AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
Department of Labor and Regulation Office Conference Room
123 W Missouri Ave, Pierre, SD
February 24, 2017, 8:30 a.m. CDT

A. Call To Order............................................................... Tammy Ugofsky
B. Roll Call................................................................. Crystal Carlson
C. December 2, 2016 Meeting Minutes .................................... Crystal Carlson
D. Treasurer’s Report...................................................... Kate Boyd
E. Executive Director’s Report ........................................... Kate Boyd
F. Disciplinary Actions .................................................... Violations Committee
   1. Review and take action on Consent Agreements signed by Licensees
   2. Disciplinary Action Process - Attorney Graham Oey
G. Administrative Rules - Request Commission input on a variety of possible updates
H. Cosmetology Education Hours, Request for Hair Design License & Request for Early Testing- Stewart School
I. School Requests
   1. School License Renewal Application - Black Hills Beauty College-Rapid City
   2. School License Renewal Application - Black Hills Beauty College-Sioux Falls
   3. School License Renewal Application - Desaree & Company School of Beauty - Sturgis
   4. School License Renewal Application - Stewart School - Sioux Falls
   5. Electric File Provider Application - Desaree & Company School of Beauty - Sturgis
   6. Electric File Provider Application - Headlines Academy, Inc. - Rapid City
   7. Microdermabrasion Provider Application - Headlines Academy, Inc. - Rapid City
   8. Microdermabrasion Provider Application - Black Hills Beauty College-Rapid City
J. Referral of Applications to the Commission
   1. Toni Seales - Reciprocity Applicant seeking approval of New Mexico cosmetology education hour
   2. Tuan Luc - Reciprocity Application - Question about education hours
   3. Julie Bosch - School Applicant with criminal background
K. Other Business

L. Upcoming Meeting Dates

- April 29, 2017 - Cosmetology State Board Exams - Watertown
- May 4-5, 2017 - School Visits & Commission Meeting - Watertown & Sioux Falls
- July 14, 2017 - Commission Meeting am & NIC School Overview pm
- July 15-16, 2017 - NIC Examiner Training/Certification (MANDATORY FOR PRACTICAL EXAMINERS)
- July 17-18, 2017 State Board Exams - Pierre
- August 3-7, 2017 - NIC Executive Directors Meeting (Aug 3-4) & NIC Conference (Aug 5-7) - Charleston WV

M. ADJOURN

Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605/773-6193) at least 48-hours before convening to make any necessary arrangements.
SOUTH DAKOTA COSMETOLOGY COMMISSION
DRAFT MEETING MINUTES

December 2, 2016

Call Meeting to Order
A meeting of the Cosmetology Commission was called to order by President Tammy Ugofsky at 8:00 am on Friday, December 2, 2016. The meeting was held at the Department of Labor and Regulation office located at 123 W Missouri St, Pierre, South Dakota. Several Commission members joined the meeting via conference call.

Roll Call
Attendance was taken by Vice President with the following members present: Lori Berreth, Laurie Brandner, Lori Little and Tammy Ugofsky. Commission member absent: Crystal Carlson. Staff present: Attorney Graham Oey, Executive Director Kate Boyd and Cosmetology office staff member Kelsey Skoglund.

2. Minutes of the September 23 and October 20, 2016 Meetings
IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY LORI BERRETH, TO APPROVE THE MINUTES OF THE SEPTEMBER 23 AND OCTOBER 20, 2016 MEETINGS. THE MOTION PREVAILED ON A ROLL CALL VOTING WITH LORI BERRETH, LAURIE BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

3. Treasurer’s Report
Executive Director Kate Boyd reported that as of October 31, 2016 the available budget was $169,510.35 and the cash center balance was $227,156.99.

IT WAS MOVED BY LORI BRANDNER, SECONDED BY LORI BERRETH, TO APPROVE THE TREASURER’S REPORT. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LAURIE BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

4. Executive Director’s Report
Executive Director Kate Boyd’s written report included: (1) Office Update - Kelsey Skoglund has settled into her new position and things are running very smoothly in the office with all three staff members working very well together. (2) Proposed Hair Braiding Legislation - The Department of Labor and Regulation will be introducing a bill in the 2017 Legislative Session to exempt hair braiding from the scope of practice of a cosmetologist. This will replace the draft hair braiding licensure bill from September 2016. (3) Cosmetology Education Hours - If we are going to move forward if the bill in the 2018 Legislative Session on cosmetology education hours, we will need to have a tentative proposal for the Commission review at the May 5, 2017 meeting and then draft legislation for the Commission’s approval at the July 14, 2017 meeting. Executive Director Boyd suggested and the Commission agreed to ask the Education Hour Task Force to meet again to come up with a proposal for the Commission’s consideration in 2017. (5) The Commission requires individual with education from outside the U.S. to have their education translated and evaluated by AEOQU International. The meeting handouts included an update from AEOQU regarding the procedures they follow with regard to verification of Vietnamese diplomas.
5. Disciplinary Actions

Executive Director Kate Boyd informed the Commission that the Disciplinary Action Hearings for Cases J-2015 and Y-2015 are being delayed to a later hearing date.

The Commission reviewed and took action on the following proposed Consent Agreements that have been signed by the licensee:

Case F-2016
IT WAS MOVED BY TAMMY UGOFSKY, SECONDED BY LORI, TO APPROVE CONSENT AGREEMENT CASE F-2016 WITH THE FOLLOWING TERMS:

a. Mr. Phung’s license, Lic. # NT-10815, shall be suspended for a period of 90 days with 83 days being held in abeyance. Mr. Phung’s license will be actively suspended for 7 days beginning January 8, 2017 through January 14, 2017;

b. The remaining 83 days of suspension for Mr. Phung’s personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

1) Mr. Phung will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

2) Mr. Phung will successfully pay for and successfully complete the online course entitled “Infection Control Online Class”, sponsored by Milady, found at www.miladypro.com. Mr. Phung must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

3) Mr. Phung agrees not to sell or transfer in any way Envy Nails and Spa LLC prior to June 1, 2017.

c.
d. Envy Nails and Spa LLC’s license, #LS-07490, will be suspended for a period of 90 days with 83 days being held in abeyance. Envy Nails and Spa LLC’s license will actively be suspended for 7 days from January 1, 2017 through January 7, 2017:

e. The remaining 83 days of suspension for the salon’s license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
1) Envy Nails and Spa LLC will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement; and

2) Envy Nails and Spa LLC will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Mr. Phung, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of $350.00 by February 28, 2017.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

Case P-2016
IT WAS MOVED BY TAMMY UGOFSKY, SECONDED BY LORI BERRETH, TO APPROVE CONSENT AGREEMENT CASE P-2016 WITH THE FOLLOWING TERMS:

a. Mr. Nguyen’s license, Lic. # NT-10771 will be suspended for a period of 45 days with 38 days being held in abeyance. Mr. Nguyen’s license will be actively suspended for 7 days beginning January 1, 2017 through January 7, 2017;

b. The remaining 38 days of suspension for Mr. Nguyen’s personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;

1) Mr. Nguyen will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

2) Mr. Nguyen will successfully pay for and successfully complete the online course entitled “Infection Control Online Class”, sponsored by Milady, found at www.miladypro.com. Mr. Phung must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

3) Mr. Nguyen agrees not to sell or transfer in any way Nails Art Salon prior to December 2, 2017.
c. Nails Art Salon’s license, #NS-07294, will be suspended for a period of 45 days with 38 days being held in abeyance. Nails Art Salon’s license will actively be suspended for 7 days from January 1, 2017 through January 7, 2017:

d. The remaining 38 days of suspension for the salon’s license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

1) Nails Art Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement; and

2) Nails Art Salon will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Mr. Nguyen, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of $350.00 by January 31, 2017.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

Case J-2015
IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFSKY, TO APPROVE CONSENT AGREEMENT CASE J-2015 WITH THE FOLLOWING TERMS:

a. Ms. Quinlivan license, Lic. # CC-09367, will be suspended for a period of 45 days with 31 days being held in abeyance. Ms. Quinlivan’s license will be actively suspended for 14 days beginning December 24, 2016 through January 6, 2017;

b. The remaining 31 days of suspension for Ms. Quinlivan’s personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;

1) Ms. Quinlivan will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

2) Ms. Quinlivan will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. Quinlivan must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.
3) Ms. Quinlivan will attend a meeting with Commission Staff to discuss licensure law requirements. At the conclusion of the meeting, Ms Quinlivan will successfully pay for and successfully complete the Commission’s State Laws course by successfully passing the post-course exam by January 31, 2017. The cost of the course and exam is $50.00;

c. Due to resent closure of Body & Soul Salon there will be no active days of suspension for the salon license.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

6. Initiated Measure 22 and Its Effect on State Employees
Attorney Graham Oey provided information about Initiated Measure 22 that was passed in the November, 2016 General Election. He addressed some of the details of this new law and its implication for state employees. He said that some details still need to be worked out through administrative rule.

7. Microdermabrasion Provider Application
IT WAS MOVED BY TAMMY UGOFSKY, SECONDED BY LORI BERRETH TO APPROVE THE MICRODERMABRASION PROVIDER APPLICATION SUBMITTED BY RAMONA REICHERTS. THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, LORI BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

8. Proposed Administrative Rules Changes
The Commission reviewed the draft administrative rules changes and provided guidance to the staff on wording and intent.

11. Other Business
N/A

Adjourn
There being no further business, IT WAS MOVED BY LORI BERRETH, SECONDED BY LORI LITTLE, TO ADJOURN. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

The meeting was adjourned at 9:30 a.m.
Respectfully submitted,

Kate Boyd, Recording Secretary

Lori Berreth, Vice President
Executive Director’s Report

December 2, 2016

1. **Office Update** - Kelsey Skoglund has settled very well into her new position with the Commission office. She has quickly become an asset to the overall operation of the office. Kelsey, Bradi and I have developed a mutual respect for each other and function efficiently as a staff of three.

2. **Proposed Hair Braiding Legislation** - The Department of Labor and Regulation will be introducing a bill in the 2017 Legislative Session to exempt hair braiding from the scope of practice of a cosmetologist. This will replace the hair braiding licensure bill originally proposed by the Commission in September, 2016.

3. **Cosmetology Education Hours** - Additional information has become available about cosmetology education hours nationwide. I would like to suggest that the Commission direct the 2016 Cosmetology Education Hour Task Force to begin meeting again to continue work on possible legislation for the lowering of cosmetology education hours. If we are going to request a bill be introduced in the 2018 Legislative Session, the Commission would need to approve the concept by the May 5, 2017 Commission meeting and direct the staff to draft legislation for the Commission’s approval at the July 14, 2017 meeting. After that the bill would need to go thru review by the Department of Labor and Regulation and the Governor’s Legislative Task Force.

4. **AEQUO International Updates** - Attached to this report is communication received from Brentni Henderson of AEQUO International regarding changes in verification procedures for candidates with Vietnamese high school education.
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**TOTAL**

- **Capital Outlay**: 720.700
- **Supplies & Materials**: 200,000
- **Consultant Fees**: 120,000
- **Travel**: 10,000
- **Employee Benefits**: 80,000
- **Other**: 50,000

**Budget Unit**: COSMETOLOGY COMMISSION

**January 2017**
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**Note:** The table above is a financial report showing various accounts and their corresponding amounts. The account numbers and descriptions are indicative of different financial transactions and revenue sources.
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**Available Funds**

- **Total Available Funds:** $20,000.00
- **Balance on 2/28/2015:** $20,000.00
- **Balance on 3/28/2015:** $20,000.00

**Monthly EXPENDITURES**

- 2/10/2015: $0.00
- 2/17/2015: $0.00
- 2/24/2015: $0.00
- 3/01/2015: $0.00
- 3/08/2015: $0.00
- 3/15/2015: $0.00
- 3/22/2015: $0.00
- 3/29/2015: $0.00

**Other Notes**

- Date: 2/10/2015
- Pay Days Remaining: 12
- Days Remaining: 50.0%
- Reporting Period: 12/1/2014 to 2/28/2015
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<th>CREDIT</th>
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</table>

COMPANY NAME: PROFESSIONAL & LICENSING BOARDS

ACCOUNT No.: 1033

FOR PERIOD ENDED: 12/31/2016

REVENUE SUBMITTED TO SBD ON:

23
1. **NIC Instructor Exam** - NIC has launched an updated Instructor Practical Exam effective 1/1/17. A copy of the updated Candidate Information Bulletin enclosed in the meeting packets for all Commission members. The Commission needs to make two decisions:
   - Do you want to continue to administer the Instructor Practical exam?
   - If yes, what date do you want to use the new NIC Instructor Practical Exam?

2. **Salon & Booth Licenses Not Transferable** - Added Statement to Salon and Booth licenses stating they are not transferable to another location or owner

3. **Home School Diplomas** - State of South Dakota does not verify home school education. What criteria should we use to accept home school diplomas.

4. **Exam Schedule Change** - We are cancelling the June 23-24, 2017 State Board exams scheduled for Sioux Falls. Instead, we will be administering State Board exams on July 17-18, following the NIC Examiner Training. This will provide newly trained examiners the opportunity to immediately implement what they have learned.

5. **Dermaplaning & Microblading** - We have had several inquiries regarding dermaplaning and microblading. These subjects will be discussed in-depth at a future meeting.

6. **Teeth Whitening in a Salon** - The Commission meeting packets include legal action taking by the South Dakota Board of Dentistry against a Tanning Bed business who offered teeth whitening.

