions are
   compounded and who shall pass a satisfactory examination prescribed by the State Board
   of Pharmacy, shall be entitled to a certificate of registration as a licentiate in pharmacy.
   The board shall have the authority to allow credit for suitable military
   and research activities in the field of pharmacy as part of the experience requirement.

Section 8. That § 36-19-21 be AMENDED:

36-19-21. Requirements for funeral service license--Scope of examination.
   In order to obtain a license in the practice of funeral service, the applicant must be
   shall submit evidence that the applicant is a citizen of the United States or a resident of
   South Dakota, is at least eighteen years of age, is of good moral character, have a
   high school education, and has sixty semester hours credit from a college or university.
in a course approved by the State Board of Funeral Service, and must have; has completed
one year's course at a school of embalming, accredited by the board, must have; has
completed one year's work as a trainee embalmer-funeral director in this state, and must
pass; and has passed an examination on the following subjects: embalming and care,
disposition, and preservation of the bodies of deceased persons; sanitation for the
prevention of the spread of infectious or contagious diseases; and local health and
sanitation ordinances and regulations relating to mortuary science.

Section 9. That § 36-15-4 be AMENDED:

36-15-4. Qualifications of professional commission members--School
affiliation prohibited.

All professional members of the commission shall be:

(1) A resident of this state;
(2) At least twenty-five years of age;
(3) A high school graduate or its equivalent;
(4) Actively engaged in the practice of cosmetology for the three years immediately
preceding the appointment; and
(5) Currently licensed as a cosmetologist in this state at the time of the appointment
and while serving on the commission.

No member of the commission may be a member of or affiliated with or have an
interest in any school while in office.

Section 10. That § 36-15-15 be AMENDED:


An applicant for any license or permit shall first submit evidence, satisfactory to
the commission that the applicant:

(1) Is at least eighteen years of age or older, except as otherwise provided in this
chapter; and
(2) Possesses a high school education or its equivalent as determined by the
commission; and
(3) Has complied with all the rules adopted by the commission as to the qualifications,
standards, and requirements required for such the license and application.
December 1, 2019

For your information:

This letter is to inform you of a name change for Headlines Academy, INC.

As of December 1, 2019 Headlines Academy was approved to become a Paul Mitchell Partner/Franchise School.

Our New name will be Paul Mitchell The School Rapid City

Owner structure will be the same with Peggy Sproat being 100% owner of the corporation.

Please let me know if there is anything else I need to complete so I can have a new school license printed. Paul Mitchell is also requesting a letter of acknowledgement for state level approval.

Thank you!

Peggy Sproat
President
Paul Mitchell The School Rapid City
Office 605.718.8723
Fax 605-348-5462
New Email: PeggyS@rapidcity.paulmitchell.edu
2020 NIC Meetings
National Interstate Council of State Boards of Cosmetology

NIC is an organization comprised of the cosmetology board members from each state, with the executive director of each state being an associate member. The meetings offer an opportunity for collaboration with board members from other states. NIC has the most widely used national testing for cosmetology and barbering.

All out-of-state travel must be approved by the Secretary of the Department of Labor & Regulation. A limited number of Commission members are approved for each out-of-state meeting. For out-of-state travel the State reimburses attendees for hotel rooms, ground transportation, airport parking fees, auto mileage to/from the airport, baggage charges for one checked suitcase, meals at a set rate for breakfast, lunch and dinner. Flight arrangements are made through Travel Leaders in Pierre and the tickets are charged directly to the Cosmetology Commission. Tips, incidentals, including alcohol are not reimbursable items.

April 25-26, 2020 – All Region Meeting
IP Casino Resort Spa, Biloxi, MS

This would require Commission member to travel to Biloxi on Friday, April 24. There is usually an evening reception and then the meeting will be all day Saturday and normally ends by Noon on Sunday to allow for travel home that same day.

The Executive Directors Meeting will be held on April 24, 2020, prior to the start of the All Region Meeting.

October 3-5, 2020 – All Region Conference
Embassy Suites Downtown, Louisville, KY

This would require Commission members to travel to Louisville on Friday, October 2. There is usually an evening reception and then the meeting will be all day on Saturday and Sunday and normally ends at approximately 1 pm on Monday to possibly allow for travel home that same day.

The Executive Directors Meeting will be held on October 1-2, 2020, prior to the start of the Annual Conference.
A. SALON OR BOOTH NAME: ________________________________

ADDRESS: ____________________________________________ CITY: __________________

OWNER NAME: ________________________________________ TELEPHONE NUMBER: __________

SALON or BOOTH LICENSE NUMBER: ____________________ EXPIRATION DATE: ____________

B. TYPE OF SALON: 1. Salon 2. Cosmetology (all) 3. New


C. List of Personal Licensees (first & last) Lic # Expire:

Use additional sheet if more space is needed.

D. During all working hours. YES is satisfactory NO is NOT satisfactory SDCL 36-15 ARSD 20:42

YES NO 1. Current licenses; Rules/Regulations, Unregulated Services Sign – Displayed

YES NO 2. Fire Extinguisher, ABC type, 5 lbs., easily accessible, charged

YES NO 3. First aid kit that contains adhesive dressings, gloves, antiseptic, gauze, tape, blood spill procedures

YES NO 4. Certified for microdermabrasion and/or electric nail file and/or eyelash extensions

YES NO 5. Disinfectant available at each work station and includes manufacturer label

YES NO 6. Disinfectant meets virucidal, fungicidal, and bactericidal requirements

YES NO 7. Disinfectant container labeled, closed and large enough to completely immerse all implements

YES NO 8. Disinfectant (if mixed) fresh, clean and free from contaminants

YES NO 9. Pedicure spa and tools clean and disinfected immediately after each use

YES NO 10. Floors, walls, ceilings, fixtures, vents clean and in good repair

YES NO 11. Plumbing, hot/cold running water and central sewage system

YES NO 12. Electrical, appliance cords and outlets safe and in good repair

YES NO 13. Ventilation in work area

YES NO 14. Restroom, clean with disposable towels, liquid soap

YES NO 15. Storage cabinet or room for harmful supplies

YES NO 16. Hair work stations immediately clean and disinfected after each use

YES NO 17. Nail work stations immediately clean and disinfected after each use

YES NO 18. Esthetics work stations immediately clean and disinfected after each use

YES NO 19. Waste containers closed, labeled and emptied when full or at least daily

YES NO 20. Sinks clean and disinfected immediately after each use, no hair or soap scum

YES NO 21. Hand sanitizer or hand-washing facilities available for use

YES NO 22. Clean closed labeled containers to store only cleaned and disinfected implements and tools

YES NO 23. Clean closed labeled containers to store only clean towels

YES NO 24. Closed, labeled containers for soiled towels, linens, implements

YES NO 25. Hair tools new and/or clean and disinfected

YES NO 26. Nail tools new and/or clean and disinfected

YES NO 27. Esthetics tools new and/or clean and disinfected

YES NO 28. All single-use items immediately disposed in trash after each use

YES NO 29. All products are clean, closed, and labeled correctly, includes wax

YES NO 30. Fluids, semifluids, creams and powders kept in clean, closed, labeled containers

YES NO 31. Items listed in 30. dispensed with a disinfected spatula, shaker, pump, spray dispenser or single-use item

YES NO 32. Equipment for waxing hair removal services kept clean and disinfected

YES NO 33. Electrical equipment clean and disinfected after each service (electric clippers, electric files or curling irons)

YES NO 34. Attachments for electrical equipment clean and disinfected and stored in a clean, closed labeled container

YES NO 35. Home Salons – separate exit – separate from residential area

YES NO 36. Other laws and/or rules that apply (list )

E. Comments: ________________________________________________________________

F. Date: ____________ Time: ____________

Signature: ______________________________ Inspector signature ______________________________

License reviewed inspection report with Inspector YES NO (if "no" why not)

RECHECK ______ FAIL _______ PASS _________
**Section A**

1. Name of School:

2. Address:

3. City:  

4. Telephone Number:

5. School License Number:  

6. Expiration Date:

7. Type of school (circle one only)  

   - Cosmetology  
   - Nails  
   - Esthetics

8. Programs Taught (circle all that apply)  

   - Cosmetology (hair, nails, esthetics)  
   - Nails (separate)  
   - Esthetics (separate)

**Section B**

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<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>9.</td>
<td>Sign on clinic floor clearly indicating that all services are performed by students</td>
<td>SDCL 36-15-38</td>
</tr>
<tr>
<td>10.</td>
<td>Sign above must be in a conspicuous location</td>
<td>SDCL 36-15-38</td>
</tr>
<tr>
<td>11.</td>
<td>Student Price List on Display</td>
<td>ARSD 20:42:06:30</td>
</tr>
<tr>
<td>14.</td>
<td>Unregulated Services Sign displayed in reception area</td>
<td>ARSD 20:42:06:33</td>
</tr>
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15. TOTAL ENROLLMENT OF STUDENTS IN SCHOOL  
(Attach list of official current students)

