Meeting Agenda
COSMETOLOGY COMMISSION
via Microsoft Teams
or Call +1 605.679.7263, ID 115 164 865#

February 18, 2022, 10:00 a.m. CST

A. Call to Order ............................................................... Stokes

B. Roll Call ................................................................. Petersen

C. A - Approval of Minutes, December 10, 2021

D. I - Treasurer's Report ............................................... Petersen

E. D - Director's Report ............................................... Stampe

F. I - Open for Public Comment

G. A - Application and Licensee Request Review
   a. Microdermabrasion Education Provider Application – The Salon Professional Academy
   b. Microdermabrasion Education Provider Application – Kelcey Blair
   c. Cosmetology Apprentice Application – Alicia Enfield - Hollywood Style, Mitchell
   d. Cosmetology Apprentice Request for Leave of Absence

H. I - Other Business

I. A - Adjourn – 11:00 a.m.
Meeting Minutes  
SOUTH DAKOTA COSMETOLOGY COMMISSION  
Meeting held via Microsoft Teams  
Friday, December 10, 2021, 10:00 a.m. CST

Chairman Tami Stokes called the meeting to order at 10:03. Annette Petersen called the roll.  
A quorum was present.

Members Present:  
Tami Stokes  
Annette Petersen  
Renee Graf  
Zoe Hiller

Members Absent:  
Debbie Pageler

Others Present:  
Bradi Stampe, Executive Director  
Angela Larson, Lake Area Tech College  
Danielle Bowman, Stewarts College

Stokes made a motion to approve the September 24, 2021 meeting minutes and the  
October 12, 2021 rules hearing minutes. Hiller seconded the motion.  
MOTION PASSED.

Treasurer Annette Petersen reported that as of November 30, 2021, the available funds balance  
was $271,620.45 and the cash center balance was $223,470.32.

The Executive Director's Report was included in the meeting handouts and included the  
following information: (1) Administrative Rules; (2) Update on the written practical exam

The following was received for public comment:

- Angela Larson representing Lake Area Tech College voiced concerns that fellow students  
  and parents have had regarding the office policy for a Certificate of Licensure. The  
differing hours verified by the school versus the hours verified by the Commission.  
She asked that the office take into consideration documenting on the Certificate of  
Licensure if the student had completed more than the minimum hour requirement.

The Commission reviewed the proposed consent agreement cases that have all been signed by  
licensees. The details of the case review are shown below.

Lapsed Case 30-2021:  
Renae Howe & Howe Salon – Renae’s salon license will be suspended for a period of 5 days.

Lapsed Case 31-2021:  
Sherry Ritter & Sherry Ritter Booth – Sherry’s booth license will be suspended for a period of 10  
days beginning January 3, 2022.  
1) The 10 days of suspension will be held in abeyance for a period of one year and the  
booth will not be actively suspended so long as the following conditions are observed:  
b. Complies with all laws and regulations of the Commission.
Lapsed Case 32-2021:
Corley Berkner & Wild Mane Hair Co – Corley’s salon license will be suspended for a period of 14 days beginning January 3, 2022.
   1) The 14 days of suspension will be held in abeyance for a period of one year and the salon will not be actively suspended so long as the following conditions are observed:
      b. Complies with all laws and regulations of the Commission.

Lapsed Case 33-2021:
Jessica White & Jessica White Booth – Jessica’s booth license will be suspended for a period of 10 days.

Petersen made a motion to approve the above consent agreements with the conditions contained in the agreement. Hiller seconded the motion. MOTION PASSED.

The Commission reviewed the following applications for review:

Cosmetology Apprentice Application – Alexis McGaffee – Revive Salon & Day Spa, Aberdeen
Cosmetology Apprentice Application – Gladys Alvarez – Salon Mia, Sioux Falls
Microdermabrasion Education Provider Application – Nicole Johnson, Aberdeen
Eyelash Extension Education Provider Application – Sylveria Lynn Saul, Sioux Falls
Field Trip Approval for Hollywood Style Apprenticeship

Graf made a motion to approve all the above applications and requests. Stokes seconded the motion. MOTION PASSED.

The 2022 meeting and exam dates were reviewed, and one change was requested.

Discussion was held regarding requiring continuing education for renewals. Petersen had contacted the schools and received positive feedback from three. One school did not respond. Each member had valuable input and ideas, and it appeared that the commission members were all in agreement.

It was asked that Director Stampe draft a proposed rule change containing the updates for review at the next meeting.

Petersen made a motion to adjourn the meeting at 11:05. Hiller seconded the motion. MOTION PASSED.
We have moved! Our new address is 217 W Missouri Ave. Our offices are located on the second floor.

There is a conference room on the first floor, and because of this we will now have the capability to do all testing on-site.

Now that we have testing on-site, we can accommodate more students at one time, and exam hosting will go to every other month.