7. **NIC Executive Directors Meeting - August 3-4, 2017 - Charleston WV**

   **NIC Conference - August 5-7, 2017 - Charleston WV** - Commission members should be checking their calendars and decide if they would like to put in an out-of-state travel request to attend the August 5-7 Conference. The travel day for Commission members would be Friday, August 4, with a preconference reception that evening.

8. **Proposed Website & Database Updates** - Enclosed in the Commission meeting packets are a list of possible updates to the website and the database. We would need to enter into a new contract with Smart Software to complete these items as they do not fit into our annual maintenance contract.
The scope of the National Instructor Practical Examination includes 3 (three) Core Domain sections. The Core Domain services are based on the national job analysis. Please confirm the sections your State requires below. Administration of any of these sections must be done in the order outlined. Please refer to the Instructor Practical Candidate Information Bulletin (CIB) for additional information.

<table>
<thead>
<tr>
<th>Content Domain Section Number</th>
<th>Content Domain Section Title</th>
<th>Will the Additional Section be Administered in your State? (Please circle Yes or No)</th>
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<tbody>
<tr>
<td>1</td>
<td>Lesson Plan*</td>
<td>Core - Required</td>
</tr>
<tr>
<td>2</td>
<td>Theory Lecture*</td>
<td>Core - Required</td>
</tr>
<tr>
<td>3</td>
<td>Demonstration*</td>
<td>Core - Required</td>
</tr>
</tbody>
</table>

Additional Notes:

Completed by: 

Date: 

Authorized Signature:
National Instructor Practical Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Instructor Practical Examination content and administration for Instructor core services.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Important Instructions and Examination Core Domain Content** – This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These individual documents provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This document provides a list of references used to develop and support the content covered in NIC examinations. The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate’s responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions, the proctors are not allowed to communicate with the candidate.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- Examiners are not allowed to speak with the candidate.
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.

- Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
- Once a candidate has completed all tasks in the section, please step back to indicate they have finished.
- In the event the candidate completes a section before the time has elapsed, the examiner will proceed to the next section of the examination.
- When the timer goes off, the candidate must stop working and step back IMMEDIATELY.

During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.

- In the event of a blood exposure incident, candidate will be expected to follow the NIC Health and Safety Standards.

**Failure to do so may result in your dismissal from the examination.**

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to www.nicetesting.org for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.

The following provides examples of materials and actions that are prohibited during the examination administration:

- Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
- Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Exhibiting disruptive behavior.
- Communicating with any examiner.

The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.

**All supplies must be labeled in English.** When an original manufacturer’s label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.

- Original manufacturer’s labels are required for all disinfectants and hand sanitizers.
NIC National Instructor Practical Examination

- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see any further state specific requirements for supplies and products.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin for items that a candidate may possibly utilize in a section.

**SPECIAL ATTENTION**
The following information is vital and specific to the NIC National Instructor Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are **required** to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled "**To be disinfected**"
  - Container labeled "**Soiled linens**"
  - Container labeled "**Trash**"

Candidates are expected to brace **any time they are working around the eye and mouth areas.**
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

**NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION.** (i.e. projectors, computers, device pads, etc.)

**INSTRUCTOR PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS**
The scope of the National Instructor Practical Examination includes 3 (three) core domain sections. The **Core Domain Sections** are based on the national job analysis and are noted in **bold.**

1. **Lesson Plan** (10 minutes)
2. **Theory Lecture** (20 minutes)
3. **Demonstration** (40 minutes)
CONTENT DOMAINS

1. LESSON PLAN (10 minutes)

Proctor Verbal Instruction – Read to candidate:
"Please provide your lesson plans for the Instructor practical examination. You may retain one set for yourself.
"Please do nothing until the next verbal instructions are given."

Proctor Verbal Instruction  Read to candidate:
"You will be presenting your theory lecture on ___________________.
"You will have 10 minutes to set up for your lecture.”
"You will be informed when you have 5 minutes remaining.
"When you are finished, please be seated until the next verbal instructions are given."

(1) "The instructions will be repeated."
(2) "You may begin."

The lesson plan will be evaluated on the following elements:

1.1 Lesson plan introduction
1.2 Lesson plan content
1.3 Teaching aids
1.4 Closing

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before timing has elapsed:
"The candidate has indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:
"Please stop working. Please do nothing until the next verbal instructions are given.

"Proctor – Verbal Instructions: Read to all candidates once examiner has completed assessment for this section:
"The examiner has indicated they are ready to proceed."
2. Theory Lecture (20 minutes)

**Proctor Verbal Instruction** – Read to candidate:

"You will now begin the theory lecture."

"You will be observed for client protection, safety, and infection control procedures."

"Your lecture must be at least 15 minutes but must not exceed 20 minutes."

"Verbally indicate to the proctor when you have finished."

"For example, "I'm ready, I'm finished, or I'm done."

(1) "The instructions will be repeated."
(2) "You may begin."

Candidates will be evaluated on the following tasks:

2.1 Introduction to lecture
2.2 Use of teaching aids
2.3 Use of communication skills
2.4 Classroom interaction
2.5 Closing of lecture
2.6 Content of lecture
2.7 Evaluation of lecture
2.8 Safety and infection control procedures

**Proctor Verbal Instruction** Read if candidate has indicated they have completed the section before timing has elapsed:

"The candidate has indicated they have completed this section of the examination, we will now proceed."

**Proctor Verbal Instruction** – Read if the timer goes off before the candidate has indicated they have completed the section:

"Please stop your lecture."
3. DEMONSTRATION (40 minutes)
(10 minute Set Up and 30 minute Demonstration)

**Proctor Verbal Instruction** – Read to candidate:
“**You will be presenting your demonstration on ____________.**”
“**You will be observed for client protection, safety, and infection control procedures.**”
“**You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.**”
“**You will be informed when you have 5 minutes remaining.**”
“**Do not begin your demonstration until instructed to do so.**”
“**Verbally indicate to the proctor when you have finished.**”
“**For example, I’m ready, I’m finished, or I’m done.**”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

**Proctor Verbal Instruction** – Read if the candidate has indicated they have finished before timing has elapsed:
“**The candidate has indicated they have finished. We will now proceed.**”

**Proctor Verbal Instruction** – Read if the timer goes off before the candidate has indicated they have finished:
“**Please stop working.**”

**Proctor Verbal Instruction** – Read to candidate:
“**You will now begin the demonstration.**”
“**You will be observed for client protection, safety, and infection control procedures.**”
“**Your demonstration must be at least 25 minutes but must not exceed 30 minutes.**”
“**Verbally indicate to the proctor when you have finished.**”
“**For example, I’m ready, I’m finished, or I’m done.**”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

3.2 Introduction to demonstration
3.3 Use of teaching aids
3.4 Use of communication skills
3.5 Classroom interaction
3.6 Closing of demonstration
3.7 Content of demonstration
3.8 Evaluation of demonstration
3.9 Safety and infection control procedures
NIC Instructor Practical Examination – Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before timing has elapsed:
"The candidate has indicated they have completed this section of the examination, we will now proceed."

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:
"Please stop your demonstration."

Proctor Verbal Instruction – Read to candidate:
"You will have 5 minutes to clean up your work area."
"You will be informed when you have 2 minutes remaining."
"You will be observed for client protection, safety, and infection control procedures."
"Verbally indicate to the proctor when you have finished."
"For example, I’m ready, I’m finished, or I’m done."

(1) "The instructions will be repeated."
(2) "You may begin."

Candidates will be evaluated on the following tasks:

3.10 Items to be disinfected, soiled linens and trash are disposed of in a correct manner

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean up before timing has elapsed:
"The candidate has indicated they have finished. Please do nothing until the next verbal instructions are given."

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean up:
"Please stop working. Please do nothing until the next verbal instructions are given."

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor Verbal Instruction – Read to candidate:
"The examiner has indicated they have completed their assessment."
"Make sure that all supplies and disposable materials are taken with you."
"This concludes the National Interstate Council of State Boards of Cosmetology Instructor Practical Examination."
"Thank you for your participation."
SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:
- ALL supplies must be labeled in English.
- No other languages can be present unless an original manufacturer's label is present.
- Original manufacturers' labels MUST have English and may be multi-language.
- All other created labels must be only English
- Paper bags should have plastic liners
- NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, pad devices, etc.)

EXAMINATION UNIVERSAL/GENERAL SUPPLIES
- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels
State of South Dakota
Official Receipt for Payment of Fees

Date: 10/01/2016 10:02: License No: CS-03708-2017
Receipt No: 150872  Total paid: $35.00
Received of:
TAMMY UGOFSKY
XTREME SALON AND SPA
1504 BURLEIGH ST
YANKTON SD 57078

South Dakota Cosmetology Commission
500 E Capitol Ave • Pierre, SD 57501
website: cosmetology.sd.gov • email: cosmetology@state.sd.us
Cut Out Card Below for Wallet Identification

This is to certify licensure of:
XTREME SALON AND SPA
CS-03708-2017

Commission Secretary
Expires:
10/02/2017

State of South Dakota
LICENSE issued by the South Dakota State Cosmetology Commission

This Certifies:
TAMMY UGOFSKY
As:
XTREME SALON AND SPA
COSMETOLOGY SALON
408 W 11TH ST YANKTON

LICENSE NO: CS-03708-2017
LICENSE FEE: $35.00
EXPIRATION DATE: 10/02/2017

South Dakota Cosmetology Commission
500 E Capitol Ave • Pierre, SD 57501
Phone: 605/773-6193 • email: cosmetology@state.sd.us

This license must be conspicuously displayed at the main work station and must be renewed before the expiration date on the license. Licensee must notify this office of any changes. Do not copy this license.

LICENSE RENEWAL FORM
SOUTH DAKOTA COSMETOLOGY COMMISSION

Detach this portion and mail (postmark) with the fee on or before the expiration date or visit cosmetology.sd.gov to renew on-line.
(This is the only renewal notice that you will receive)
Mail to: South Dakota Cosmetology Commission • 500 E Capitol Ave • Pierre, SD 57501

CS-03708-2017

license expires: 10/02/2017

*** Name and/or address change: ***

TAMMY UGOFSKY
XTREME SALON AND SPA
408 W 11TH ST
YANKTON SD 57078

Salon/Booth license renewal is $35. Add a $20 penalty if late.
Diploma

Given this 4th day of February in the year 2015

L-High School

Aberdeen Academy High School

Name

Aphis Cerilises Qual
Given on May 27, 2016
and is entitled to all the rights and privileges pertaining thereto

Diploma

is hereby presented with this

prescribed by the Department of Education and
has satisfactorily completed the mandatory requirements as

NAME

This certifies that

HOME SCHOOL DIPLOMA
# 2017 CALENDAR

**COSMETOLOGY COMMISSION**

State Board Examinations  
And  
Regular Commission Meetings

<table>
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<th>2017</th>
<th></th>
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<tbody>
<tr>
<td>January</td>
<td>7   Saturday</td>
<td>State Board Exams - C</td>
<td>Watertown</td>
</tr>
<tr>
<td>January</td>
<td>30  Monday</td>
<td>State Board Exams - C &amp; N</td>
<td>Rapid City</td>
</tr>
<tr>
<td>February</td>
<td>10  Friday</td>
<td>State Board Exams - N &amp; E</td>
<td>Sioux Falls</td>
</tr>
<tr>
<td>February</td>
<td>11  Saturday</td>
<td>State Board Exams - C</td>
<td>Sioux Falls</td>
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<tr>
<td><strong>February</strong></td>
<td><strong>24</strong></td>
<td><strong>Commission Meeting</strong> (DLR Conf Room)</td>
<td><strong>Pierre</strong></td>
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<tr>
<td>April</td>
<td>29  Saturday</td>
<td>State Board Exams - C</td>
<td>Watertown</td>
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<td><strong>May</strong></td>
<td><strong>4</strong> Thursday</td>
<td><strong>School Visits &amp; Commission Meeting</strong> (Comm Mtg - Sx Falls DLR Office on Fri pm)</td>
<td><strong>Watertown/ Sioux Falls</strong></td>
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<tr>
<td>May</td>
<td>5   Friday</td>
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<tr>
<td><strong>July</strong></td>
<td><strong>14</strong></td>
<td><strong>Commission Meeting</strong> (Ramkola Hotel 8:30 am)</td>
<td><strong>Pierre</strong></td>
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<tr>
<td>July</td>
<td>14  Friday</td>
<td>NIC School Overview (Afternoon-Ramkota)</td>
<td>Pierre</td>
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<tr>
<td>July</td>
<td>15  Saturday</td>
<td>NIC Examiner Training (MANDATORY - All Day)</td>
<td>Pierre</td>
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<tr>
<td>July</td>
<td>16  Sunday</td>
<td>NIC Examiner Training (MANDATORY - All Day)</td>
<td>Pierre</td>
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<tr>
<td>July</td>
<td>17  Monday</td>
<td>State Board Exams - C &amp; N</td>
<td>Pierre</td>
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<tr>
<td>July</td>
<td>18  Tuesday</td>
<td>State Board Exams - E</td>
<td>Pierre</td>
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*Note: Cosmetology members of the Commission are encouraged to attend the Friday afternoon, NIC School overview and the July 15 & 16 NIC Examiner Training is mandatory for anyone that is going to be certified to be a practical examiner the following year.*

| August       | 3-4            | NIC Executive Directors Meeting - Charleston, WV |
| August       | 5-7            | NIC Conference - Charleston WV |

| September    | 21 Thursday    | **School Visits & Commission Meeting** (Comm Mtg - RC DLR Office Thurs pm) | Rapid City/Sturgis |
| September    | 22 Friday      |                                |            |
| October      | 23 Monday      | State Board Exams - C & N      | Rapid City |

| **November** | **17** Friday  | **Commission Meeting** (DLR Conf Room) | **Pierre** |
| December     | 2   Saturday   | State Board Exams - C          | Watertown  |

*C = Cosmetology Exams  •  E = Esthetics Exams  •  N = Nail Technician Exams*

*Note: Calendar is subject to change throughout the year*
STATE OF SOUTH DAKOTA )
COUNTY OF BEADLE )

) SS

IN CIRCUIT COURT
THIRD JUDICIAL CIRCUIT

CIV. 14-122

SOUTH DAKOTA BOARD OF DENTISTRY,

Plaintiff,

VS.