**Section C**

**INSTRUCTOR LICENSES**

<table>
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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
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</table>
| 1. | All licenses current and displayed.  
   - (SDCL 36-15-25, ARSD 20:42:06:29) |
| 2. | Minimum of one instructor for 15 students enrolled.  
   - (ARSD 20:42:06:10) |

<table>
<thead>
<tr>
<th>3. Last Name</th>
<th>Instructor License Number</th>
<th>Expiration</th>
<th>Work area of responsibility during inspection</th>
<th>On Duty</th>
<th>Identified</th>
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(School Inspection Form 1/2020)
### General Requirements and Equipment

**Section D**

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
<th>Code</th>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>1. Separate closed storage area for required equipment for each enrolled student</td>
<td>ARSD 20:42:06.01(3)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>2. Time clock or timekeeping software for student hours</td>
<td>ARSD 20:42:06.01(4)</td>
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<tr>
<td></td>
<td></td>
<td>3. Classrooms</td>
<td>ARSD 20:42:06.02</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Separated from public areas</td>
<td>ARSD 20:42:06.02(1)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Instruction board or chalkboard</td>
<td>ARSD 20:42:06.02(2)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Sufficient tables/desks and chairs to meet the needs of scheduled students</td>
<td>ARSD 20:42:06.02(3)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Lesson plans related to the subjects taught</td>
<td>ARSD 20:42:06.02(4)</td>
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<td></td>
<td></td>
<td>Course title observed</td>
<td>ARSD 20:42:05</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Textbooks &amp; SD Law/Rule book for each student</td>
<td>ARSD 20:42:06.29</td>
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<tr>
<td>Yes</td>
<td></td>
<td>4. Student licenses posted at primary work station</td>
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**Section E**

### Required Minimum Equipment and Supplies

**COSMETOLOGY (20:42:06.01.01)**

<table>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
<th>Code</th>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>1. Work Station for each working student that includes:</td>
<td>ARSD 20:42:06.01.01(1)</td>
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<tr>
<td></td>
<td></td>
<td>Mirror</td>
<td>ARSD 20:42:06.01.01(1)(a)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table top or counter</td>
<td>ARSD 20:42:06.01.01(1)(b)</td>
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<td></td>
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<td>Client chair</td>
<td>ARSD 20:42:06.01.01(1)(c)</td>
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<tr>
<td></td>
<td></td>
<td>Clean covered labeled container to store clean tools and implements</td>
<td>ARSD 20:42:06.01.01(1)(d)</td>
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<tr>
<td></td>
<td></td>
<td>Clean covered labeled container to store used or soiled tools and implements</td>
<td>ARSD 20:42:06.01.01(1)(e)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>2. Simulated human head with real or synthetic hair</td>
<td>ARSD 20:42:06.01.01(2)(a)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>3. One marcel iron</td>
<td>ARSD 20:42:06.01.01(2)(b)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>4. One hand-held hair dryer</td>
<td>ARSD 20:42:06.01.01(2)(c)</td>
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<tr>
<td>Yes</td>
<td></td>
<td>5. Chemical wave rods</td>
<td>ARSD 20:42:06.01.01(2)(d)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>6. One properly functioning shampoo bowl per five working students</td>
<td>ARSD 20:42:06.01.01(3)(a)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>7. One hooded hair dryer per fifteen working students</td>
<td>ARSD 20:42:06.01.01(3)(b)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>8. Required equipment in 20:42:06.01.02 for esthetics instruction</td>
<td>ARSD 20:42:06.01.01(3)(c)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>9. Required equipment in 20:42:06.01.03 for nail technology instruction</td>
<td>ARSD 20:42:06.01.01(3)(d)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>10. Combs and brushes so that clean, disinfected combs and brushes are used on each client.</td>
<td>ARSD 20:42:06.01.01(3)(e)</td>
</tr>
</tbody>
</table>

**Section F**

### Required Minimum Equipment and Supplies

**ESTHETICS (20:42:06.01.02)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>1. Work station for each working student that includes:</td>
<td>ARSD 20:42:06.01.02(1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Facial chair or massage table</td>
<td>ARSD 20:42:06.01.02(1)(a)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table top or counter</td>
<td>ARSD 20:42:06.01.02(1)(b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mirror</td>
<td>ARSD 20:42:06.01.02(1)(c)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clean, covered, labeled container to store soiled or used tools &amp; implements</td>
<td>ARSD 20:42:06.01.02(1)(d)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clean, covered labeled container to store clean tools &amp; implements</td>
<td>ARSD 20:42:06.01.02(1)(e)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>2. At least one steamer</td>
<td>ARSD 20:42:06.01.02(2)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>3. At least one magnifying lamp or dermoscope</td>
<td>ARSD 20:42:06.01.02(3)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>4. Simulated human head forms</td>
<td>ARSD 20:42:06.01.02(4)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>5. For hair removal instruction: a wax pot and supplies for waxing and chemical And physical depilatories</td>
<td>ARSD 20:42:06.01.02(5)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>6. At least one working microdermabrasion machine that meets the requirements of 20:42:04.04.02 for each school offering microdermabrasion instruction</td>
<td>ARSD 20:42:06.01.02(6)</td>
</tr>
</tbody>
</table>

(School Inspection Form 1/2020)
### Section G
**Required Minimum Equipment and Supplies**

**NAIL TECHNOLOGY (20:42:06:01.03)**

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1. Work station for each working student that includes:</td>
<td>ARSD 20:42:06:01.03</td>
</tr>
<tr>
<td></td>
<td>Nail technology table or pedicure station</td>
<td>ARSD 20:42:06:01.03(a)</td>
</tr>
<tr>
<td></td>
<td>Client chair</td>
<td>ARSD 20:42:06:01.03(b)</td>
</tr>
<tr>
<td></td>
<td>Chair for student</td>
<td>ARSD 20:42:06:01.03(c)</td>
</tr>
<tr>
<td></td>
<td>Adjustable light for table</td>
<td>ARSD 20:42:06:01.03(d)</td>
</tr>
<tr>
<td></td>
<td>Clean, covered, labeled container to store disinfected tools &amp; implements</td>
<td>ARSD 20:42:06:01.03(e)</td>
</tr>
<tr>
<td></td>
<td>Clean, covered, labeled container to store used or soiled tools &amp; implements</td>
<td>ARSD 20:42:06:01.03(f)</td>
</tr>
<tr>
<td>Yes</td>
<td>2. Simulated human hands</td>
<td>ARSD 20:42:06:01.03(2)</td>
</tr>
<tr>
<td>Yes</td>
<td>4. Pedicure foot-spas that include a foot bath large enough to completely immerse both feet of the client</td>
<td>ARSD 20:42:06:01.03(3)</td>
</tr>
<tr>
<td>Yes</td>
<td>5. At least one electric file or drill with appropriate attachments and that meets the requirements of 20:42:04:04.01.</td>
<td>ARSD 20:42:06:01.03(4)</td>
</tr>
</tbody>
</table>

### Section H
**Minimum Requirements for Premises and Facilities**

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1. Space – Main cosmetology school</td>
<td>ARSD 20:42:06:19(1)(a)</td>
</tr>
<tr>
<td></td>
<td>Main esthetics school</td>
<td>ARSD 20:42:06:19(1)(c)</td>
</tr>
<tr>
<td></td>
<td>Main nail technology school</td>
<td>ARDS 20:42:06:19(1)(d)</td>
</tr>
<tr>
<td>Yes</td>
<td>2. Plumbing: shampoo bowls for cosmetology courses and sinks for all courses that are connected to a central sewer system and a faucet or outlet for hot and cold running water connected to each bowl</td>
<td>ARSD 20:42:06:19(2)</td>
</tr>
<tr>
<td>Yes</td>
<td>3. Restrooms – minimum of two with liquid soap dispenser, disposable towels or air hand dryer. If school has personnel or students of both sexes, school must provide separate rest rooms for each sex. Restrooms must be available within the structure of the school and must contain at least one sink with hot and cold running water, connected to a central sewer system.</td>
<td>ARSD 20:42:06:19(3)</td>
</tr>
<tr>
<td>Yes</td>
<td>4. Supply dispensary with a sink located within easy access to the student work area</td>
<td>ARSD 20:42:06:19(4)</td>
</tr>
<tr>
<td>Yes</td>
<td>5. Provide ventilation to allow the free flow of air in a room of the proportion to the size and capacity of the room.</td>
<td>ARSD 20:42:06:19(5)</td>
</tr>
</tbody>
</table>