There was a mix up in the written practical contract that Graham noticed. We worked with Sean at Pro-metric to get the verbiage corrected. Katrina believes the exam will roll out in March. We would like to offer our schools and students more notice of what to expect, therefore we will go live with the written practical at our May exams.
EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider’s Name: Kelsey Marie Blair

Provider’s Address:

STREET

CITY

SD 57301

STATE ZIP

Contact Name: Kelsey Blair

Tel: (605) 222-6429

Fax: Email: kelseyridgway@yahoo.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: Microdermabrasion Certification Class

All continuing education in South Dakota must emphasize safety and sanitation

Clock Hours: 16

Do not include breaks and meals

Location of Course:

Hollywood Style

2100 Highland Way Ste C

Business Name

STREET

CITY

SD 57301

STATE ZIP

Initial Course Offering Date: March 1st, 2022 Time: 8 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:

☑ 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.

DLR COSMETOLOGY PROVIDER APPLICATION

JAN 18 2022

8/2018
List any relevant information you feel is necessary to assist the Commission in determining approval of this course. Our #1 Reason for the course is to use in our apprenticeship program. But would be more than happy to provide classes for other students.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance: Roll call as well as signing in at the beginning, end, and any breaks.

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): Kelsey Blair

Signature: ___________________________ Date: 12/27/21

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
Microdermabrasion Course Syllabus

Instructor
Kelcey Blair

Email
Kelcey.ridgway@yahoo.com

Description
16 hour course to give attendees the knowledge and skills required to perform microdermabrasion safely and effectively

Course Materials

Required Materials
• Pen/Notepad
• Handout (provided by instructor)

Course Schedule

Day 1

- Learning objectives and expectations 30 min
- History and Origin of Microdermabrasion 30 min
- Anatomy & Physiology of the skin 4 hours
  - Layers of the Skin
  - Skin health overtime
  - Principals of Topical Therapy
  - Wound Healing
    - Types of wounds
    - Phases of Wounds
    - Scarring
- Fundamentals of skin care 30 min
- Skin Typing / Aging analysis 30 min
- Consultations / Client care 2 hours
  - Waivers/liability
  - Contraindications
  - Pretreatment

Day 2

8 hours

- Business of Microdermabrasion/ Profitability 1 hour
- Practical Protocol 2 hours
  - Technique
  - Safety
  - Sanitation
- Hands on application 3 hours
- Final Exam 2 hours

Exam Schedule

Exam scheduled for end of class. Includes written and practical.
Must pass with a 75% or better - Retakes are only granted per request and with instructor's approval
EXPERIENCE

LEAD ESTHETICIAN / HOLLYWOOD STYLE SALON
May 1, 2021 – Present
Providing individualized skincare services utilizing my knowledge of skin conditions and contraindications. Educating clients in skincare specifically homecare as well as being a resource to my colleagues. Maintaining professionalism in all situations and ensuring safety and sanitation at all times.

OWNER & ESTHETICIAN / LITTLE SPA ON THE PRAIRIE
October 1, 2013 – March 31st, 2020
Owned and operated a booth rent spa/salon while personally offering a wide range of skin care services and retail.

EDUCATION

DEGREE / DATE Earned

Headlines Academy Esthetics Program May 2013
Licensed June of 2013

NCEA National Certified credential program
Currently enrolled – estimated graduation January 2022

REFERENCES

Available upon request
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CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

NAME

Has successfully completed the required 16 hour course for Microdermabrasion

JUNE 4, 20XX

Trish Bates, President of Hollywood Style Academy

Kelcey Blair LE, Instructor
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

APPRENTICESHIP APPLICATION

Please print or type
Name: Alicia Engeld
Date of Birth:

Address: 710 Sycamore Street  Mitchell  SD  57301
CITY  STATE  ZIP
Date of Birth: Social Security Number:

Education: Woonsocket High School
NAME OF HIGH SCHOOL or GED Date: May 2011
GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): Feb. 28, 2022

Name of Instructor(s): Terra Longo

Salon Name: Hollywood Style  Phone: 605.990.4247
City: Mitchell  SD  Zip: 57301

Address: 2100 Highland Way Ste. C

I realize that any cosmetology 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 13 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 13 day of Jan 20 23

(SEAL)

NOTARY PUBLIC SIGNATURE

*********************************************************************************

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission at the address shown at the top of page

Office use only: Apprentice License Number: ______________________
Start date: __________________

DLR COSMETOLOGY APPRENTICESHIP APPLICATION

Rev. 01/2020
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

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Terra Lingemann, a licensed ☑ Cosmetologist or ☐ Nail Technician

and licensed Instructor in the State of South Dakota, agree to instruct Alicia Enfield

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

________________________
SIGNATURE OF INSTRUCTOR

Subscribed and sworn to before me this 13 day of Jan 2022

(SEAL)

NOTARY PUBLIC SIGNATURE

Return to: Cosmetology Commission at address shown at top of page

** each instructor must sign this statement.