ROBYN SNEDEKER, d/b/a TANCITY,

Defendant.

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER GRANTING PERMANENT INJUNCTION

Plaintiff, the South Dakota Board of Dentistry’s (“Board”) Motion for Permanent Injunction pursuant to SDCL § 15-6-65(a), SDCL § 36-8-14, and SDCL § 21-8-15 was brought on for hearing before the Honorable Jon R. Erickson in the Beadle County Courthouse in Huron, South Dakota, on November 16, 2015, at 3:00 p.m.

The Board appeared by and through its attorney Kristine Kreiter O’Connell. The Defendant appeared by and through its attorney Carl F. Haberstick. The Court considered the Board’s arguments regarding the application of the factors to be considered in granting a permanent injunction, including:

A. The actual success on the merits under the facts as they appeared at trial;
B. The threat of irreparable harm to the moving party;
C. Balancing the harms with the injuries that may be inflicted upon the other party;
D. Lack of adequate remedy at law; and
E. Public interests.
The Defendant, in objection, cited to their proposed findings of fact and conclusions of law submitted following the temporary injunction hearing.

And the Court having considered the submissions of the respective parties as well as the arguments related thereto makes the following:

I. **FINDINGS OF FACT**

1. The Board does not have jurisdiction over these unlicensed owners or workers at TanCity providing dental services.

2. TanCity is not precluded from selling the teeth whitening products.

3. The Board does not have an adequate remedy at law.

4. The potential for threat to patrons’ health is there.

5. There is potential for public harm as discoloration of teeth can be caused by numerous health issues.

From the foregoing Findings of Fact, the Court draws the following:

II. **CONCLUSIONS OF LAW**

1. The Board has met its burden of proof for the granting of a permanent injunction.

Therefore, let an Order be entered accordingly.
ORDER

Based on the Findings of Fact and Conclusions of Law, the Court hereby grants the South Dakota Board of Dentistry’s Motion for Permanent Injunction against TanCity.

Dated this ___ day of ________________, 2015.

BY THE COURT:

[Signature]

Jon R. Erickson
Circuit Court Judge

ATTEST:

Anita Hasel, Clerk
Attest:
By MAEGAN FENKES Clerk/Deputy

Filed on: 12/03/2015 BEADLE County, South Dakota 02CIV14-000122
STATE OF SOUTH DAKOTA  )
COUNTY OF BEadle ) IN CIRCUIT COURT
 ) THIRD JUDICIAL CIRCUIT

SOUTH DAKOTA BOARD OF DENTISTRY,

Plaintiff,

vs.

ROBYN SNEDEKER, d/b/a TANCITY,

Defendant.

PLEASE TAKE NOTICE that Plaintiff’s Proposed Findings of Fact, Conclusions of Law and Order Granting Preliminary Injunction in the above-captioned case was signed by the Honorable Jon R. Erickson on August 31, 2015, and filed with the Clerk of Court on September 3, 2015. A true and correct copy of Plaintiff’s Proposed Findings of Fact, Conclusions of Law and Order Granting Preliminary Injunction is attached and served upon you as part of this Notice.

Dated this 8th day of September, 2015.

WOODS, FULLER, SHULTZ & SMITH P.C.

By /s/ Kristine K. O’Connell
Kristine K. O’Connell
300 South Phillips Avenue, Suite 300
Post Office Box 5027
Sioux Falls, South Dakota 57117-5027
(605) 336-3890
Attorneys for Plaintiff
CERTIFICATE OF SERVICE

I hereby certify that on the 8th day of September, 2015, a true and correct copy of the Notice of Entry of Plaintiff's Proposed Findings of Fact, Conclusions of Law and Order Granting Preliminary Injunction was electronically filed and served through the Odyssey File and Serve system upon the following individual:

Carl F. Haberstick
Fosheim, Haberstick & Hutchinson
289 Dakota Avenue S., #5
Huron, SD 57350
Email: fhh.law@midconetwork.com
Attorneys Defendant

/s/ Kristine K. O'Connell ________________________________
One of the Attorneys for Plaintiff
STATE OF SOUTH DAKOTA )
COUNTY OF BEADLE )

SOUTH DAKOTA BOARD OF DENTISTRY,

Plaintiff,

vs.

ROBYN SNEDEKER, d/b/a TANCITY,

Defendant.

PLAINTIFF'S PROPOSED FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER GRANTING PRELIMINARY INJUNCTION

Plaintiff, the South Dakota Board of Dentistry's ("Board") application for preliminary injunction supported by the Board's Verified Complaint for Injunctive Relief in lieu of affidavit pursuant to SDCL § 21-8-9, was brought on for hearing before the Honorable Jon R. Erickson in the Beadle County Courthouse in Huron, South Dakota, on August 11, 2014.

The Board appeared by and through its attorney Kristine Kreiter O’Connell. The Defendant appeared by and through its attorney Carl F. Haberstick. The Court having considered the evidentiary testimony of the Board’s investigator, Adrian Mohr, Plaintiff, Robyn Snedeker, and Todd Snedeker, and the Court having considered Exhibits 2 through 8 entered into evidence by the Board, and Exhibits B, D, E, G, and L entered into evidence by the Defendant; and the Court also having considered the briefs submitted by each respective party, and the Court issuing its memorandum opinion dated July 2, 2015, and being fully familiar with the record hereby makes the following:

(0198339511)
I. FINDINGS OF FACT

1. Defendant, Robyn Snedeker d/b/a TanCity ("TanCity") is a tanning salon located at 2525 Dakota Avenue South in Huron, South Dakota.

2. TanCity is owned and operated by Robyn Snedeker and her husband, Todd Snedeker.

3. As part of its services, TanCity provides teeth whitening services to patrons utilizing the BleachBright whitening system.

4. TanCity has been providing teeth whitening services since March 2012.

5. TanCity sells product and also provides services to customers when they get to the salon or after they purchase products.

6. Robyn Snedeker is not licensed to practice dentistry or dental hygiene in the state of South Dakota.

7. No dentist or dental hygienist is associated with TanCity.

8. Robyn Snedeker has no knowledge of what the enamel of a tooth is, or anything about the physical composition of teeth, or any disease of the teeth or gums.

9. Robyn Snedeker and five co-workers (trained by Robyn Snedeker) provide the dental whitening services at TanCity.

10. While the products that they carry in their salon can be taken home and used by purchaser, Robyn Snedeker provides teeth whitening services on location at TanCity in a special area that is labeled "teeth whitening" and cordoned off with dividers.
11. Robyn and Todd Snedeker’s training to do the teeth whitening services was obtained through a BleachBright representative/exhibitor that they came upon at a tan expo trade show in Las Vegas, Nevada.

12. The couple became interested in providing these services in their tanning salon.

13. TanCity advertises its teeth whitening services online and through Facebook.

14. These advertisements state that TanCity provides cosmetic teeth whitening and claim that one can get “dentist quality results.”

15. The application of BleachBright will actually whiten teeth.

16. The services and procedures typically provided to TanCity customers are fairly consistent.

17. Plaintiff’s witness, investigator Adrian Mohr ("Mohr"), visited TanCity on three occasions: September 3, 2014, October 1, 2014, and November 5, 2014. The last visit by Mohr was video and audio taped.

18. The process and procedure was the same on each of the visits with the exception of the initial visit when Board investigator, Mohr, was initially registered as a customer of TanCity.

19. According to Snedeker, TanCity provides brochures to customers of their salon when they come in for and purchase teeth whitening. The brochure describes the process of teeth whitening. Mohr never received a brochure on his three visits.

20. Teeth are whitened by the use of a one-strength carbon peroxide.

21. The customer pays for the product and service at the time they enter the salon.
22. Robyn Snedeker asks if the client is pregnant as that is a warning on the product. Snedeker does not ask any preliminary questions of a customer regarding health history, dental history, medications, allergies, or any other information regarding their health or oral health. There is no questionnaire completed. There is no consent form.

23. After purchase of the product, the customer is then escorted back to a special area of the salon, which is labeled “teeth whitening” above the door. This is a special area set aside for teeth whitening services and is cordoned off by dividers around it.

24. The customer is then placed in a chair provided by BleachBright that is similar to a reclining lawn chaise lounge. The room has no sink or gloves present. Prior to the procedure occurring, Snedeker takes a palate of various colored teeth and uses this “shade guide” to ascertain the color of the customer’s pre-whitened teeth. Each tooth on the shade guide is assigned a number based upon its shade. Snedeker writes the number of the “before” shade on a BleachBright card.

25. A dentist-like paper bib is placed across the chest of a customer.

26. Snedeker opens the BleachBright packet, which contains one prefilled tray of whitening solution. She asks the customer to reach into the bag, take the tray and place it in their mouth. This is all done without wearing gloves as there are no gloves in the room. The customer is instructed how to insert the mouth pieces. The tray was large and loose on Mohr. Snedeker checks to see if the trays have been inserted and positioned correctly.

27. The customer is instructed how to position his or her lips in regard to the trays.

28. Snedeker then brings over an LED light that is mounted on a roller. She turns it on and puts it in front of the customer and then positions it in front of their mouth.
29. Snedeker, prior to turning on the LED light, hands red colored protective sunglasses to the customer (provided by BleachBright) to put on.

30. Snedeker determines the amount of time that the customer's teeth and mouth will be exposed to the LED light per BleachBright protocol, which is 15 minutes. Snedeker believes that the LED light reacts with the whitening gel to help whiten the teeth and the light helps it react faster to whiten the enamel of the tooth.

31. Snedeker checks on the customer periodically or approximately two times in the 15 minutes to see if they are doing okay, and adjusts the light. There is no buzzer in the room and Snedeker states that customers could call her on the phone if there is an issue.

32. During the teeth whitening process, TanCity checks to see if the customer is comfortable, checks on the position of trays and the light.

33. When the process is over, Snedeker instructs the customer how to remove the trays from their mouth and has them spit and discard into a cup. Neither the customer nor Snedeker is wearing gloves.

34. Snedeker has the customer wipe their mouth and then spit into a cup and place the mouthpieces in the cup following the procedure. There is an open regular waste basket in the room where the customer places their bib, cup, mouthpiece, and Kleenex after the process.

35. At the end of service, Snedeker then takes the colored teeth shade guide and holds it up to the customer's whitened teeth and obtains the "after" color on the palate wheel and writes it on the card from the BleachBright box.

36. Following the service, the card from the box with the shade numbers written on them is then given to the customer who is then led out of the salon.

{01393979.11}
37. The cards given at the end of the process from the three Mohr visits each
contained the before and after color numbers and also contained a series of explanations as to the
teeth whitening process and warnings.

38. The cards with instructions and warnings were not provided to Mohr pre-teeth
whitening, but at the time he was walking out of the salon.

39. The warning card provided to customers after the services are completed states
that the card should be read before using the product and that it is recommended to consult your
dentist before using any teeth whitening system.

40. There are no post-teeth whitening instructions given by Robyn Snedeker orally to
the customer except not to eat or drink for 10 minutes and to be careful if eat or drink for 24
hours.

41. During the teeth whitening process, Snedeker adjusted the LED lamp and
arranged its placement.

42. Snedeker gave instruction, and, in the course of supervision, touched the Board
investigator’s lip with her ungloved hand in order to check the placement of the tray to see if it
needed to be adjusted.

43. Snedeker gave instructions to the customer on how to self-administer the product
and subsequently provided supervision of the application.

44. Snedeker changed the procedure from being “self-administered” to being “staff
assisted.”
45. Todd Snedeker testified that TanCity tries to correct discoloration to make a customer look better—better color. It is also the purpose of the BleachBright product to remove stains from the teeth.

46. There are several causes of tooth discoloration, including food, drink, tobacco, medication, age, genetics, environment and trauma.

47. There are also several other causes of teeth discoloration that are linked to a person’s physical condition, which can include poor dental hygiene, and diseases that affect the enamel and dentin of the tooth.

48. Given its plain meaning, yellowing or discoloration of teeth constitutes staining of the teeth.

From the foregoing Findings of Fact, the Court draws the following:

II. CONCLUSIONS OF LAW

1. The South Dakota Dental Practice Act at SDCL § 36-6A-17 allows the Board to seek injunctive relief if it appears that a person is in violation of the Dental Practice Act.

2. The definition of Dentistry is defined as the evaluation, diagnosis, prevention and/or treatment, (non-surgical, surgical, or related procedures) of diseases, disorders, and/or conditions of the oral cavity, maxillofacial area, and/or the adjacent and associated structures and their impact on the human body; provided by a dentist within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law.

3. Under the Dental Practice Act, the state regulates those persons who can practice dentistry and defines what type of acts they can perform by dental professionals.
4. TanCity’s sale of teeth-whitening products at its salon is not prohibited under the South Dakota Dental Practice Act.