### Section I
**Infection Control Requirements**

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1. Disinfectant with manufacturer label available at each student work station</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:05:01(12)</td>
</tr>
<tr>
<td>Yes</td>
<td>2. One large wet disinfectant container for use by all students or separate wet disinfectant containers for each student to disinfect implements</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:05:01(12)</td>
</tr>
<tr>
<td>Yes</td>
<td>3. Wet disinfected fresh, clean, and free from contaminants</td>
<td>ARSD 20:42:06:24, &amp; ARSD 20:42:04:05.01(14)</td>
</tr>
<tr>
<td>Yes</td>
<td>4. One or more covered labeled containers for all cleaned and disinfected tools &amp; implements</td>
<td>ARSD 20:42:06:01(5)</td>
</tr>
<tr>
<td>Yes</td>
<td>6. A covered labeled waste receptacle for every five students</td>
<td>ARSD 20:42:06:01(9)</td>
</tr>
<tr>
<td>Yes</td>
<td>7. A covered label container for soiled towels &amp; linens</td>
<td>ARSD 20:42:06:01(8)</td>
</tr>
<tr>
<td>Yes</td>
<td>7. Pedicure station(s) and tools clean and disinfected</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:05:08</td>
</tr>
<tr>
<td>Yes</td>
<td>9. Floors clean in work area clean and free of hair and other debris after each client</td>
<td>ARSD 20:42:06:24 &amp; 20:42:04:05.01(16)</td>
</tr>
<tr>
<td>Yes</td>
<td>10. Sinks clean and disinfected, no hair or soap scum</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:05:01(3)</td>
</tr>
<tr>
<td>Yes</td>
<td>11. All waste containers closed &amp; labeled and emptied when full or at least daily</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:04:05.01(15)</td>
</tr>
<tr>
<td>Yes</td>
<td>12. Fluids, semifluids, creams and powders kept in a clean, closed, labeled container &amp; dispensed with disinfected spatuila, shaker, pump, spray dispenser or single-use item</td>
<td>ARSD 20:42:06:24 &amp; 20:42:04:05.01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>13. Care and condition of capes or neck strips</td>
<td>ARSD 20:42:06:25 &amp; ARSD 20:42:04:06</td>
</tr>
<tr>
<td>Yes</td>
<td>15. Hair work stations clean and disinfected</td>
<td>ARSD 20:42:06:24, &amp; ARSD 20:42:04:05.01</td>
</tr>
<tr>
<td>Yes</td>
<td>17. Esthetics work stations clean and disinfected</td>
<td>ARSD 20:42:06:24 &amp; ARSD 20:42:04:05.01</td>
</tr>
</tbody>
</table>
Section J
Equipment for Safety

(20:42:06:20)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>1. First Aid kits (at least two) with blood exposure procedures</td>
<td>ARSD 20:42:06:20 &amp; ARSD 20:42:06:32</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>2. Fire Extinguisher, charged, ABC type, 5-pounds each 1,500 feet of space</td>
<td>ARSD 20:42:06:20</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>3. Electrical</td>
<td>ARSD 20:42:06:20</td>
</tr>
</tbody>
</table>

Section J

Student Clinic Floor Station Inspections (attached)

The school is responsible for any student non-compliance. All student station inspection reports will be given to the school manager. It is expected that the instructors will have any non-compliance issues by any individual student corrected quickly.

Section K

1. Inspected by: ________________________________

   (signature of all inspectors)

2. Date Inspected: ______________________________

3. Inspection start time: _________________________
   Inspection end time: __________________________

4. Signed by Owner or School Manager: _______________________________________________________________________________________________

5. An inspection has been made of your School, employees, and students on the above date. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out=not applicable. If a Bolded above No is circled it is an automatic overall failure. If a school fails, an unannounced recheck inspection will be completed within three weeks.

Section L

SCHOOL OVERALL INSPECTION RATING (circle)

If inspector observed 4 violations of any one or more of any item in sections A through I then the inspection is failed.

In Compliance - PASS  Not in Compliance - FAIL

Section M

1. MULTIPLE VIOLATIONS OF ITEMS LISTED IN SECTIONS A THROUGH I.
### Section A

**Student Name:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
<th>ARSD Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>1. License (student) current and displayed at primary work station</td>
<td>20.42.06.29</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>2. Disinfectant available at each work station and includes manufacturer label</td>
<td>20.42.06.24, 20.42:05:01</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>3. Disinfectant meets viricidal, fungicidal, and bactericidal requirements</td>
<td>20.42:06.24 &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>4. Wet disinfectant container (if present) to completely cover all soiled implements</td>
<td>20.42:06.24(7), &amp; 20:42:01:01(7), 20:42:05:01</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>5. Wet disinfection (if mixed) fresh, clean, and free from contaminants</td>
<td>20.42:06.24, 20:42:05:01</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>6. Closed labeled containers that store only new, cleaned or disinfected tools or equipment</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>7. Separate closed labeled containers for used or contaminated implements</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>8. Clean, closed labeled containers to store only clean towels and/or linens</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>9. Closed labeled containers for used (soiled) tools, towels and/or linens</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>10. Hair work station clean and disinfected after each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>11. Nail work station clean and disinfected after each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>12. Esthetics work station clean and disinfected after each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>13. Waste container closed, labeled and emptied when full or least daily</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>14. Floors clean (no excessive hair or nail clippings)</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>15. Hair tools new and/or clean and disinfected prior to each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>16. Nail tools new and/or clean and disinfected prior to each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>17. Esthetic tools new and/or clean and disinfected prior to each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>18. All single use tools/items disposed of immediately after each use</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>19. All products are clean, closed, and labeled correctly</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>20. Disinfected spatula, pump or spray dispenser to dispense products</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>21. Electrical hair clippers clean and disinfected</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>22. Electrical equipment clean and disinfected</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>23. Attachments for electrical equipment disinfected and stored separately in clean closed labeled containers</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>24. Wigs: protective head coverings</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>25. Care and condition of capes</td>
<td>20.42:05:01(4)(12) &amp; 20:42:01:01(7)</td>
</tr>
</tbody>
</table>

An inspection has been made of your clinic floor station. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out = not applicable. **If a Bolded No is circled it is an automatic overall failure.** A failure in a school is normally rechecked in two to three weeks, however, the school will deal with the student recheck.

### Section B

**1. STUDENT OVERALL INSPECTION (circle)**

<table>
<thead>
<tr>
<th>RECHECK</th>
<th>In Compliance - PASS</th>
<th>Not in Compliance - FAIL</th>
</tr>
</thead>
</table>

2. Inspected by (Inspector Initials):  
   Dated:

3. Comments:

School STUDENT CLINIC FLOOR STATIONS Rev 2020
**STUDENT CLINIC FLOOR STATION INSPECTION REPORT**

**SAFETY AND INFECTION CONTROL**

(Yes= In Compliance  No= Not in Compliance  NA= not applicable)

**Section A**

**Student Name:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>License (student), current and displayed</td>
<td></td>
</tr>
</tbody>
</table>

1. Disinfecting agent (labeled) available at station
2. Disinfecting agent meets virucidal, fungicidal, and bactericidal requirements
3. Wet disinfectant container available to completely cover all soiled implements
4. Wet disinfection fresh, clean, and free from contaminants
5. Dry Sanitizers - clean closed containers only store new, cleaned or disinfected tools, towels, linens
6. Closed containers for used (soiled) tools, towels and/or linens
7. Hand sanitizer or hand-washing facilities available for use
8. Hair work station clean and disinfected
9. Nail work station clean and disinfected
10. Esthetics work station clean and disinfected
11. Waste container emptied at least daily
12. Floors clean (no excessive hair or nail clippings)
13. Hair tools new and/or clean and disinfected prior to each use
14. Nail tools new and/or clean and disinfected prior to each use
15. Esthetic tools new and/or clean and disinfected prior to each use
16. All single use tools/items disposed after each use
17. All products are clean, closed, and labeled correctly
18. Dispersal tools or equipment for dispersing products
19. Electrical hair clippers clean and disinfected
20. Electrical equipment clean and sanitary (such as curling irons)
21. Attachments for electrical equipment disinfected and stored separately in closed clean containers
22. Wigs: protective head coverings
23. Care and condition of capes
24. Other

An inspection has been made of your clinic floor station. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out = not applicable. **If a Bolded No is circled it is an automatic overall failure.** A failure in a school is normally rechecked in two to three weeks, however, the school will deal with the student recheck.

**Section B**

**1. STUDENT OVERALL INSPECTION (circle)**

<table>
<thead>
<tr>
<th>RECHECK</th>
<th>In Compliance - PASS</th>
<th>Not in Compliance - FAIL</th>
</tr>
</thead>
</table>

2. Inspected by (Inspector Initials):  

Dated:

3. Comments:
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-A – Salon practice of maintaining separate closed bags in the salon with used files and buffers for each regular nail service customer

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

(1) Rule 20:42:05:01. General infection control requirements for licensees.

(2) Many licensees who perform nail technology services have had the practice of keeping separate closed bags in the salon with the name of each of their regular customers. The bags contain used nail files and buffers to use when performing nail technology services.

(3) Is the maintenance of bags for each customer with used files allowable in South Dakota salons?

(4) If the salon cannot maintain bags for each customer in the salon, can the customer take their own bag of files and buffers home and bring the bag back to the salon for the licensee to use the files and buffers to perform the customer’s nail services?