5. Providing an area in which the product can be self-administered does not constitute the practice of dentistry, nor does the providing of the bib and LED light for use in self-administration constitute the practice of dentistry.

6. The instructions given to a customer on how to self-administer the product and the subsequent supervision of the application of the product constitutes the practice of dentistry.

7. Robyn Snedeker, by changing the procedure from being “self-administered” to being “staff assisted” is in violation of SDCL § 36-6A-32(1) and SDCL § 36-6A-32(6).

8. TanCity, through their BleachBright teeth-whitening process, is altering the physical condition of the human tooth.

9. TanCity’s services and procedures that alter the physical condition of the natural tooth constitutes the practice of dentistry in the state of South Dakota and is in violation of SDCL § 36-6A-32(1).

10. TanCity’s service and procedure that offers and undertakes by any means or method to diagnose or treat or remove stains or accretions from human teeth constitutes the practice of dentistry in the state of South Dakota and is in violation of SDCL § 36-6A-32(6).

11. Yellowing or discoloration of teeth constitutes staining of the teeth.

12. The whitening of teeth is an aesthetic process, which is the cleaning and restoration of color to the tooth, thus constitutes a dental service within the meaning of the law.

13. TanCity has undertaken, by the BleachBright product, to treat or remove stains from the human tooth by providing services to accomplish that and for the patrons in their salon.
14. The provisions of SDCL § 36-6A-32(1) and SDCL § 36-6A-32(6) are clear and
certain and unambiguous and confines the court to declare its meaning as plainly expressed.
Under the plain meaning of the statute, TanCity offered and undertook to remove stains or
accretions from human teeth. ¹

15. TanCity’s teeth-whitening activities post-sale of product constitutes a dental
service.

16. TanCity, by selling, offering and advertising dental services, is in violation of
SDCL § 36-6A-28 in that the services are undertaken by persons who are not dentists, dental
hygienists, dental assistants, or dental specialists who are licensed by the South Dakota Board of
Dentistry.

17. The instant case is not analogous to the North Carolina State Bd. of Dental
Board was not an attempt to restrain trade, but to invoke its power of injunction and seek judicial
review to determine if TanCity was operating in contravention of the South Dakota Dental
Practice Act.

18. The South Dakota Board of Dentistry’s actions in seeking injunctive relief
satisfied the two-prong analysis of North Carolina v. FTC in that the Board has utilized other
powers at its disposal that have invoked oversight by politically accountable officials.

¹ During the 2015 legislature, the Dental Practice Act was revised. The newly enacted SDCL § 36-6A-31(11)
provides that dentists have the exclusive responsibility for: “Offering or undertaking, by any means or method, to
diagnose, treat or remove stains or accretions from or change the color or appearance of human teeth.” (emphasis
added).
(01993979.1)
19. The instant case is factually distinguishable from the *North Carolina v. FTC* case and the South Dakota Board of Dentistry has not violated any restraint of trade under South Dakota law in this matter.

If any Findings of Fact herein are improperly designated as Conclusions of Law or vice versa, they are both hereby incorporated by reference in the other category.

Therefore, let an Order be entered accordingly.

ORDER

Based on the Findings of Fact and Conclusions of Law, the Court hereby,

ORDERS, ADJUDGES AND DECREES as follows:

1. That an injunction is granted prohibiting Robyn Snedeker d/b/a TanCity from providing dental services to its patrons, particularly providing services to customers after they have purchased teeth-whitening products.

Dated this 31st day of *August*, 2015.

BY THE COURT:

[Signature]

Jon R. Erickson  
Circuit Court Judge

ATTEST:

Anita Hasel, Clerk  
By:  
Deputy

14-12-2

Filed: 9/8/2015 2:12:38 PM CST  Beadle County, South Dakota  02CIV14-000122
STATE OF SOUTH DAKOTA

COUNTY OF BEADLE

SOUTH DAKOTA BOARD OF DENTISTRY.

Plaintiff.

vs.

ROBYN SNEDEKER, d/b/a TANCITY.

Defendant.

PLEASE TAKE NOTICE that the Findings of Fact, Conclusions of Law and Order Granting Permanent Injunction in the above-captioned case was signed by the Honorable Jon R. Erickson on December 3, 2015, and filed with the Clerk of Court on December 3, 2015. A true and correct copy of Findings of Fact, Conclusions of Law and Order Granting Permanent Injunction is attached and served upon you as part of this Notice.

Dated this 3rd day of December, 2015.

WOODS, FULLER, SHULTZ & SMITH P.C.

By /s/ Kristine K. O'Connell

Kristine K. O'Connell
300 South Phillips Avenue. Suite 300
Post Office Box 5027
Sioux Falls, South Dakota 57117-5027
(605) 336-3890
Attorneys for Plaintiff
CERTIFICATE OF SERVICE

I hereby certify that on the 3rd day of December, 2015, a true and correct copy of the Notice of Entry of Findings of Fact, Conclusions of Law and Order Granting Permanent Injunction was electronically filed and served through the Odyssey File and Serve system upon the following individual:

Carl F. Haberstick
Fosheim, Haberstick & Hutchinson
289 Dakota Avenue S., #5
Huron, SD 57350
Email: fhh.law@midconetwork.com
Attorneys Defendant

/s/ Kristine K. O’Connell
One of the Attorneys for Plaintiff
TO: ALL NIC MEMBERS
FROM: Debra Norton, Conference Coordinator
DATE: February 6, 2017

The annual conference of the National-Interstate Council of States Boards of Cosmetology (NIC) will be held August 5-7, 2017. Please mark these dates on your calendar and begin making your plans to attend the conference this year.

Our host for the conference is the West Virginia Board of Barbers and Cosmetologists. We thank the Board for inviting us to hold the conference this year in the great state of West Virginia.

The conference site is the Embassy Suites Hotel located at 300 Court Street, Charleston, West Virginia. The guest room rate for single/double accommodations is $129 a night plus applicable taxes. Reservations must be guaranteed to a major credit card. The cut-off date for making reservations is Friday, July 7th. To receive the conference rate attendees must reference the group code “BOC”. For reservations call (304) 347-8700. You may book your reservation online at embassysuitescharlestonwv.com. To receive the group rate, click on add special rate codes and enter BOC in the Group Code box when making your reservation.

President Bill Helton appointed Sarah Hamrick (WV) as Chairman of the Education Committee this year. The Committee is planning an outstanding education program. Networking will also be a valuable part of the conference experience as you meet board members and executive directors from across the U.S. to share ideas and learn from others' experiences.

To assist you in planning your schedule, a function agenda follows. A registration packet and other pertinent information about the conference will be sent to all state board offices and honorary members by May 15th.

The NIC conference in West Virginia is the place to be August 5-7, 2017.
THURSDAY – August 3, 2017
8:00 p.m. – 5:00 p.m.  EXECUTIVE DIRECTORS’ MEETING
9:00 a.m. – 5:00 p.m.  NATIONAL EXAMINATION COMMITTEE MEETING

FRIDAY – August 4, 2017
8:00 a.m. – 4:00 p.m.  EXECUTIVE DIRECTORS’ MEETING Continued
9:00 a.m. – 4:00 p.m.  EXECUTIVE BOARD MEETING
1:00 p.m. – 4:00 p.m.  CONFERENCE REGISTRATION
5:00 p.m. – 6:00 p.m.  NEW MEMBER ORIENTATION
6:00 p.m. – 8:00 p.m.  WELCOME RECEPTION

SATURDAY – August 5, 2017
9:00 a.m. – 10:15 a.m.  BREAKFAST - Opening Ceremonies
10:30 a.m. – 11:00 a.m.  GENERAL SESSION/Call to order
                        Roll Call of states
                        Presentation & Approval of conference rules
                        Approval of Conference Agenda
                        Approval of 2016 Conference Minutes
                        Committee Appointment: Nominating
                        Presentation of Election Procedures
                        First Reading of Proposed Bylaw Amendments (TBD)
                        President’s Report

11:00 a.m. – 12:30 p.m.  Education Program
12:45 p.m. – 1:45 p.m.  Lunch
2:00 p.m. – 5:00 p.m.  Education Programs

SUNDAY – August 6, 2017
8:30 a.m. – 9:30 a.m.  BREAKFAST
9:45 a.m. – 12:00 Noon  GENERAL SESSION/Call to Order
                        Roll call of states
                        Education Programs

12:15 p.m. – 1:15 p.m.  Lunch
1:30 p.m. – 3:30 p.m.  Nominating Committee Report
                        Education Programs
3:45 p.m. – 5:00 p.m.  Election of Officers
                        Committee Reports: Bylaws (TBD), Honorary Membership, Conference Site/2019 site selection

MONDAY – August 7, 2017
8:30 a.m. – 9:30 a.m.  BREAKFAST
9:45 a.m. – 11:30 a.m.  GENERAL SESSION/Call to order
                        Roll Call
                        Education Programs

11:30 a.m. – 12:00 noon  Unfinished Business
                        New Business
                        Resolution
                        Recess

1:30 p.m. – 3:30 p.m.  NEC Meeting
                        Executive Board Meeting
6:30 p.m. – 8:30 p.m.  Banquet & Installation of Officers
                        Adjourn
Proposed Website and Database Updates

• Licensee Online Services:
  1. Request license Certifications. Estimated 14 Hours.
  2. State Board Examination Applications: (for students only) Estimated 14 Hours.

• Future Office use:
  1. Add Complaint Documents to the Database. Estimated 12 Hours.
  2. Create an Electronic Inspection System: Estimated 34 Hours.

(All updates would need to be approved for a new contract and not within our current maintenance contract with Smart Software.)
Agenda Item F. 2. Disciplinary Action Process

Attorney Graham Oey will address the Commission at the February 24 meeting regarding possible changes to the disciplinary action process.

Some items that need to be discussed are:

1. Fines in lieu or in addition to license suspensions for Consent Agreements

2. Late Renewals
   a. Late Renewals - Should there be a limit to how late a license can be without disciplinary action?
   b. When is a license so late that the salon or booth would need to reapply for a new license permit?
   c. Licensee waiting several months to apply for a new salon or booth when they move locations (A sample copy is enclosed in the Commission Meeting packets)

3. Composition of Violations Committee
NEW SALON OR NEW BOOTH LICENSE APPLICATION
Send to: South Dakota Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605-773-6193

ALL APPLICABLE INFORMATION MUST BE COMPLETED BEFORE A LICENSE IS ISSUED. PRINT OR TYPE.
SUBMIT FEE AND APPLICATION TOGETHER. Fees are non-refundable. License must pass inspection before the expiration date.

1. License Type and Fees (check one box only) I am applying for: 
- Cosmetology Salon $60
- Nail Technology Salon $60
- Esthetics Salon $60
- Limited Salon $60
- Cosmetology Booth $60
- Nail Technology Booth $60
- Esthetics Booth $60
- Limited Booth $60

A booth renter is the owner.
You cannot open until you receive your license permit in the mail.

2. Salon or Booth Name: **Body Therapy**

3. If Booth: What is the salon name where it is located: 

4. Salon or Booth physical address: 
   Street: _____________________________
   City: _____________________________
   Zip: _____________________________

Note: you must provide a home/personal mailing address below—we do not mail any licenses to a salon or booth address.

5. Home Mailing Address: 
   Street: _____________________________
   City: _____________________________
   Zip: _____________________________

6. Telephone Number(s) Salon: _____________________________  Personal: _____________________________

7. Services Offered: (check those that apply) Hair design☑  Esthetics (Skin)☑  Nail Technology ☐

8. YOUR Opening Date: 10/1/16  Check the days YOU are CLOSED: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

9. Are YOU closing/moving a salon/booth? No ☐ Yes ☑ If yes, license number: ES _______ If this is a change of ownership, please give former owner’s name: 

10. Ownership type: 
   - Sole Proprietorship ☑ OWNER’S NAME: _____________________________
   - Partnership Complete area on next page
   - Corporation Complete area on next page

11. IF an owner(s) has a cosmetologist, nail technician or esthetician license, show your license number below:
   License number: 

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief is, in all things, true and correct. I understand that if a license is issued to me as the owner it cannot be transferred to another party or location unless a new application is filed and another fee submitted to the commission. I further certify that the salon or booth complies with the rules of the Commission, all local zoning and ordinances, health safety and sanitary rules, and the rules of any state agency including the Department of Revenue Sales Tax Division. I understand that an inspection of the premise will be made by the inspector and any misstatement found in this application will be cause for a hearing before the South Dakota Cosmetology Commission. I also understand that this permit is good for only 90 days, and that the salon or booth will be inspected and must pass an inspection by that date.

12. Signature of Owner(s): _____________________________  Date: 10/30/16

Office Use Only
Permit License Number: _____________________________  Date Processed: _____________________________  Date Expires: _____________________________

READ AND COMPLETE NEXT PAGE  Revised 4/16
Dear Commission Members,

We would request the Commission consider implementing a Hair Design license. **We hope you agree that this would be progressive in meeting the real and current demand for “Barber” type training that our state is lacking**, while allowing graduates to add Esthetics and/or Nails if they chose. This would allow the people of SD choices and lower time and cost barriers, instead of forcing all to learn something they may not want. It also meets the objective of those who think hours are generally too high.

Attached is the hour breakdown that we would recommend for the Hair Design License, as well as a 1,800 hour Cosmetology program. Thanks for your consideration and your service to South Dakota!

Sincerely,

Matt Fiegen
Angela Taylor &
The Entire Team at Stewart School
Stewart School: Proposed Program Breakdown

<table>
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<tr>
<th>Required Minimum</th>
<th>Cosmetology</th>
<th>Hair Design</th>
<th>Esthetics</th>
<th>Nail Tech</th>
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<td>80</td>
<td>90</td>
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<td>Scientific Concepts</td>
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<td>Flex Hours</td>
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<td>Total Program</td>
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<td>1450</td>
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</tbody>
</table>
Jan. 13, 2017

To Whom it may concern,

My name is Cheryl Stensrud, I am a salon owner in SD.

I currently own and operate 6 GREAT CLIPS within Sioux Falls and Brookings.

I am writing in support of the new licensing option for a “hair” only license.

As a business that focuses just on hair, I feel this would be an excellent benefit to our salons.

It would allow the students to stay focused on hair services, thus making them more proficient when they graduate.

I also feel that it would possibly attract more students to the field, as they aren’t spending time and money on areas that they are not interested in pursuing.

I believe that giving students the options of tailoring their education to fit their needs, and areas of interest is a win/win for all concerned.

I hope this licensing option will be seriously considered.

Thank you,

Cheryl Stensrud

Great Clips
CAS Inc.

605-212-2409
Jen Devine  
The Barbershop a HAIR SALON for Men  
1425 W. Waterstone Dr.  
Sioux Falls, SD 57108

January 13, 2017

Kate Boyd  
South Dakota Cosmetology Commission  
111 E Capitol Ave.  
Pierre, SD 57501

Dear Kate,

I am writing this letter in support of the Hair Design Program that is being proposed by Stewart School. I am a partner in two men's salons in Sioux Falls and strongly attest the need for this program. We have specific programs to support individuals that are interested in nails and skin, but not hair design.

We have a need for active licensed cosmetologists, but like many salons we don't offer nails, or skincare services. We have an environment that allows our licensed cosmetologists the ability to earn a great living and we value the education our employees have.

We, like many salons, need a broader base of active licensees that are qualified to perform the services we offer, which is hair design. This program would be a draw to many individuals. The training would be specific, in turn a lower cost of education and a quicker turnaround time to get the individual in a position to start earning a living in this career.

Education and more so affordable education is so important. There is a need for more qualified active licensees in this category. We have specific nail and skincare programs, why not hair design?

I support this initiative.

Sincerely,

Jen Devine  
The Barbershop a HAIR SALON for men
Samantha Kastengren and Molly Becker  
The Barbershop a HAIR SALON for Men  
708 S. Highline Place  
Sioux Falls, SD 57110

January 20, 2017

Kate Boyd  
South Dakota Cosmetology Commission  
111 E Capitol Ave.  
Pierre, SD 57501

Dear Kate,

We are writing this letter in support of the Hair Design Program that is being proposed by Stewart School. We manage the East side Barbershop in Sioux Falls. We strongly agree for the need of this program. We have specific programs to support individuals that are interested in nails and skin, but not hair design.

This is an ever growing industry with a constant demand for employees, we carry a cosmetologist licenses that allows us all of these magnificent possibilities, but we choose a career that is not in need of our skin or nail expertise.

Giving more opportunities in education opens more doors for possibilities. Passion for what you do goes a long way in this industry, having specific training and education for individuals looking for a more direct career would be beneficial. So many salons today are in search for licensed individuals who can perform certain services within the business.

Cosmetology is a remarkable licenses to hold for so many, but for those individuals searching for education and training that focus on exactly what they are looking for would allow them to get started in forever careers. We have specific nail and skincare programs, why not hair design?

We support this initiative.

Sincerely,

Samantha Kastengren, Molly Becker  
The Barbershop a HAIR SALON for men
Hi Kate,
Early testing has been discussed again lately among AACS members. It seems all are in favor and most states allow it. Could this be brought up again for consideration? It seems it would also allow for somewhat less frequent testing, so a benefit all around. In IA, we actually make passing the state exam a condition of graduation.
Thanks for all you do!
Matt
**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  
  - **Nail Technology:** YES ☑ NO  
  - **Esthetics:** YES ☑ NO  

- **Number of clock hours:**  
  - Cosmetology: 2100  
  - Nail Technology: 400  
  - Esthetics: 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

**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.**

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Owner Residence Address/City/State/Zip</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Polonicic</td>
<td>1000 Alta Vista Dr. Rapid City, SD 57701</td>
<td>605-390-3503</td>
</tr>
<tr>
<td>Joy Polonicic</td>
<td>1000 Alta Vista Dr. Rapid City, SD 57701</td>
<td>605-390-4633</td>
</tr>
</tbody>
</table>

- 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 faction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.
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: 11/26/11
Owner or School Director Signed: ______________________________ Dated: 

Notary
Subscribed and sworn to before me this ___ day of ___, 2011.

SHAWNA RETKA
Seal
Notary Public
South Dakota

My Commission expires: __________

Notary Public — South Dakota

School Renewal Form
#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-06066-2017  
Cosmetologist license # CO-01521-2017  
Holly is Electric File Certified 
Expires: 12-01-2017  

Linsy Saenz:  Instructor license #IC-09759-2017  
Cosmetologist license #CO-07939-2017  
Expires: 1-20-2018  

Anna Keszler:  Instructor License #IC-11853-2017  
Cosmetologist license #CO-10937-2017  
Anna is Electric File Certified 
Expires: 10-10-2017  

Wendy Beaumont:  Instructor License #IC-04848-2017  
Cosmetologist license #CO-03751-2017  
Wendy is Microdermabrasion Certified 
Expires: 4-01-2017  

Kristian Bilbrey:  Senior Instructor #IC-12816-2017  
Cosmetology license #CO-12126-2017  
Kristian is Electric File Certified 
Expires: 3-24-2017
#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
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 locker(s) for all enrolled students;

(4) One time clock for each student using atop of their finger;

(5) One large disinfectant container for all spoons implements used by all students or a separate large disinfectant container for each student's spoons 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 pad.  

3. Sufficient combs and brushes per student working on clients;  
4. Stimulating hairbrushes with real or synthetic bristles;  
5. Sufficient packets of supplies for working on clients;  
6. One stationary, locked hair dryer for each working student;  
7. One napkin holder 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. Equipment for removal: 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 skin forms;  
9. Make-up station with lighted mirror for each student working on clients; and  
10. For wax 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 body parts that will:
(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.


20:42:06.03. Projection equipment. Repealed.
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:

(1) Milady's Standard Cosmetology, Milady Publishing Corporation, 2012;
(3) Salon Fundamentals: Cosmetology, Pivot Point International, Inc., 2009-2010;
(6) Salon Fundamentals: Nails, Pivot Point International, Inc., 2010; or

Other materials and books may be used to supplement these textbooks.

Sources: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 24 SDR 2, effective July 23, 1997; 26 SDR 16, effective
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:
July 4th
November 23rd, 24th and 25th
December 25th and 26th

Field trips - On the Commission provided sheet.

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

Changes in the last year.
In 2016, we decided to have our basics program attend school Monday through Friday and once they completed the basics program they would attend school Tuesday through Saturday. We also gave the floor students to attend school Mondays if they had 80% or higher in attendance and grades. After trying that for a year, we decided that we would go back to just having school Tuesday through Saturday only.

On January 3rd, 2017 we started the nail tech program. They will attend school Tuesday through Saturday as well.
1. School name: **Black Hills Beauty College - Rapid City**

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>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Salon Visits:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mystic Edge</td>
<td>Jan 18th</td>
<td>7 hrs</td>
</tr>
<tr>
<td>Y. Penney</td>
<td>May 24th</td>
<td></td>
</tr>
<tr>
<td>Reeds</td>
<td>Oct 4th</td>
<td></td>
</tr>
<tr>
<td>Master Cuts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS Wicked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coed Cutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Supply House Visits</strong></td>
<td></td>
<td>2 hrs</td>
</tr>
<tr>
<td>Salon Centric CosmoProf</td>
<td>Jan 25th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 2nd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July 12th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sept 27th</td>
<td></td>
</tr>
<tr>
<td>3. CosmoProf</td>
<td>Oct.</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Fau Hain short</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadwood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Cornerstone Rescue Mission</strong></td>
<td></td>
<td>4 hrs</td>
</tr>
<tr>
<td>+ WAVI Career Day</td>
<td>June</td>
<td></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:** [Signature]

**Date:** 1/26/17

**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. Salon Visits - Nail Tech</td>
<td>Feb 24th, July 18th, Jan 6th, 2017</td>
<td>3hrs</td>
<td>This will give the nail techs a chance to visit the different types of Salons that offer nail services &amp; to visit with the Salon owners &amp; managers. 2-6 students</td>
</tr>
<tr>
<td>Perfect 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mystic Edge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.C. Penney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House of Nails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Black Hills Works Fashion Show + Fundraiser</td>
<td>March 10th</td>
<td>3hrs</td>
<td>This is a fundraiser for Black Hills works. The residents of Black Hills works will do the models along with some other models &amp; our students will apply their makeup &amp; style hair. This is a great opportunity for the students to practice their skills while doing it for a good cause. 5-6 students</td>
</tr>
<tr>
<td>Rapid City</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 personalities.

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.
UNIT OR SUBJECT

TLC – Supply House Visits

TOPIC

Supply House Visits

LESSON OBJECTIVE

This will give the students just starting school the opportunity to visit the supply houses and get signed up to get cards so they can purchase professional products to use on their hair.

FACILITY USED

NA

TIME ALLOTMENT

2 hours
MATERIALS & EQUIPMENT

Driver license

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

NA

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses to schedule the visits.

MATERIALS STUDENTS SHOULD BRING TO CLASS

Driver license

MOTIVATION TO BE USED

This will give the students and idea of what products they will be learning about and what the supplies houses have to offer the students in professional products and classes.
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

Demos

TIME ALLOTMENT

6 Hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA
AUDI0 & VISUAL AIDS

NA

SPECIAL RESEARCH

Find out the time and place and the 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. The instructors will also be attending and it will help show the students that you are always learning in this profession.
UNIT OR SUBJECT

Cornerstone Rescue Mission/WAVI Career Day

TOPIC

Career Day

LESSON OBJECTIVE

This will give the students the opportunity not only giving back to the community but to also help those who are looking for jobs and help prepare for job interviews.

FACILITY USED

Haircuts/Makeup

TIME ALLOTMENT

4 Hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA
AUDIO & VISUAL AIDS

NA

SPECIAL RESEARCH

Find out the exact date and time.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies:  Combs  Water bottles  Makeup
              Clips  Neck strips
              Makeup – Disposable applicators
              Capes  Mirrors

MATERIALS STUDENTS SHOULD BRING TO CLASS

Shears  Clippers
UNIT OR SUBJECT

TLC – Salon Visits – Nail Tech

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 personalities.

FACILITY USED

NA

TIME ALLOTMENT

3 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.
UNIT OR SUBJECT

Black Hills Works Fashion Show/Fundraiser

TOPIC

Fashion Show/Fundraiser

LESSON OBJECTIVE

The students will be styling hair and applying makeup to the models for the fashion show. This is a fundraiser for Black Hills Works. The students will be able to apply their skills and talents and all for a good cause.

FACILITY USED

Location to be determined at this time.

TIME ALLOTMENT

3 hours

MATERIALS & EQUIPMENT

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

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Check with Black Hills Works for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies
Run off printed materials

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.
Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193

SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE COSMETOLOGY 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
   Current On-site Director: Monica Enright
   School Address: 3601 S Kelley Ave.
   City/State/Zip: Rapid City, SD, 57701
   Telephone: 605-361-2787
   FAX: 605-361-4330
   Email: monica@bhbeautycollege.com
   Programs Offered:
   Cosmetology YES NO Number of clock hours 2100
   Nail Technology YES NO Number of clock hours 150
   Esthetics YES NO Number of clock hours

   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?
   January, April, July, September, November
   Current Enrollment in:
   Cosmetology Program: 60
   Nails Program: 0
   Esthetics Program: 0
   Approximate Square footage of school premises: 9,400

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 Poluniec | 1000 Alta Vista Dr. Rapid City | 605-390-3503
   Joyce Poluniec | 1000 Alta Vista Dr. Rapid City | 605-390-1623

   If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation.
   Black Hills Beauty College Inc
   57 St. Rd.
   Rapid City, SD 57701

   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 current catalog
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- 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: [Signature]  Dated: 11/23/17

Notary Public – South Dakota

My Commission Expires: 02/19/2019

School Renewal Form 12/2013
#2 School Information

Days/Times Open: In the school catalog Page 4 in the white insert.

Days/Times of Theory Classes: In the school catalog Page 4 in the white insert.

Days/Times of Clinic: In the school catalog Page 4 in the white insert.
#4 Instructors & Qualifications:

**Senior Instructors:**

Monica Engeltjes:  
Instructor license # IC-06830-2017  
Cosmetologist license # CO-06829-2017  
Monica is Electric File Certified  
Expires: 10/04/2016

Aliza Goebel:  
Instructor license #IC-09225-2017  
Cosmetologist license # CO-08693-2017  
Expires: 11/17/2016

Amy Daniels:  
Instructor License # IC- 10095-2017  
Cosmetologist #CO-09520-2017  
Expires: 03/02/2016  
Substitute Instructor

Lindsey Cline:  
Instructor License #IC-10553-2017  
Cosmetologist license # CO-09522-2017  
Expires: 08/25/2016

Hiedy Lewis:  
Instructor License #IC- 12349-2017  
Cosmetologist License #CO - 11199-2017  
Expires : 03/12/2016  
Substitute Instructor

Calli Crawford:  
Instructor License #IC- 12955-2017  
Cosmetologist License #CO-12163-2017  
Expires : 01/26/2017

Abby Kustak:  
Instructor License # IC - 12815-2017  
Cosmetologist License # CO - 09155-2017  
Expires : 08/28/2016
#5 Required Attachments:

List of required and non-required equipment. On the sheet taken from the State Law book. I have checked 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: In the school catalog. Page 2 of white insert.