Dated at Pierre, South Dakota this 15th day of January, 2020.

Kate Boyd, Executive Director
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-B – Makeup Brush Cleaners

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

(1) Rule 20:42:05:01. General infection control requirements for licensees.

(2) The Commission office received an inquiry from a school regarding allowable makeup brush cleaners.

(3) Specifically, the school would like to know if the brushes sold on the following websites are acceptable:

https://cinemasecrets.com/collections/brush-cleaner

https://www.ofracosmetics.com/products/brush-cleaner-and-disinfectantspray#accordion3

Dated at Pierre, South Dakota this 15th day of January, 2020.

[Signature]

Kate Boyd, Executive Director
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-C – Dipped Powder Nail Polish

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

(1) Rule 20:42:05:01. General infection control requirements for licensees.

(2) Our office has been contacted by licensees regarding the use of dipped powder nail polish.

(3) Can cosmetologists and nail technicians licensed with the Commission use dipped powder nail polish on their paying customers?

Dated at Pierre, South Dakota this 15th day of January, 2020.

Kate Boyd, Executive Director
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-D – Hyaluron Pens

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

(1) SDCL 36-15-2.2 License required for practice of esthetics—Practices constituting esthetics.

(2) Our office has been contacted by licensees who want to use hyaluron pens to shoot hyaluronic acid in the lips of customers as a filler.

(3) The question is if hyaluron pens go below the nonliving cells of the stratum corneum of the epidermis.

Dated at Pierre, South Dakota this 15th day of January, 2020.

Kate Boyd, Executive Director
SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE RENEWAL FORM

Instructions
Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of $300.00 for one (1) school license renewal. The expiration date is on the license. The renewal form and fee should be submitted at least two months before the expiration date.

1. TYPE OF LICENSE RENEWING
   Cosmetology School ☑  Nail School ☑  Esthetics School ☑  Branch School ☐

2. SCHOOL INFORMATION
   School Name: Black Hills Beauty College – Rapid City
   Current On-site Director: Holly Keszler
   School Address: 623 St. Joe Street
   City/State/Zip Rapid City SD 57701
   Telephone: 605-342-0697  Fax: 605-342-6886  Email: holly@bhbeautycollege.com
   Programs Offered:
   - Cosmetology ☑  YES  NO  Number of clock hours 1500
   - Nail Technology ☑  YES  NO  Number of clock hours 400
   - Esthetics ☑  YES  NO  Number of clock hours 600
   Are the courses in clock or credit hours? CLOCK ☑  CREDIT ☐  If in credit hours, attach the conversion.
   Days/Times Open: Attach a separate sheet with this information
   Days and Times of Theory Classes: Attach a separate sheet with this information
   Days and Times of Clinic: Attach a separate sheet with this information
   What months are programs started? Attached on a separate sheet of paper
   Current Enrollment:
   - Cosmetology Program: 40
   - Nails Program: 0
   - Esthetics Program: 4
   Approximate Square Footage of school physical premises: 11,000

3. SCHOOL OWNER INFORMATION
   Ownership (check one): Sole Proprietorship ☐  Partnership ☐  Corporation ☐
   List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.
   Owner Name          Owner Residence Address/City/State/Zip          Telephone Number
   Tom Polonicic       1000 Alta Vista Dr. Rapid City, SD 57701        605-390-3503
   Joy Polonicic       1000 Alta Vista Dr. Rapid City, SD 57701        605-390-4633
   If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation.
   ___________________________ ___________________________
   If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent.
   ___________________________ ___________________________

4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 students or a fraction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.

School Renewal Form 12/2013
5. REQUIRED ATTACHMENTS – the following need to be attached.

- List of required and non-required equipment (ARSD 20:42)
- School’s current catalog
- List of textbook(s) and workbook(s) used
- School advertising brochures and website address
- School rules and regulations
- Student policies and procedures
- Explanation of procedure to track student hours
- Explanation of how student records are kept and stored
- Schedule of days and times open, showing theory and practical times, holidays closed
- Listing of proposed field trips on Commission form
- Listing of substitute instructors and guest demonstrators
- List any changes made since the last renewal application

6. AGREEMENT AND SIGNATURE

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and the best of my knowledge and belief, is in all things true and correct.

Owner or School Director Signed: ___________________________ Dated: 12-6-19

Owner or School Director Signed: ___________________________ Dated: __________________

Notary
Subscribed and sworn to before me this 6th day of December, 2019.

CAROL C BROWN
Seal
Notary Public
South Dakota

My Commission expires: ___________________________
#2 School Information

Days/times open: In the school catalog  
Page 4 in the white insert

Day/times of theory classes: In the school catalog  
Page 4 in the white insert

Day/times of clinic: In the school catalog  
Page 4 in the white insert

What months are programs started:
Cosmetology: January, April, July & September
Nail Technology: January, June & December
Esthetics: March & August
#4 Instructors & Qualifications

**Senior Instructors:**

Holly Keszler: Instructor license # IC-06066-2020
    Cosmetologist license# CO-01521-2020
    Holly is Electric File Certified
    Expires: 12-01-2020

Linsy Saenz: Instructor license #IC-09759-2020
    Cosmetologist license #CO-07939-2020
    Linsy is Electric File Certified
    Expires: 1-20-2018

Wendy Beaumont: Instructor license #IC-04848-2020
    Cosmetologist license #CO-03751-2020
    Wendy is certified in Microdermabrasion,
    Electric File & EyeLash Extensions
    Expires: 4-01-2020

Juanita Kester: Instructor license #IC14211-2020
    Cosmetologist license #CO-08115-2020
    Expires: 7/3/2020
Kayla Murphy: Instructor license #IC-14271-2019
Cosmetologist license #CO-10751-2019
Kayla is certified in Electric File &
EyeLash Extensions
Expires: 12/17/2019

Taylar Kauffman: Instructor license #IC-13998-2020
Cosmetologist license #CO-13998-2020
Taylar is certified in Microdermabrasion,
Electric File & EyeLash Extensions
Expires: 10/10/2020
#5 Required Attachments

List of required and non-required equipment.

On the sheet taken from the State Law book. I have highlighted the ones we are in compliance with. We do have all the required equipment.

School’s current catalog.

Most of the required information will be in the school’s catalog.

List of textbook and workbook:

- **Pivot Points Cosmetology Fundamentals** – Main textbook
- **Milday Standard Cosmetology**
- **Pivot Point Library for Pivot Point Schools:**
- **Salon Success**
- **Scientific Approach: Sculpture**
  - Texture
  - Hair Design
  - Color
- **Nail Tech Program: Pivot Point Nail Tech Fundamentals**
- **Esthetics Program: Pivot Point Esthetics Fundamentals**
Advertising Brochure: Small handout in the catalog
Website Address: bhbeautycollege.com
School rules and regulations: In the school catalog.
                                        Page 7&8 in the white insert

Student policies & procedures: In the school catalog.
   Enrollment Policy - Page B
   Attendance Policy - Page B
   Graduation Policy - Page C

Explanation of procedure to track student hours &
Explanation of how student records are kept and stored.
   The students are given a time card each day when they arrive to school. During the day, they have to scan themselves in using their fingerprint. Then the hours are recorded on the time sheets provided by the commission. At the beginning of each month, the monthly time sheets are signed by the student and then mailed to the Commission by the 10th of each month. Before we send the monthly totals to the Commission, we make a copy and place in the students file.
   After the students have signed the monthly sheet, they are put into the computer for a running total. Each month the student will receive a copy of this running total and the students are expected to keep track of their hours.
Schedule of days & times open, showing theory & practical times, holidays closed:
The times and days we are open and when we are in class on Page 4 in the white insert of the school catalog.

**Days scheduled to be closed:**
- January 1st
- July 4th
- November 26th, 27th, 28th
- December 24th, 25th, 26th

**Field trips - On the Commission provided sheet.**

**Listing of substitute instructors & guest instructors.**
- Guest Speakers: Teresa Jahner - Matrix Rep
- Mandi May – Great Clips Manager
- Heather Heidepriem – The Man Salon

**Changes in the last year.**
- There has been no new changes in our program this last year.
1. School name: Black Hill Beauty College

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

<table>
<thead>
<tr>
<th>Name and location of field trip(s)</th>
<th>Approx. Date</th>
<th>Credit Hours</th>
<th>Educational Objectives and approximate number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salon Visits: JC Penneys, Spa Med, The Man Salon Great Clips, Perfect 10, Cost Cutters, Smart Styles House of Nails</td>
<td>January April June September November</td>
<td>7 hours</td>
<td>This gives the students the opportunity to visit the salons &amp; visit with the managers/salon owners &amp; to hand in their resumes. It also helps them to find the right salon for them. 8-15 students</td>
</tr>
<tr>
<td>2.Supply House Salon Centric CosmoProf Life of Riley</td>
<td>January April June September November</td>
<td>2 hours</td>
<td>This will give the students just starting school the opportunity to visit the supply house &amp; get signed up so they can buy professional products &amp; what products that they carry. 10-25 students</td>
</tr>
<tr>
<td>3.CosmoProf Fall Hair Show Deadwood</td>
<td>October</td>
<td>6 hours</td>
<td>This gives the students the opportunity to go to a hair show and tee the new trends and products that the suppliers have to offer. 10-15 students</td>
</tr>
<tr>
<td>4. Corner Stone Rescue Mission &amp; WAVI Career Day</td>
<td>June</td>
<td>4 hours</td>
<td>Corner Stone &amp; WAVI puts on a career day &amp; we help provide free haircuts to their clients. This gives the students extra practice on haircutting while helping those in need. 8-10 students</td>
</tr>
</tbody>
</table>

If more space is required, please use the reverse side.

I realize that if these field trips need to be changed or dropped, I must write to the Commission for prior approval. All those involved shall follow all the requirements as required by the Commission. (see reverse side).

School representative’s signature: ________________
Date: 12-6-19

Date received by Commission: ________________

To be attached to the school license application or renewal fee.
The Commission recognizes and approves off-premise field trips under a present school license as long as the beauty school meets the following requirements:

1. completes a School Field Trip plan which lists:
   a. name and location of field trip;
   b. approximate date(s);
   c. number of hours;
   d. educational objectives (important);
   e. number of students involved.
2. attaches appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. requests no more than 16 hours per year;
5. has instructor(s) directly supervise the students at all times on the field trip;
6. has students and instructors wear identification nametags while on field trip.
(hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

<table>
<thead>
<tr>
<th>Name and location of field trip(s)</th>
<th>Approx. Date</th>
<th>Credit Hours</th>
<th>Educational Objectives and approximate number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Night to Shine The Tim Tebow Foundation Program</td>
<td>February</td>
<td>4 hours</td>
<td>The students will be applying makeup, nail polish on the fingernails only &amp; styling hair for their special night. This gives the students the opportunity to show off their talents and to help with a wonder cause. 8 students</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Field Trip Plans form. doc 12/2000
20:42:06:01. Required basic equipment and educational supplies for all schools. Each school must have the following basic minimum equipment and educational supplies on hand and in good working condition at all times:

1. One current South Dakota Cosmetology Commission law and rule book for each enrolled student;
2. One textbook, as applicable, for each enrolled student;
3. Sufficient lockers for all enrolled students;
4. One time clock for student hours;
5. One large wet disinfectant container for all soiled implements used by all students or a separate wet disinfectant container for each student's soiled implements; and
6. A covered container for soiled towels and linens.


20:42:06:01.01. Required minimum equipment and educational supplies for a cosmetology course. In addition to the equipment required in § 20:42:06:01, each school that offers a cosmetology course must have the following:
(1) Work station for each student working on clients that includes:

(a) A mirror;
(b) A table top or counter;
(c) A client chair; and
(d) A clean, covered container to store clean tools and implements;

(2) Chemical wave rods;
(3) Sufficient combs and brushes per student working on clients;
(4) Simulated human heads with real or synthetic hair;
(5) One shampoo bowl per five working students;
(6) One stationary hooded hair dryer per five working students;
(7) One Marcel iron for each student working on clients;
(8) One hand-held hair dryer for each student working on clients;
(9) Required equipment in § 20:42:06:01.02 for esthetics instruction;
(10) Required equipment in § 20:42:06:01.03 for nail technology instruction; and
(11) For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.


20:42:06:01.02. Required minimum equipment and educational supplies for an esthetics course. In addition to the basic school equipment required in § 20:42:06:01, each school that offers an esthetics course must have the following:

(1) Work station for each student working on clients that includes:

(a) A facial chair or massage table;
(b) A table top;
(c) A mirror;
(d) A covered waste receptacle; and
(e) A clean covered container to store clean tools and implements;

(2) At least one steamer, vaporizer, or pulverizer machine;
(3) At least one galvanic current machine;
(4) At least one suction or vacuum machine;
(5) At least one high frequency Tesla or violet ray unit and a facial electrode;
(6) At least one magnifying lamp;
(7) At least one therapeutic lamp;
(8) Simulated human head forms;
(9) Make-up station with lighted mirror for each student working on clients; and
(10) For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.


20:42:06:01.03. Required minimum equipment and educational supplies for a nail technology course. In addition to the equipment required in § 20:42:06:01, each school that offers a nail technology course must have the following minimum equipment:
(1) Work station for each student working on clients that includes:

(a) A nail technology table;
(b) A client chair;
(c) A chair for the student;
(d) An adjustable light for the table;
(e) A covered waste container; and
(f) A clean, covered container to store disinfected tools and implements;

(2) Simulated human hands with stands;
(3) Pedicure foot-spa station for each student working on a client that includes a foot bath large enough to completely immerse both feet of the client;
(4) At least one electric file or drill with appropriate attachments.


20:42:06:01.04. Branch school exception. If a school is teaching theory classes only, the branch school is exempt from the requirements of §§ 20:42:06:01.01 to 20:42:06:01.03, inclusive.


20:42:06:02. Classrooms. In each school, classrooms for the teaching of theory and for classroom demonstrations must be separate from areas used by the general public. Each classroom must contain:

(1) An instruction board or chalkboard;
(2) Sufficient tables or desks and chairs to meet the instructional needs of scheduled students;
(3) Sufficient reference materials relating to the subjects taught;
(4) Lesson plans relating to the subjects taught; and
(5) Audiovisual equipment and aids relating to the subject taught.


Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.
Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.

20:42:06:05. Approved textbooks for basic course of study. The school shall use one or more of the following textbooks for a basic course of study:

Black Hills Beauty College

UNIT OR SUBJECT

TLC – Salon Visits

TOPIC

Salon Visits and Resumes

LESSON OBJECTIVE

To have the students go out to meet the salon owners/managers and to help decide what type of salon would best fit their personality.

FACILITY USED

NA
TIME ALLOTMENT

7 hours

MATERIALS & EQUIPMENT

Job Applications
Resume

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Meet with the students to see what salons they are interested in and then call the salons to schedule times for the visits.
PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

Being able to meet with salon owners/managers and learn about their salons and seeing which salons would best fit their personalities and goals.
Black Hills Beauty College

UNIT OR SUBJECT

TLC – Supply House Visits

TOPIC

Supply House Visits

LESSON OBJECTIVE

To have the students go out to the supply houses and see what products they will be able to try out and what classes they will offer.

FACILITY USED

NA
TIME ALLOTMENT

3 hours

MATERIALS & EQUIPMENT

Drivers license

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

NA

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses and schedule visit times
Black Hills Beauty College
Updated 2/2014
(NT100p)

UNIT OR SUBJECT
CosmoProf Fall Hair Show

TOPIC
Hair Show

LESSON OBJECTIVE
To have the students be able to attend a hair show to help motivate them by seeing the new trends and products that are offered to them. The new techniques they learn at the show can be brought back to the school for them to use and to also use in the salon.

FACILITY USED
The Lodge - Deadwood

TIME ALLOTMENT
6 hours
MATERIALS & EQUIPMENT
   NA

PRINTED MATERIALS
   NA

SPECIAL RESEARCH
   Check for the time, dates and cost of the tickets.

PREPARATORY ASSIGNMENTS FOR THE TEACHER
   NA

MATERIALS STUDENTS SHOULD BRING TO CLASS
   NA

MOTIVATION TO BE USED
   To get the students excited to learn new creative hairstyles and how to use the new products and tools.
UNIT OR SUBJECT
Corner Stone Rescue Mission & WAVI Career Day

TOPIC
Free Haircuts

LESSON OBJECTIVE
The students will be giving free haircuts during the career day event.

FACILITY USED
Location to be determined at this time.

TIME ALLOTMENT
4 hours
UNIT OR SUBJECT
Night to Shine

TOPIC
Tim Tebow Foundation Prom Night for People with Special Needs

LESSON OBJECTIVE
The students will be styling hair and applying makeup to the girls going to the prom night. The students will be able to apply their skills and talents and all for a good cause.

FACILITY USED
To be determined

TIME ALLOTMENT
4 hours

MATERIALS & EQUIPMENT
Curling Irons    Combs    Clips    Hairspray
Makeup         Disposable applicators    Hand mirror
PRINTED MATERIALS
   NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH
   Check for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER
   Gather supplies

MATERIALS STUDENTS SHOULD BRING TO CLASS
   NA

MOTIVATION TO BE USED
   The students will be able to show off their talents of hair styling and the application on makeup for a good cause.
South Dakota
School License Application
Cosmetology Commission  500 E Capitol  Pierre, SD 57501
Phone 605-773-6193  •  Fax 605-773-7175  cosmetology@state.sd.us

School Licenses are issued by the South Dakota Cosmetology Commission under the SDCL 36-15. Print or type all information. Use the reverse side if additional space is required. Attach a non-refundable School License fee of $300.00 for one school license.