Pivot Point Salon Fundamentals Nails Textbook
Pivot Point Salon Fundamentals Nails Study Guide
Pivot Point Salon Fundamentals Cosmetology Textbook
Pivot Point Salon Fundamentals Cosmetology Study Guide
Pivot Point Salon Fundamentals Cosmetology Exam Prep
Pivot Point Salon Fundamentals Cosmetology DVD Set
Pivot Point Salon Fundamentals Cosmetology Slide Presentation
Pivot Point Library for Pivot Point Schools:
Mindful Teaching Fieldbook
Salon Success
Exam Prep Book
A Designer’s Approach: Hair Design, Sculpture, Texture, and Color Design
Supplemental Textbooks used:
Milady Standard Cosmetology
Milady Standard Business Fundamentals
Milady Course Mate/eBook
State Board Exam
Milady Standard Instructor Support Slides
Milady Standard Course Management Guide

Advertising Brochure: Small handout in the catalog

Website Address: wwwbhbeautycollege.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
Policy for Making up Missed Assignments - Page 10 in white insert
School Initiated Termination Policy - Page 9 in white insert

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 clock themselves in and out for their lunches. 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:** In the school catalog Page B

**School will be closed:**

- July 4th Independence Day
- November 23, 24 and 26 Thanksgiving break
- December 26th Christmas break

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

- Salon Visits
- Supply Store visits
- Bishop Dudley
- Hair Show
- Girls Scouts
- Avera Race for a Cure

**Listing of substitute instructors & guest instructors:**

Wendy Beumont - Micro-derm-abrasion
Hiedy Lewis - Substitute Sr. Instructor
Amy Daniels - Substitute Sr. Instructor
Eric Peterson - Cost Cutters
Lisa Langle - Great Clips
Cheryl Stensrud - Great Clips
Kjresten Panzirer - Man Salon
Lindsey Cline - Blush Hair Salon
Amy Carter - Children’s Inn
Jason Scheurer - Shear Sales
Changes in the last year.

In 2016, we implemented Pivot Point Salon Fundamentals Nails Textbook and the Pivot Point Nails Study Guide to our curriculum. Instructors have been supporting class by teaching with the Milady Standard Support Slides, and Milady Standard Course Management Guide.

In 2016, we were approved to add the Nail Technology Program to our curriculum. Classes for the Nail Technology program will begin January 2017.

We have made changes to our Basic class schedule; students beginning January 2017 will return classes to Tuesday through Saturday. Classes will continue 8:00 am to 4:30 pm, and will complete 400 hours in classroom demonstration, and practice before performing services on clients.

We were approved and have been providing classes for Electric File Education. We will be using the Milady Standard Nail Technology Textbook along with Power Point presentation.

We have revised the school Attendance Policy. Students must maintain a 80% each month in both grades and attendance. The must meet these requirements in order to use Personal Services.
Basic - Salon Ecology

Unit or subject
Basics - Nail Technology

Topic
Salon Ecology

Lesson Objective
Students will pass a written test with an 80% or better. To recognize the structure and function of bacteria, identify the infection control procedures, understand the precautions used in the school and salon, and list the safety procedures and first aid applications.

Facility to be Used
Basics

Time Allotment
5 Hours

Materials and Equipment
Salon Fundamentals Nails Textbook
Salon Fundamental Nails Study Guide
Pivot Point - Power Point Presentation
Computer
Activity signs
Poster board cut-outs
Posters
Markers
Pen/pencil
Highlighter
Notebook paper
Binder
First Aid Kit
  gloves
  plastic bags
  markers
tape
cotton
band-aids
Disinfectant
  state approved disinfectants
  antiseptics
  2 oz. spray bottles
  disinfectant labels
  sanitation labels
  dirty disinfectant container
towels
tongs
rubber gloves
product knowledge booklet
Blood Exposure
  supply list
  state inspection report
  first aid kit
  antiseptic
  paper towels
gloves
Product Knowledge
  power point notes
  Index card booklet

Printed Materials
Worksheet
Quiz
Test
Product Knowledge requirements and booklet
State clinic floor station inspection report

Audio and Visual Aids
Power Point
Activities
Posters
First Aid Kit
LUCAS-CIDE
Blood Exposure
Implement sanitation and disinfection

**Special Research**
Teacher Support Material
Online websites
South Dakota Cosmetology Commission website
Lucas-cide website

**Preparatory Assignment for the Teacher**
Run off printed materials
Activity centers Set-up
Posters
Product knowledge booklet
Review power point

**Materials Students Should Bring to Class**
Salon Fundamentals Nails textbook
Salon Fundamentals Nail Study Guide
Notebook paper
Pen/Pencil

**Motivation to be Used**
Students will be more familiar with the state law public health requirements and why they are set as they are. It is the students/cosmetologists responsibility to promote good public health for your clients and for themselves.

**Lesson Outline**
Power Point pages
Workbook pages
Activities:
- First aid
- Disinfection
- Blood exposure
- Implement disinfection procedure

Quiz
Review Game
Test

**Summary and/or Conclusions**
Students have a basic knowledge of microbiology, infection control and first-aid.

**Leading Questions and Answers**
1) Why do we have to know all the different shapes and types of bacteria?
   ~ *How to prevent the spread of bacteria within the salon.*
1. School Name: Black Hills Beauty College - S.F.

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. Hair Show Salon Centric Council Bluffs Ia.</td>
<td>Seasonal</td>
<td>8 to 10 Hours</td>
<td>Offers the Students direction on how to further their education by attending classes.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>The techniques and education received can be used throughout their careers. Also teaches them importance of supporting the industry.</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></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: [Signature]
Date: [Date]

Date received by Commission: ______

To be attached to the school license application or renewal fee.
UNIT OR SUBJECT

Salon Centrics – Fall Hair Show
Council Bluffs IA

TOPIC

Fall Hair Show

LESSON OBJECTIVE

To have the students be able to attend a big hair show and to help motivate them by seeing the new trends & 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

Demos

TIME ALLOTMENT

16 hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

NA
SPECIAL RESEARCH

Book hotel rooms and purchase 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. Instructors from both school locations will also be attending and it will show the students that you are always learning in the profession.

LESSON OUTLINE

September 13th - 8:00-5:00
September 14th - 8:00-5:00

SUMMARY AND/OR CONCLUSIONS
1. School Name: Black Hills Beauty College - SF

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. Girls Scouts</td>
<td>February</td>
<td>2 hrs</td>
<td>Giving to the community improves the students' sense of well-being. The act of helping others. To sacrifice time and finances to help others in need gives a purpose and satisfaction. Teaching and being a role model to future generations. Teach students to work together for a common goal. 8-10 students are needed to do hairstyles</td>
</tr>
<tr>
<td>Heart of Dakota Service - West Central School Hartford, SD</td>
<td>each year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></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: [Signature]
Date: [Date]

Date received by Commission: [Date]

To be attached to the school license application or renewal fee.
Black Hills Beauty College

Lesson Plan

UNIT OR SUBJECT
Donation/Field Trip/Girl Scouts, Heart of Dakota Service Unit

TOPIC
Hairstyles

LESSON OBJECTIVE
To be able to give back to the community by means of donating time and skills. To teach the students how to further their skills in; communication, teamwork, and hairstyling.

FACILITY USED
West Central school, Hartford South Dakota

TIME ALLOTMENT
2 Hours

MATERIALS & EQUIPMENT
Extension cords  working spray  combs
Cape  mousse  brushes
Towels  thermal protect  clips
Neck-strips  burn crème  curling iron
Mirror  freeze spray  blow dryer
Hair accessories  hair spray  hair pins
Hair fillers  pomade  bobby pins
Hair nets  shine serum  rubber bands
PRINTED MATERIALS
Directions
Student name list of volunteers

AUDIO & VISUAL AIDS
Portfolio
Pinterest board of hairstyles
Phones

SPECIAL RESEARCH
List of students donating their time
Directions to West Central
List of vendors attending
Available refreshments
Number of Girl Scouts getting their hair styled.

PREPARATORY ASSIGNMENTS FOR THE TEACHER
Call to confirm field trip
Sign-up list of students donating their time
Directions printed for students
Teacher supplies ready
Name tags
Dress code
Business cards with discounted service
Samples and handouts
Thank you cards for students

MATERIALS STUDENTS SHOULD BRING TO CLASS
Roll-a-bouts with the above listed supplies

MOTIVATION TO BE USED
Building your clientele, and portfolio
LESSON OUTLINE

4:30 pm - Set-up stations
5:00 pm - Hairstyle techniques
6:45 pm - Clean-up

SUMMARY AND/OR CONCLUSIONS
Students will log their experience, and how giving back has benefited their career.
1. School Name: Black Hills Beauty College - S.F.

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. Avera Race Against Breast Cancer</td>
<td>May 2017</td>
<td>.5 hrs</td>
<td>Giving to charity may improve the students' sense of well-being. The act of helping others can create a sense of satisfaction and purpose. Teaching students to work together for a common goal results in a sense of circuration. A sense of Circulation. Students are needed to service cancer patients. And Survivors.</td>
</tr>
<tr>
<td>2. Sioux Falls, SD</td>
<td></td>
<td></td>
<td></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: [Signature]

Date: [Date]

Date received by Commission: [Date]

To be attached to the school license application or renewal fee.
Black Hills Beauty College
Lesson Plan

Black Hills Beauty College
(NT100lp)
Lesson Plan

UNIT OR SUBJECT
Donation/Field Trip/Avera Race Against Breast Cancer

TOPIC
Polish Applications

LESSON OBJECTIVE
Designed to teach the students how to give back to the community, to teach them how to use their skills to help others in need, to further teach communication and nail polishing skills/nail art.

FACILITY USED
Avera Mc Kennan Fitness Center

TIME ALLOTMENT
5 hours

MATERIALS & EQUIPMENT
Towels  Lotion  Nail Dry
Polish  Polish Remover  Decals
Cotton  Paper Towels  Hand Sanitizer
Base Coat  Garbage Bags  Table Clothes
Top Coat  Orange wood Sticks

PRINTED MATERIALS
Coupons for a free shampoo and haircut.
Directions for the students to the Avera Mc Kennan Fitness Center

SPECIAL RESEARCH
List of students donating their time.
Directions to the Avera Mc Kennan Fitness Center
PREPARATORY ASSIGNMENTS FOR THE TEACHER
Call to confirm field trip.
Sign-up list of students donating their time.
Directions printed out for students to the Avera Fitness Center.
List of supplies that the students must bring.
Assemble teacher’s supplies.
Name Tags
Dress Code
Coupons
Samples/hand-outs
Have Thank You cards made for the students donating their time.

MATERIALS STUDENTS SHOULD BRING TO CLASS
Name Tags
Volunteer T-Shirts
Dress Code

MOTIVATION TO BE USED
Students will have greater knowledge of polish techniques and communication skills in different environments and situations. Students will have a better understanding of how to donate and give back to the community.

LESSON OUTLINE
7:00 am - Set-up tables
7:15 am - Begin polish applications
11:45 am - clean-up and return to school

SUMMARY AND/OR CONCLUSIONS
Students will log their experience and how giving back has also benefited them individually.
1. **School Name:** Black Hills Beauty College - Sioux Falls

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 (Various Students)</td>
<td>January-May</td>
<td>9:00am to 3:00pm</td>
<td>To prepare the advanced senior students for their new careers. Prepare job applications, resumes, feedback from salons, salon options and interview questions.</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>10 hrs.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Beauty Supply Store visits</td>
<td></td>
<td></td>
<td>Students license information is applied to their system.</td>
</tr>
<tr>
<td>National Salon Resources-SF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cessna Prof-SF</td>
<td></td>
<td></td>
<td></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:**

**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. Bishop Dudley</td>
<td>February 12th, April 1st, June 1st, August 1st, October 1st, December 1st</td>
<td>9:00 am to 12:00 pm, 3 hours</td>
<td>Applied to teach the students how to give back to the community, how to use their skill to help others in need, to further their education, and perfect skills under the supervision of a Sr Instructor.</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Black Hills Beauty College
(NT100P)
Lesson Plan

UNIT OR SUBJECT
T.L.C. Advanced Senior Prep / Field Trip / Salon Visits

LESSON OBJECTIVE
To prepare the Advanced Senior students for their new careers and to visit and learn about the different salon options.

FACILITY USED
Various Salons within Sioux Falls

TIME ALLOTMENT
6 Hours

MATERIALS & EQUIPMENT
Notebook, Pen and Paper
Resume Material
Name Tags
Transportation by Senior Instructor

PRINTED MATERIALS
Worksheets
Resumes
Thank You Cards
Interview Questionnaire
Schedule of Visits

AUDIO & VISUAL AIDS
Pivot Point Cosmetology Fundamentals
SPECIAL RESEARCH
List of Salons, Names, Dates, Addresses and Phone Numbers

PREPARATORY ASSIGNMENTS FOR THE TEACHER
Scheduled Visits
Confirm Salon Visits
Thank you Cards
Dress Code

MATERIALS STUDENTS SHOULD BRING TO CLASS
Resumes
Name Tags
List of Salons
Questionnaire
Pen and Paper

MOTIVATION TO BE USED
Students will be better equipped and understand the differences of salons, learn their individual like and dislikes of each environment and what salon fits their individual needs. Students will use this information in the Salon Business Class, for their final test and in their new careers.