1. Type of school:  (check one)

This is an application for:  New school  New program to existing school  □
Branch school  □  Ownership change  X  Address change  □

Type of school/branch:
A. Cosmetology School  X  B. Esthetics School  □  C. Nail Technology School  □

(Check all that applies)  cosmetology only  X  (includes hair, skin, and nails)
nail technology  X  esthetics  X

Proposed opening date of new school:  March 2, 2020
Proposed opening date of branch school:  NA  OR
New ownership change start date:  March 1, 2020
Proposed new program start date:  NA  Type of program? Esthetics  nail technology

2. Basic School Information.

Name of School:  The Salon Professional Academy

School owner(s) or Corporation name:  R and W Education Group LLC

Physical address of school:  623 Saint Joseph Street, Rapid City, South Dakota 57701

Mailing address for school:  623 Saint Joseph Street

City:  Rapid City Zip:  57701

School Telephone Number:  605-342-0697  Fax number:
wendybeaumont1@gmail.com/rwbeaumont1@gmail.com

Federal ID #84-3120022  web page address:  currently www.bhbeautycollege.com to be changed
www.tspablackhills.com
3. Basic School Information (continued)

Days & times School open: Monday – Thursday 9:00 AM – 8:30 PM, Friday 9:00 AM – 6:30 PM, Saturday: 9:00 AM - 4:30 PM

Days & times of Programs if different from School hours above: __NA____________________

Start month(s) for Programs: Please Refer to School Catalog page: Page 49

<table>
<thead>
<tr>
<th></th>
<th>Cosmetology</th>
<th>Esthetics</th>
<th>Nail Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated opening enrollment:</td>
<td>40</td>
<td>8</td>
<td>TBA</td>
</tr>
<tr>
<td>Estimated maximum enrollment:</td>
<td>50</td>
<td>15-20</td>
<td>10</td>
</tr>
</tbody>
</table>

Square footage of main school physical premises: 11,000 sq. ft.

Prior to beginning operation, will the proposed school/branch school have all facilities and equipment required of schools as set forth in the rules of the commission. YES X NO □ If no, explain: __NA____________________

Will you seek accreditation? Yes □ No □ Already accredited X Explain: The schools is currently accredited by NACCAS. The applications for the change of ownership are being made for the school to continue its accreditation without interruption.

4. Program(s) information. South Dakota requires 1500 hours for a cosmetology program, 600 hours for an esthetics program, and 400 hours for a nail technology program.

For Cosmetology school, which programs are offered:
- Cosmetology X Number of clock hours: 1500 date starting: March 10, 2020
- Nail technology X Number of clock hours: 400 date starting: __TBA_____
- Esthetics X Number of clock hours: 600 date starting: March 10, 2020

For Nail Technology school: Number of clock hours __NA__ date starting: __NA__

For Esthetics school: Number of clock hours __NA____ date starting: __NA__

5. Branch School Information.

Name of Branch School: __NA____________________

Branch school address: __NA____________________

Branch school telephone number: ___NA_________ Fax number: ___NA_________
What programs are offered at the branch school? _____NA

5. Branch School Information (continued).

Name of Branch School Director: _____NA

Square footage of branch school physical premises: _____NA_____ Maximum enrollment: NA_____ 

Days & Times Branch school open: _NA

Is any space to be used at the main school? Explain: _NA

The branch school is located _____NA_______ miles from the main school.

6. School Owner(s) Information
A. List the name and address of each individual, partner or corporate officer who own the above school.

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence address/city/zip</th>
<th>telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald W. Beaumont</td>
<td>905 Enchantment Rd, Rapid City, South Dakota</td>
<td>605-545-0079</td>
</tr>
<tr>
<td>Wendy L. Beaumont</td>
<td>905 Enchantment Rd, Rapid City, South Dakota</td>
<td>605-430-3216</td>
</tr>
</tbody>
</table>

B. This school will be owned by (check one): Sole proprietorship □ Corporation X Partnership □

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. R and W Educational Group, LLC - 905 Enchantment Rd, Rapid City, South Dakota 57701

D. Give the start date of partnership or incorporation and the state in which it was formed. 5/18/18

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services. Ronald Beaumont – 905 Enchantment Road, Rapid City South Dakota 57701

F. Mark the appropriate answer below. If any question asked below requires a yes answer, submit an explanation with this application.

A. Have any principal owner(s), officer(s), or any person in a management capacity:
   1. Ever been involved in a bankruptcy? Yes___ No X
   2. Ever been convicted of a felony or are charges pending? Yes___ No X
   3. Ever been convicted of a misdemeanor other than a minor traffic violation or are charges pending? Yes___ No X
   4. Ever been dismissed from any position for immoral or unprofessional conduct? Yes___ No X
   5. Ever had a license or permit denied or revoked in this or any other state? Yes___ No X
   6. Ever been denied (re)accreditation by any accrediting agency? Yes___ No X
7. Instructor(s) and Qualifications. Instructors must have a South Dakota instructor license. Cosmetology instructors may teach/supervise cosmetology, esthetics, or nail technology programs/students. Nail Technology instructors may only teach/supervise nail technology programs/students. Esthetics instructors may only teach/supervise esthetics programs/students. There must be 1 instructor for every 15 students.

List all the persons who will be instructors, their license number, and what program they are teaching.

<table>
<thead>
<tr>
<th>Name</th>
<th>license number</th>
<th>Program teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Beaumont</td>
<td>IC-04848-2020 &amp; CO-03751-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Juanita Kester</td>
<td>IC-14211-2020 &amp; CO-08115-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Taylor Kauffman</td>
<td>IC-13998-2020 &amp; CO-13449-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Holly Keszler</td>
<td>IC-06066-2020 &amp; CO-01521-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Kayla Murphy</td>
<td>IC-14271-2020 &amp; CO-10751-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Adaali Mendez</td>
<td>IC-10846-2020</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td>Esthetics</td>
</tr>
</tbody>
</table>

| Jill Waters (Jill will be applying her instructors license etc.) | |

8. Required Attachments

Outside photograph of the school showing school sign. The current signage for BHBC with a banner announcing The Salon Professional Academy of Rapid City

Floor plan of school with the various areas indicated. Refer to Attachment

List of required and non-required equipment (ARSD 20:42). Refer to Attachment

Copies of required signage. The school has all required signage in place prior to closing of purchase.

School’s current catalog. Refer to Attachment

Program(s) outline curriculum. – a curriculum plan which shows the daily schedule that incorporates the required number of education hours for a program (1500, 400, or 600) and the number of curriculum areas (see the rules). Please refer to School Catalog – Cos – Pg 26-27, Esti – Pg 30-31, Nails – Pg 33-34

Lesson plans for the offered programs. Refer to Attachment

8. Required Attachments (continued).

Sample project sheets for practical and clinic floor assignments

School rules and regulations. Please refer to School Catalog: PG 10

List of textbook(s) and workbook(s) to be used. Milady, FUEL (Redken Haircutting, possibly "Prosper You" for business training)

School advertising brochures: In process of development
Explanation of procedure to track student hours. We will either use SMART or Campus Login

Schedule, with days and times open; showing theory and practical times; holidays closed. Refer to School Catalog: Page 25

Resume of school manager and each instructor. For the Director of Operations/owner and all instructors beside Jill Water, all employees are remaining at the school after the change of ownership and all resumes are on file with Commission. Jill Water’s Resume attached (applying for instructor license)

9. Agreement and Signature

It is understood and agreed that any license granted is not transferable to another person, partnership or corporation or another location. Whenever, the owner of the school or the location or the school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. And it is understood a listing of field trips must be submitted along with the renewal fee.

It is further understood and acknowledged that this is an application only, and the completion of this application does not entitle one to begin operation of a school or new program until authorized to do so by the Cosmetology Commission upon satisfactory proof being shown as to the compliance with the laws of the State of South Dakota, the Rules and Regulations of the Cosmetology Commission and the sanitary rules and regulations.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law relating to cosmetology, esthetics or nail technology, any rules of the Commission, or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signed: ____________________________

Signed: ____________________________

Subscribed and sworn to before me this ___ day of ________, 20____.

______________________________
Notary Public - South Dakota

My commission expires:
Explanation of procedure to track student hours. We will either use SMART or Campus Login.

Schedule, with days and times open; showing theory and practical times; holidays closed. Refer to School Catalog & Student Handbook.

Resume of school manager and each instructor. For the Director of Operations/owner and all instructors beside Jill Water, all employees are remaining at the school after the change of ownership and all resumes are on file with Commission. Jill Water's Resume attached (applying for instructor license).

9. Agreement and Signature

It is understood and agreed that any license granted is not transferable to another person, partnership or corporation or another location. Whenever, the owner of the school or the location or the school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

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It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law relating to cosmetology, esthetics or nail technology, any rules of the Commission, or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signed:

Signed:

Subscribed and sworn to before me this 12 day of January, 2020

Notary Public - South Dakota

My commission expires: March 25, 2020
Please print or type

Name: Bradi Heinz

Address, City, State, Zip: 1515 Dick Drive, Aberdeen, SD 57401

Date of Birth: 09/15/00 Social Security Number

Education: Aberdeen Central, Aberdeen, SD (Name and City of High School or GED) Date: 2019 (graduation or completion date)

Type of apprenticeship training (check one): COSMETOLOGY □ NAIL TECHNOLOGY □

Suggested Start Date of apprenticeship (tentative): Upon approval Feb 3rd 2019

Name of Senior Instructor(s): Tara Mutland

Name and address of Salon: Prairie Day Spa

City: Aberdeen telephone: 605-725-9242

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

(Signature of Applicant)

Subscribed and sworn to before me this 22nd day of December 2019

(SEAL)

LEXI AMDAHL Notary Public Signature
Seal South Dakota

NOTE: The following must accompany this application: $25.00 money order for license
Proof of High School education or GED equivalent
Copy of birth certificate
Photograph (current) of apprentice

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only: Apprentice License Number: Start date: JAN 07 2020
I, _TARA_ _______________, a licensed Manager-Operator and licensed Active Senior Instructor in the State of South Dakota, agree to instruct _______________ as an apprentice in both the theory and practical work in the art of cosmetology or nail technology. I further agree to abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

(Signature of Instructor)

Subscribed and sworn to before me this _23_ day of __Dec__ 2019

Notary Public

Return to: Cosmetology Commission, 500 E. Capitol, Pierre, South Dakota 57501

**each instructor must sign this statement.**
SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: $100 (Non-refundable)
Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION
Provider’s Name: Chantelle Duncan Leos Vixen
Provider’s Address: 707 East 41st Street #210
STREET
Sioux Falls, SD 57105
CITY
STATE ZIP
Contact Name: Chantelle Duncan
Tel: (605) 681-5915
Fax (___) _______ - _______ Email: Leos Vixen@gmail.com
Check one: □ Individual Provider □ Company Provider

COURSE INFORMATION
□ ATTACH a detailed outline or agenda of the course must be attached to application

Subject (Check ONLY ONE) : □ Microdermabrasion □ Electric Nail File □ Eyelash Extensions

Name of Course: Leos Vixen Advanced Lash Class
All continuing education in South Dakota must emphasize safety and sanitation

Clock Hours: 16
Do not include breaks and meals

Location of Course: Leos Vixen
BUSINESS NAME
Sioux Falls 57105
CITY
STREET
STATE ZIP

Initial Course Offering Date: April 25 Time: 9 AM

ADDITIONAL OFFERINGS
If this course will be offered more than the initial date listed above, attach a list of dates, times, and locations. To identify the location, include business name, address, city, state, and zip code.

The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above. All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours.

Instructor Name: Chantelle Duncan

QUALIFICATIONS AND LICENSURE □ ATTACH instructor’s resume
□ List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

ATTENDANCE VERIFICATION
Briefly explain the method of monitoring for course attendance. Using Sign in and out sheet and hands on training.

☐ ATTACH a sample of the sign-in sheet. After the course, submit a copy to the Commission.

☐ ATTACH a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT
I certify all information on this application is correct to the best of my knowledge.

Person completing this application (Please print): Chantelle Duncan

Signature: _______________________________ Date: 1/9/20

SUBMISSION
Submit your application within sixty (60) days prior to the course date to receive prior approval and a course number. A $100 non-refundable fee must accompany the application. This fee is good for one year only no matter how many courses are taught and is not pro-rated.

Attachments:
1. Course agenda or outline
2. Additional offerings
3. Instructor resume
4. Sample of sign-in sheet
5. Sample of certificate of attendance

NOTES
• When South Dakota licensees attend an approved provider course, the licensee does not have to pay the $35 verification fee to the Commission.
• As of January 1, 2005, the Commission only requires a one-time continuing education course for electric nail files and microdermabrasion.
• As of July 3, 2017, the Commission requires a one-time continuing education course for eyelash extensions.”
• After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: “This program is approved for ____ (number) South Dakota Education Certification Hours.”

COMMISSION USE ONLY
☐ Approved Hours: _______ Course Approval Number: __________________________

☐ Denied Reason: ____________________________

Reviewed by: _______________________________ Date: _____/_____/______

DLR COSMETOLOGY PROVIDER APPLICATION 8/2018
Dear Cosmetology Commission,

I am applying to offer Lash Extension Certification Classes because I believe I can offer proper training and have a non-biased program designed for students to be successful in their training and lash artist journey.

I had taken the “Babe Lash Training Program” back in April of 2019, where I was taught the very basics and was very confused when the program.

I also paid for product that I do not use to this day. Many students in my class believe as well we were not trained properly, therefore I had to do research on my own to be successful.

This company doesn’t even offer the correct products I NEED to offer a safe, and successful lash extension session.

I also believe because I will be offering a NON BIASED lash training that my students will take the program and make it personal and not feel they need to be WORKING for the SALON that put on the training, the students can branch off with other distributors and really designed their services that MEET THEIR NEEDS to provide an excellent service to their customers.

I also have a marketing degree, so I will be able to show students through social media, google and yelp how they can increase revenue for themselves AND NOT FOR THE COMPANY WHO IS PROVIDING THE TRAINING COURSE.

I do believe and witnessed firsthand that the current training courses are not in the STUDENTS benefit and they are SOLEY in the company’s favor. I would like to be a part of changing our “extended education” culture by making sure each and every stylist GET WHAT THEY PAY FOR, and actually use the education to increase knowledge and their business.

Thank you for your time and consideration,

Chantelle Duncan
605 Vixen
Detailed Training Objectives: DAY 1
Orientation from 9am-10am

Natural Eyelash and Eye Area Health (10am-11am)
- Eye and eyelash anatomy and physiology
- Common eye conditions relative to eyelash extensions application
- Proper assessment of a client’s eye health prior to eyelash extensions application

Disinfection of Supplies and Cross-Contamination Prevention (11am-11:30)
- Proper hand washing
- Disinfection of tools
- Cross-contamination prevention
- Maintaining a sanitary work environment

Irritants, Allergens, and Eye Conditions (11:30-11:45am)
- Minimizing irritants and
- Environmental factors and ideal settings for eyelash extensions application
- Overview of infectious diseases and disorders of the eyes that may impact eyelash extensions application

Lunch break from 11:45am-1pm
1pm-3pm (break at 3pm-3:15pm)

Client Consultation

- Pre-application qualifications alongside a thorough assessment of the client’s natural eyelashes, eye area, and general health
- A holistic approach to selecting and designing customized looks based on a client’s physical attributes and lifestyle
- Proper documentation and client record keeping
- Managing client expectations

Hands-On Eyelash Extension Application & Removal

- Mannequin drill practice utilizing different lash extension types, diameters, curvatures, and lengths
  Complete up to 2 full lash applications under the supervision and guidance
- Achieving proper positioning and posture for both client and Lash Stylist
- Executing the complete Cleansing & Priming process to prepare natural eyelashes for application
- Selecting and properly placing under eye patches to cover lower eyelashes
- Utilizing various eyelash extension curvatures and diameters
- Measuring each client’s natural eyelashes to properly select the diameter, length, curvature, and lash type for each eyelash extension

LIVE DEMONSTRATION 3:15-5PM

- Demonstrating proper framing and design
- Demonstrating proper isolation
• Demonstrating the ability to pick up, coat, and attach eyelash extensions for Classic Single-Layer Applications:
  o No eyelashes are sticking together
  o Extensions are attached with the eyelash extensions placed according to the design created for the client
  o Extensions are attached using proper attachment techniques
  o Extensions are attached 1 mm from the eyelid
  o Extensions are attached using the Side, Top, Bottom, or Wrapping Placement Techniques
  o No broken, loose, or hanging eyelash extension bases are present
  o No gaps can be found between the natural eyelashes and eyelash extension attachment areas
• Safely removing eyelash extensions utilizing both Peel Removal and Full Removal techniques
• Completing thorough aftercare consultations with students and models
• Documenting and record keeping throughout and at the end of each eyelash extension application
• Verbally demonstrating understanding of the following:
  o Eyelash Extension Application Process, products, supplies, and techniques
  o Safe application practices
  o Retail knowledge
  o Common troubleshooting questions

A brief review of the following:

• Client Consultation
• Basic Design Competency
• Eyelash Extensions Application and Removal
Day 2 Methods of Enhancing Eye Shape (9am-9:30)

Concepts of Design Theory

- Utilizing a different approach to lash design that complements the client’s facial features
- Customizing lash designs based on natural eyelash criteria, eye shape, eyelid platform, eye color, brow shape, and skin tone
- Utilizing different types, tapers, lengths, diameters, curvatures, and colors to enhance design
- Adjusting the frame for different eye shapes
- Attachment techniques for different natural eyelash types
- Becoming proficient in design customization