LESSON OUTLINE
8:00- 9:00 Resumes and Dress Code
9:00-12:00 Salon Visits
12:00-12:30 Lunch
1:00- 3:00 Salon Visits
3:15- 4:30 Questionnaire and Thank you Cards

SUMMARY AND/OR CONCLUSIONS
Class participation graded
Salon Projects Graded
Resumes Graded
Black Hills Beauty College
(NT100hp)
Lesson Plan

UNIT OR SUBJECT
Basic Class Beauty Supply Store Visits/Field Trip

LESSON OBJECTIVE
To visit and learn different aspects of the beauty industry, further educate on product knowledge, give support to the industry, and to understand different outlets of the industry.

FACILITY USED
Cosmo Prof
Salon Centric
Aerial

TIME ALLOTMENT
2.5 hours
2:00 to 4:30 p.m.

MATERIALS & EQUIPMENT
Notebook, pen and paper
Photo Identification
Student License

PRINTED MATERIALS
Name list of students
Schedule of visits
Student License
Questionnaire

AUDIO & VISUAL AIDS
Product Diversion Video
SPECIAL RESEARCH
List of stores, Names, Dates, Addresses and Phone Numbers

PREPARATORY ASSIGNMENTS FOR THE TEACHER
Copies of material
Confirm Store Visits
Thank you Cards

MATERIALS STUDENTS SHOULD BRING TO CLASS
Questionnaire
Paper and pen for note taking

MOTIVATION TO BE USED
Students will have a better understanding of professional products and the industry, where and how to purchase inventory for their salon, different outlets of the industry and to what they offer, they will use this information for their Salon Business Class and this will prepare them for entering the workforce.

LESSON OUTLINE
2:00  Cosmo Prof
2:45  Aerial
3:30  Salon Centric
4:30  Conclusion of Visits
Following day will send out Thank you Cards and go over Questionnaire

SUMMARY AND/OR CONCLUSIONS
Class participation graded
UNIT OR SUBJECT
Donation/ Field Trip/ Bishop Dudley Hospitality House (formally known as the Good Shepherd Center)

TOPIC
Hair Sculpting (haircuts)

LESSON OBJECTIVE
Designed to teach the students how to give back to the community, to teach them how to use their skills to help others in need, to further teach communication and sculpting skills.

FACILITY USED
Good Shepherd Center

TIME ALLOTMENT
3 Hours

MATERIALS & EQUIPMENT
All- Purpose Combs  
Clippers and Attachments  
Spray Bottle  
Shears  
Barbicide  
Towels  
Hair Clips  
Capes  
Name Tags  
Clipper Spray  
Extension Cords  
Hand Sanitizer  
Dirty Implement Container  
Garbage Container  
Dirty Towel Container  
Liquid Tools  
Neck Strips

PRINTED MATERIALS
Coupons for a free shampoo and haircut
AUDIO & VISUAL AIDS

SPECIAL RESEARCH
List of times, dates, number of clients.
List of students donating their time.
Directions to the Good Shepherd.

PREPARATORY ASSIGNMENTS FOR THE TEACHER
Call to confirm field trip with the Good Shepherd.
Sign-up list of students donating their time.
Directions printed out for students to the homeless shelter.
List of supplies that the students must bring.
Assemble teacher's supplies.
Have Thank You cards made for the students donating their time.

MATERIALS STUDENTS SHOULD BRING TO CLASS
Shears
Clippers and trimmers
Water bottle
Combs
Cape
Barbicide
Name Tag

MOTIVATION TO BE USED
Students will have greater knowledge of Sculpture techniques and communication skills in different environments and situations. Students will have a better understanding of how to donate and give back to the community.

LESSON OUTLINE
N/A

SUMMARY AND/OR CONCLUSIONS
Students will log their experience and how giving back has also benefited them individually.
For office use only:  
License number:  
Date processed:  
Date expires:  

Cosmetology Commission  
500 E Capitol Ave  
Pierre SD 57501  
605/773-6193  

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: Deseree Good Company School of Beauty  
Current On-site Director: Deseree Bogart  
School Address: 117 Main St Ste B  
City/State/Zip: Sturgis SD 57785  
Telephone: 605-561-1541  
Fax: 605-561-1542  
Email:  
Programs Offered:  
Instructor - 1000 hr  
Electric Field - 8 hrs  
Cosmetology YES NO  
Number of clock hours: 2100  
Nail Technology YES NO  
Number of clock hours: 400  
Esthetics YES NO  
Number of clock hours:  

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? Mar 4 14  
Current Enrollment in - - - - - Cosmetology Program: 5  
Nails Program: 2  
Esthetics Program:  
Approximate Square Footage of school physical premises: 2000 sq'  

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.  

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Owner Residence Address/City/State/Zip</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deseree Bogart</td>
<td>1900 Avenue Ave Sturgis SD 57785</td>
<td>605-480-3584</td>
</tr>
<tr>
<td>Deseree Bogart</td>
<td>1900 Avenue Ave Sturgis SD 57785</td>
<td>605-480-3584</td>
</tr>
</tbody>
</table>

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation.  
1117 Main St Ste B Sturgis SD 57785  

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, mail 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) Attached: Eub 1
- School's current catalog Attached: Eub 2
- List of textbook(s) and workbook(s) used Attached: Eub 7
- School advertising brochures and website address Attached: Eub 3
- School rules and regulations Attached: Eub 4
- Student policies and procedures Attached: Eub 41
- Explanation of procedure to track student hours Attached: Eub 4
- Explanation of how student records are kept and stored Attached: Eub 4
- Schedule of days and times open, showing theory and practical times, holidays closed Attached: Eub 2
- Listing of proposed field trips on Commission form Send in at later date for approval
- Listing of substitute instructors and guest demonstrators Attached: Eub 4
- List any changes made since the last renewal application Attached: Eub 7

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: [Signature] Dated: 12-27-16
Owner or School Director Signed: Dated: 

Notary
Subscribed and sworn to before me this 27th day of December, 2016.

SEAL
Notary Public – South Dakota

My Commission expires: June 24, 2022

School Renewal Form
12/2013
Desaree and Company School of Beauty
List of Required and Non Required Equipment

Cosmetology Course Equipment

* 12 Mirrors
* 12 Stations
* 12 Client Chairs
* Each student has covered containers to store tools and implements
* Cold Wave Rods
* Combs/Brushes per student working on clients
* 2 Solid Full Human Heads
* 1 Solid Increase Full
* 1 Increase Rectangle
* 1 Uniformed Silhouette
* 1 Solid Extra Long
* 1 Solid Full Mens Head
* 1 Mens Head Form
* 1 Nape Base
* 4 Shampoo Bowls
* 6 Hooded Dryers
* 1 Hand Held Hair Dryer per Student
* Sufficient Reference Materials relating to the subjects taught
* Lesson Plans Relating to the Subjects Taught
* Audio/Visual Equipment and Aids Relating to All Subjects Taught
* 2 47" TV's
* Whiteboards in Both Class Rooms
* 2 DVD players
* 2 Vcrs
* 2 I pads, 1 tablet, and Computer Access for Students
Nail Technology Course Equipment

* 4 Chair Nail Bar
* 4 Chairs For Clients to Sit at Nail Bar
* 4 Adjustable Lights for Nail BAR
* 4 Covered Waste Containers at Nail BAR
* Each Student will have Covered Container to Store Nail Tools and Implements
* Each student will have Human Hands with Stand
* 3 Pedicure Stations
* 4 Electric Files

Educational Equipment and Supplies For School

* Filling Cavinets
* One Current S.D. Cosmetology Commission Law & Rule Book Per Student
* Time Clock
* Each Student is Given 2 lockers
* Each Student will have a Milady Textbook, Workbook, Exam Prep Book Pack
* 1 Milady Nail Technology Textbook, Workbook, and Study Guide
* Disinfectant Container for All Soiled Implements
* Covered Container for Soiled Towels and Linens
List of Textbooks and Wordbooks:
Milady Nail Technology 7th Edition Textbook/Workbook/Exam Prep Book

School Rules, Policies, and Procedures:
Included in School Catalog-Pages 14-24

Student Hour Tracking:
Student hours are tracked via time clock daily attendance by Instructor/Administrator and then entered into the computer program.

Student Record Keeping:
School maintains both hard and soft copies of all student records. Records are stored in a locked library and backed up daily on computers.

Days Times Open/Practical and Theory Times/Closed Holidays:
Days Open: Monday through Friday 8:30am - 5:00pm
Theory Times: Monday through Thursday 8:30am-10:00am
Practical Times: Monday through Friday 10:00-5:00pm with 1/2 hour lunch break.
Holiday Closed: See page 20 in School Catalog
Closed:
Spring Break
April 24-28 2017
Summer Break
August 2-15 2017

Proposed Field Trips:
We will send in paper work the the field trips at a later date for approval by the Commission.
Substitute Instructors and Guest Demonstrators:
Company educators such as Scuples, Paul Mitchell, Young Nails, OPI, Malabu Salon Owners and other Cosmetology Professionals.

Changes Since Last Renewal:
We have since last renewal updated our till system which also includes a new time clock to help streamline the checking in and out of hours for students, and also this makes inputting easier for state monthly hours. Also, we have revised our catalog and service list. We have also started to offer class start dates to every 3rd Monday of the month instead of May, September, and January. We have also started to use Milady Materials for the teaching of students. We also added a 4 Chair Nail Bar for Students to work with Clients, and placed our 4 nail tables in front classroom.

Instructors and Qualifications:
K. Desaree' Dargatz:
Cosmetologist Lic #CO-00515-2017/Exp. Date 9-23-2017
Sr. Cosmetology Instructor Lic #IC-08493-2017/Exp. Date 9-23-2017

Georegine Hendrix:
Cosmetology Lic #Co-04687-2017/Exp. Date 8-20-2017
Sr Cosmetology Instructor Lic #IC-09686-2017/Exp. Date 8-20-2017

Zack Crouch:
Cosmetology Lic #CO-10389-2017/Exp. Date 11-02-2017
Sr. Cosmetology Instructor Lic #IC-12972-2017/Exp. Date 11-10-2017

School Advertising Brochure School Service Menu and Website:
Brochure/Service Menu-Attached
Website- www.desareeandcompany.com
Social Media-Facebook and Instagram
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 $100.00 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: Stewart School
   Current On-site Director: Angela Taylor
   School Address: 604 N West Ave
   City/State/Zip: Sioux Falls, SD 57104
   Telephone: 605-336-2775
   Fax: 605-337-0288
   Email: angela.taylor@stewartschool.com
   Programs Offered:
   - Cosmetology __[YES]__  ____NO____  Number of clock hours: 2100
   - 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. Attachment #1
   Days and Times of Theory Classes: Attach a separate sheet with this information. Attachment #2
   Days and Times of Clinic: Attach a separate sheet with this information. Attachment #3
   What months are programs started? Cosmetology: Jan, Mar, May, Sept, Nov, March, June, September & November. Esthetics, Jan-July. Nail Tech: Feb
   Current Enrollment in:    Cosmetology Program: 64  Nails Program: 9  Esthetics Program: 9
   Approximate Square Footage of school physical premises: 15,799

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
   Matthew Fiegen  18518 Raylyn Rd. Durango, Iowa 52039  563-588-2379 ext. 208
   If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Stewart School, 604 N West Ave Sioux Falls SD 57104
   If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. Robert Fiegen, 25644 475th Ave. Renner, SD 57035

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 faciltion thereof.  IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM. Attachment #4

School Renewal Form 12-2013

Stewart
5. REQUIRED ATTACHMENTS — the following need to be attached.

- List of required and non-required equipment (ARSD 20:42) Attachment #5
- School’s current catalog Attachment #6
- List of textbook(s) and workbook(s) used Attachment #7
- School advertising brochures and website address Attachment #8 www.stewartschool.edu
- School rules and regulations Attachment #9
- Student policies and procedures Attachment #10
- Explanation of procedure to track student hours Attachment #11
- Explanation of how student records are kept and stored Attachment #12
- Schedule of days and times open, showing theory and practical times, holidays closed Attachment #13
- Listing of proposed field trips on Commission form Attachment #14
- Listing of substitute instructors and guest demonstrators Attachment #15
- List any changes made since the last renewal application Attachment #16

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: ____________

Notary
Subscribed and sworn to before me this 25 day of 01 2011.
SEAL
My Commission expires: 12/6/22

Notary Public South Dakota
Attachment #1:

Days/Times Open:

Our hours of operations are:
Mondays  8:00 am – 4:30 pm
Tuesdays 8:00 am – 8:00 pm
Wednesdays 8:00 am – 4:30 pm
Thursdays 8:00 am – 8:00 pm
Fridays  8:00 am – 4:30 pm
Saturdays 8:00 am – 4:00 pm
Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 25th, 2017  

Attachment 2  

Days and Times of Theory Classes:  

Cosmetology:  
Our classes start: January, April, June, September and November. Students have basic training for 9 weeks (166 hours of theory training). After a student graduates from basics they have Advance Training for 4 hours one day each week until they graduate (theory averages 2.5 hours and the remaining time is hands-on/practical training). We hold advance training by class start date. Advance training classes are scheduled Tuesdays, Wednesdays and Thursdays.  

Esthetics:  
We hold an Esthetics course twice a year, January and July. They have 3 weeks of basics training (120 hours) which consists of 55 – 60% theory and the remaining is hands-on/practical training. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate with 4 hours of theory and 4 hours hands-on/practical training. Their Advance Training is held on Fridays.  