- Customizing lash designs based on each client’s eye shape and design preference
- Strategies for enhancing eye shapes
- Creating the illusion of different eye shapes
- Effectively managing clients’ design expectations while following safe application guidelines

In-Depth Overview of Natural Eyelash Types (930-10am)

- Designing for various natural eyelash types, including downward-pointing, straight, curly, coarse, fine, and light-colored natural eyelashes
- Application strategies to maximize design opportunities for each natural eyelash type
- Success strategies for applying to difficult natural eyelashes
Marketing and Social Media (10-11am)

- How to increase income using social media marketing
- Effective ways to use Facebook adds and Instagram

Evaluating Eyelash Extension Longevity

- Overview of eyelash extensions longevity and determining appropriate lash retention
- Strategies to monitor and assess natural eyelash shedding
- Identifying signs of poor aftercare and poor application techniques

Troubleshooting

- Effectively determining the cause of and resolving:
  - Common client concerns
  - Common application errors

Application and Retail Product Knowledge (11am-1130am)

- Adhesive care, take home cleansers and lash boost products
Professional Image and Salon Management (11:30-12pm)

- Strategies for managing a salon and creating a professional image, focusing on establishing the following areas:
  - Marketing and promoting
- Lash Stylist etiquette

Lunch from **(12pm-1:15pm)**

Evaluation, Support and Feedback

- Individualized assistance throughout the training program
- Continuous trainer evaluation and feedback to build confidence and increase skill level

Hands-On Eyelash Extension Applications **(1:15-3:15)**

- Complete up to 2 full lash applications under the supervision and guidance of your Lashes

Answering questions and going over the following **(3:15-5pm)**

- Maintaining a sanitary work environment and an organized station
- Completing a thorough client consultation utilizing the Xtreme Lashes Client Profile System
- Minimizing irritation by using the Xtreme Lashes Application Environmental System
- Achieving proper positioning and posture for both client and Lash Stylist
- Executing the complete Xtreme Lashes Cleansing & Priming process to prepare natural eyelashes for application
- Selecting and properly placing under eye patches to cover lower eyelashes
- Utilizing various eyelash extension curvatures and diameters
- Measuring each client’s natural eyelashes to properly select the diameter, length, curvature, and lash type for each eyelash extension
- Demonstrating proper framing and design
- Demonstrating proper isolation
- Demonstrating the ability to pick up, coat, and attach eyelash extensions for Classic Single-Layer Applications:
  - No eyelashes are sticking together
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  - No broken, loose, or hanging eyelash extension bases are present
  - No gaps can be found between the natural eyelashes and eyelash extension attachment areas
- Completing thorough aftercare consultations with model(s)
- Documenting and record keeping throughout and at the end of each eyelash extension application
- Verbally demonstrating understanding of the following:
  - Safe application practices
  - Retail knowledge
Chantelle Duncan
1100 South Bahanson Ave
Sioux Falls, SD 57103
605-681-5565
E-mail: chantelleduncan83@gmail.com

Skills and Experience
- Social Networking for businesses, specializing in teen marketing
- Independent and efficient worker
- Self-motivated and directed
- Proficient in computer skills
- Event Planning
- Managing
- Blogging
- Voice Talent/Radio
- Radio Advertisement
- Instagram
- Twitter
- Ability to type 60 cwpm
- Excellent communicator
- Student Panel
- Possess critical thinking skills
- Well organized and punctual
- Promotions
- Sales
- Customer Service
- Voice Talent
- Training
- Facebook

Education
April, 2019            Babe Eyelash School
            Certified Eyelash Technician

Nov. 2015- 2017  Stewart School of Cosmetology, Sioux Falls, SD

Aug. 2012 – 2015  Southeast Technical Institute, Sioux Falls, SD
            AAS Marketing/Marketing Design Graduated December 5, 2015

Sep. 2009 – Jan 2010  Black Hills Beauty College

Aug. 1999 – May 2002  Lincoln High School, Sioux Falls, SD

Related Courses
- Social Media
- Principles of Selling
- Marketing
- HD Airbrush Makeup
- Certified Nail Drill
- Business Communications
- Consumer Behavior
- Marketing Management
- Microdermabrasion
- Mastery Makeup Artist
- Spray Tanning
- Professional Writing
- Beauty Editor
- Marketing Research
- Advertising
- Public Relations
- Project Management
- Business Ethics
Work History

Oct. 2018 - Present
605 Vixen
Owner/Operator
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. Inventory, making nightly bank drop.

Sept 2017-2018
Smart Style
Cosmetologist
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. Inventory, making nightly bank drop.

Jan. 2015-Current
Sioux Falls Women’s Magazine
Beauty Editor & Hair/Makeup Artist
Manage the appearance-related content in a publication, which can include features on skin care, hair care and cosmetics. Also, responsible for applying makeup and prosthetics to aesthetically enhance celebrities, performers, individuals, entertainers, or for special events such as weddings or dates. Work independently or with a team. May also style hair and with clients to create various looks.
<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>PROVIDER: 605 VIXEN</th>
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<tbody>
<tr>
<td>STUDENT CONTACT</td>
<td>STATUS: TRAINER</td>
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<tr>
<td>DEPARTMENT: ADVANCED LASH SCHOOL</td>
<td>16 HOURS COURSE</td>
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<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>REGULAR HOURS</th>
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**WEEKLY TOTALS**

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<thead>
<tr>
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<tr>
<td>TRAINER SIGNATURE</td>
<td>DATE: DATE</td>
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</table>
CERTIFICATE of ACHIEVEMENT

HAS SUCCESSFULLY COMPLETED THE
605 VIXEN ADVANCED LASH TRAINING

THIS ACKNOWLEDGES THAT

Recipient Name

SIGNED, Signatory Name, Signatory Title
AGENDA ITEM L. 5. – Request for Student License from applicant with felony convictions

We have received a student license from an applicant who is currently on probation for two felony drug convictions.

5/7/18: Pled guilty to unauthorized ingestion of a controlled drug/substance in schedules I or II.

5/7/18: Sentenced to five years in penitentiary with five years suspended and probation for three years.

6/19/19: Pled guilty to possession of a controlled drug/substance in schedules I or II.

7/22/19: Sentenced to five years in penitentiary with five years suspended and probation for four years.

Letter from applicant is shown below. Executive Director Boyd and Attorney Oey have reviewed the criminal background and do not see any reason for the Commission to deny this license.

Oct 2018 I was arrested on drug charges. I was put on probation and required to take Abessa. When I finished both, in 2019 I was arrested again and put on probation. I no longer use any drugs. I have my driver's license back. I see my probation officer every two weeks. I want to go to school at Hernandez to continue my road on the right path. I made a mistake once and I want better for my life.

/is/
# 2020 CALENDAR

**COSMETOLOGY COMMISSION**  
State Board Examinations & Regular Commission Meetings

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>January</td>
<td>24</td>
<td>Friday</td>
<td>Commission Meeting (123 W Missouri Ave)</td>
<td>Pierre</td>
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<tr>
<td>March</td>
<td>16</td>
<td>Monday</td>
<td>State Board Exams – C</td>
<td>Pierre</td>
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<tr>
<td>March</td>
<td>17</td>
<td>Tuesday</td>
<td>State Board Exams – N &amp; C-if needed</td>
<td>Pierre</td>
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<tr>
<td>April</td>
<td>16</td>
<td>Thursday</td>
<td>School Visits &amp; Commission Meeting</td>
<td>Watertown/</td>
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<td>(Comm Mtg – Sioux Falls DLR Office pm)</td>
<td>Sioux Falls</td>
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<tr>
<td>April</td>
<td>17</td>
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<td>April</td>
<td>24-26</td>
<td>Fri-Sun</td>
<td>NIC All Region Conference</td>
<td>Biloxi, MS</td>
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<td>May</td>
<td>17</td>
<td>Monday</td>
<td>State Board Exams – C</td>
<td>Pierre</td>
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<td>May</td>
<td>18</td>
<td>Tuesday</td>
<td>State Board Exams – E &amp; C-if needed</td>
<td>Pierre</td>
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<tr>
<td>July</td>
<td>24</td>
<td>Friday</td>
<td>Commission Meeting (123 W Missouri Ave)</td>
<td>Pierre</td>
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<td>September</td>
<td>25</td>
<td>Friday</td>
<td>School Visits &amp; Commission Meeting</td>
<td>Rapid City</td>
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<td>(Comm Mtg - Rapid City DLR Office pm)</td>
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<tr>
<td>October</td>
<td>2-5</td>
<td>Fri-Mon</td>
<td>NIC Annual Conference</td>
<td>Louisville, KY</td>
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<tr>
<td>December</td>
<td>11</td>
<td>Friday</td>
<td>Commission Meeting (Conference Call)</td>
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*C = Cosmetology Exams  •  E = Esthetics Exams  •  N = Nail Technician Exams*

Notes:  
(1) Calendar is subject to change throughout the year.  
(2) State Board Exam dates have not yet been scheduled beyond May, 2020.