Nail Technology:  
If we have a Nail Technology class they have 2 weeks of basic training (80 hours), which consists of about 45 – 50% theory, and the remaining is hands-on practice. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate consisting of 3-4 hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Fridays.
Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 3

Days and Times of Clinic:

Our Clinic Floor hours of operation are as follows:
Tuesday 8:00 am – 8:00 pm
Wednesday 8:00 am – 4:30 pm
Thursday 8:00 am – 8:00 pm
Friday 8:00 am – 4:30 pm
Saturday 8:00 am – 3:00 pm

Cosmetology: After the completion of the first 9 weeks of basic training the students have 32 hours of clinical training each week, except when they have skill evolutions or specialty classes. During the hours of clinic operations there is a mixture of students at all levels who have completed their 9 weeks (360 hours) of basic training.

Esthetics: After the completion of the first 3 weeks of basic training the students have 32 hours of clinical training each week.

Nail Technology: After the completion of the first 2 weeks of basic training the students have 32 hours of clinical training each week.
# Attachment 4

**Instructors:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Instructor License</th>
<th>Cosmetology License</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin Hoogland</td>
<td>IC-09910-2018</td>
<td>CO-08460-2018</td>
<td>1/6/2018</td>
</tr>
<tr>
<td>Madaline Knutson</td>
<td>IC-09595-2018</td>
<td>CO-09591-2018</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>Arielle Miller</td>
<td>JC-13404-2017</td>
<td>CO-11782-2017</td>
<td>12/03/2017</td>
</tr>
<tr>
<td>Angela Taylor</td>
<td>IC-07167-2018</td>
<td>CO-04735-2018</td>
<td>2/15/2018</td>
</tr>
<tr>
<td>Danica Terry</td>
<td>IC-13105-2017</td>
<td>CO-09488-2017</td>
<td>9/16/2017</td>
</tr>
</tbody>
</table>
Attachment 5

List of required and non-required equipment (ARS 20:42)

Please see the attached copy of our most current inspection conducted on. It indicates that we do have all the required equipment.
Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 7

List of Textbooks and Workbooks used.

Stewart School uses the following books in our programs:

Cosmetology:
Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book
Nuts and Bolts business Training Solutions (5 Text Books)

Esthetics:
Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book

Nail Technology:
Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book
Cosmoprof Spring Hair Show  
Fargo, ND  
Sunday in April 2017/2018  
8 hours  
50 Students  
Educational Objectives:  
- Students will gain knowledge of a variety of products, their proper applications, benefits, etc.  
- Students will have the opportunity to observe top industry platform artists presenting current trends in color, haircoloring and texture techniques and troubleshooting ideas for artificial nail services.  
- Students will be able to gain new information on basic techniques and troubleshooting ideas for artificial nail services.  
- Students will be exposed to a variety of products and treatments available for skin care and other spa treatments used in salons.  
- Students will gain new insights on how to give good client service and to market their skills effectively from people who are successful and respected by peers in the Cosmetology profession.  
Students will be required to sign in with instructors at various times throughout the day. Students will need to turn in reports on techniques they learned from classroom, sessions, as well 1 – 3 instructors will attend based on the number of students.

Charity Work  
Sioux Falls Community  
Dates are Open  
8 hours  
Student Number Varies on Need  
Educational Objectives:  
- Students will learn the importance of doing outreach services to build their reputation within the community where their salon is, so people see they are interested in serving others at no charge.

Request from organizations vary, Good Shepard Center calls for people to do haircuts for the homeless and needy people who are trying to get back into the work force; girl scouts call to have people come do up-styles for an event they have; Sr Citizen Organizations have called to have people come to do manicures; Elementary Schools call to have people come to do hairstyles for the career and health classes.

Salon Tours  
Sioux Falls Area  
Dates are Open  
8 hours  
20 Students  
Educational Objectives:  
- Students will have the opportunity to observe the functioning of a variety of salons in order to help them make a career decision for their future in the salon.  
- Students will have a worksheet with questions they will need to ask the manager/receptionist as well as questions they can answer from observing or touring the salon.
Wella Student Hair Show
Omaha, NE
Sunday September 25th, 2017/2018
8 hours
All Students
Educational Objectives:
- Students will gain knowledge of the new trends presented by Wella.
- Students will have the opportunity to observe top industry platform artists presenting current trends in color, Hair coloring and texture techniques and troubleshooting ideas for artificial nail services.
- Students will compete for a chance to have their work showcased.
- Students will gain new insights on how to give good client service and to market their skills effectively from people who are successful and respected by peers in the Cosmetology profession.

Students will be required to sign in with instructors at various times throughout the day. Students will need to turn in reports on what they learned. All Instructors will also attend.
Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 15

Listing of substitute Instructors and guest demonstrators:

Penny Thompson; Substitute Instructor

Guest Demonstrators:
Product Trainers through:
Wella
Clinical Care
Sebastian
Aquage
Nioxin
MUD

and local salons:
Hair by Stewarts
Great Clips
Smart Styles
Man Salon
Village Hair and Spa
The Barbershop a Hair Salon for Men
Attachment 16

List any changes made since the last renewal application:

Changes:
- Sam Westly, Ashley Schmid and Penny Thompson are no longer with us.
- We have hired 1 new Coach: Arielle Miller
- Katie VanBallegooyen has taken over the Admissions Director & Asst. School Director title.
CONTINUING EDUCATION COURSE PROVIDER’S APPLICATION

Section A – General Provider Information

1. Provider’s Name: Deseree and Company School of Beauty

2. Provider’s Address: 1117 Main St. Ste B
   Sturgis SD 57785

3. Provider’s Contact Name: Deseree Dorgatz

4. Phone Number: 605-561-1561 Fax Number: 605-561-1562 Email: School@desereeandcompany.com

5. Check one: [ ] Individual Provider [ ] Company Provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category [ ] Microdermabrasion [ ] Electric Nail File

1. Name of Course: Electric Nail File Certification

   (All continuing education in South Dakota must emphasize safety and sanitation)

2. Number of Continuing Education Credit Hours. 8 (Do not include time for breaks and meals)

3. Initial Date and Time of Course Offering: 8-1-17 to 8-1-18

4. Location of Course: Deseree and Company School of Beauty
   1117 Main St. Ste B
   Sturgis SD 57785

   (Business Name, Street Address, City, State, Zip)

   IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).

5. Instructor Name: Deseree Dorgatz

6. 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 SD, but must be licensed from another state)
7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. 
   Class attendees sign a sign-in sheet at beginning of class.

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

Section D – Signature

1. Name of person completing this application (Please print) 
   Tony système

2. Signature: 
   Date: 12-19-16

NOTE: Please submit your application within sixty 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. When SD licensees attend an approved provider course, the licensee does not have to pay the $35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

As of 1/1/2005 the Commission only requires a one-time only continuing education course for electric nail files and microdermabrasion.

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 Continuing Education Hours.”

Section E – Commission Office Use Only

___ Approved ___ Hours  Course Approval Number:

___ Denied  Reason:

Reviewed by:  Date:
I'm Interested so what do I do next?

- Get an Application by logging on to www.desareeanandcompany.com or call Deseree' and Company School of Beauty at 605-551-1561.
- You must be able to attend classes Monday through Friday starting at 8:30 a.m.
- All fees must be paid in full according to Deseree' and Company School of Beauty payment policy.

Deseree' Company
School of Beauty
1177 Main St. Suite B
Sturgis, SD 57785
605-551-1561
www.desareeanandcompany.com
school@desareeanandcompany.com

Today, the beauty industry is a large, fast-growing business, and the need for artistic, highly skilled people is continually growing. If you enjoy people, and are willing to work hard, and will devote the time and study necessary, you can join the exciting world of Cosmetology Professionals.

Deseree' and Company School of Beauty
1177 Main St. Suite B
Sturgis, SD 57785
www.desareeanandcompany.com
Phone: 605-551-1561
E-mail: schooll@desareeanandcompany.com
Tel: 605-551-1561
(Nail Technology & Instructor Program)

Available.

See our website for other programs.

Purpose

Mental
- My school of beauty's require
- Completing their course
- Show an ability to succeed by
- 60%
- Have a high school diploma or
- Be 17 years old.
- You must
- One of the Cosmetology Programs
- To be considered for selection into

Application Requirements

Program Starts Dates and

Class Schedules

Why Should I Go to Beauty School?

School

Employment

Trends are expected to vary
- Due primarily to a small increase in
- Personal appearance services.
- The growth is expected to be a result of
- The demand for personal appearance and
- Increasing population and urbanization.
- The growth primarily will be a result of an
- Increase in the average age for all occupations
- From 2000 to 2010, which is
- Personal appearance workers will grow by

Program Costs

- Total Cost: $12,075.85
- Application Fee: $100.00
- Tuition: $5,900.00 (600 hour for 1200 hours)
- Books: $500.00

Estimated 13 Weeks to Completion

- 8 a.m. to 12:30 p.m.
- Monday to Friday
- Summer, January, June
- Class 13 weeks each

Cosmetology 200 Clock Hours

Why Should I Go to Beauty School?

Program Starts Dates and

Class Schedules

Application Requirements

Program Costs

- Total Cost: $12,075.85
- Application Fee: $100.00
- Tuition: $5,900.00 (600 hour for 1200 hours)
- Books: $500.00

Estimated 13 Weeks to Completion

- 8 a.m. to 12:30 p.m.
- Monday to Friday
- Summer, January, June
- Class 13 weeks each

Cosmetology 200 Clock Hours

Why Should I Go to Beauty School?
Electric File

has attended the required 8 hour class in
To certify that he/she has completed to satisfaction and

is hereby granted to
Certificate of Completion

SCHOOL OF BEAUTY

ESAREE COMPANY
<table>
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<tr>
<th>Name</th>
<th>Deposit</th>
<th>Address</th>
<th>Phone</th>
<th>Paid</th>
<th>E-Mail</th>
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CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider’s Name: **Headlines Academy, Inc.**
2. Provider’s Address: **333 Omaha St, Suite 7, Rapid City, SD 57701**
3. Provider’s Contact Name: **Marie MacDonald**
4. Telephone number: **605-348-4247** Fax number: **605-348-5462** Email: **admissions@headlinesacademy.com**
5. Check one:  □ Individual provider  X Company or association provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category  □ microdermabrasion  □ electric nail files

1. Name of Course: **30 Hour Electric File Certification**
   (All continuing education in SD must emphasis safety and sanitation)
2. Number of Continuing Education Credit Hours: 3  (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: **3/13/17 8am, 4/23/17 8am, 9/27/17 8am**
4. Location of Course: **Headlines Academy, Inc. 333 Omaha St, Suite 7 RC 3D, Rapid City, SD 57701**  (provide business name, street address, city, state, zip)

IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).

5. Instructor Name: **Marie MacDonald Sc. 12/4/17**
6. Qualifications and licensure. Attach instructor’s resume or vita. List State(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)
7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. 

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. 
   
   Take attendance at start of class, at lunches & end of day.

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

Section D – Signature

1. Name of person completing this application (Please print): 
   
   Sandy Birmeier

2. Signature: ____________________________
   Date: 1/13/17

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the $35 verification fee to the Commission. REMEMBER to attach: 1) Course agenda or outline; 2) Instructor resume or vita; 3) Sample of sign-in sheet; 4) sample of certificate of attendance.

*As of 1/1/2005 the Commission only requires a one-time only continuing education course for electric nail files and microdermabrasion.*

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 Continuing Education Hours.”

Section E – Commission Office use only

____ Approved _______ Hours  

Course Approval Number: ______________________

____ Denied    Reason: ____________________________

Reviewed by: ______________________  Date: ______________________
My name is Martie MacDonald. I acquired my nail technician license from Ma Chre in 1989. I loved the industry so much; I decided to expand my education. I went to Toledo Academy of Beauty Culture from 1989 to 1990 completing the full 1800-hour cosmetology program.

I began my career at Ranee of Charlesgate as a cosmetologist, specializing in nail technology. I conducted natural nail services, all types of artificial nail services using an electric file, and chemical and natural hair services.

I have always kept up to date on my education. I attended several 12-hour advanced nail classes held by Adui, OPI, and Creative Nail. In 2010, I received my South Dakota Cosmetology license by reciprocity and took the eight-hour electric nail file class required by the commission at Salon Centric.

Throughout the years, I worked for several high traffic, prestigious salons, practicing all aspects of cosmetology, but still specializing in nail services. In 2015, after spending the last 13 years working behind the chair at JC Penny, as a master stylist, I chose to direct my passion and knowledge to the growing professional.

I now have an established career as a senior instructor at Headlines Academy in Rapid City, SD. I teach the nail program and the eight-hour electric drill certification class required by the South Dakota Cosmetology Commission.

I have taught several successful Electric File Certification classes, two Nail Technology classes, and teach nail care to our aspiring cosmetology students since starting at Headlines.

I devote myself to my students, doing my best to mold them into the outstanding professionals I know they can be. It gives me more and more joy everyday!
Electric File 8 hours of continuing Education
Date 8 hours ________________

(30 min)
1. ___________________________ lunch ___________________________ Date ______

2. ___________________________ lunch ___________________________ Date ______

3. ___________________________ lunch ___________________________ Date ______

4. ___________________________ lunch ___________________________ Date ______

5. ___________________________ lunch ___________________________ Date ______

6. ___________________________ lunch ___________________________ Date ______

7. ___________________________ lunch ___________________________ Date ______
Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an 8 hour Electric Nail File Safety Course at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President

Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an 8 hour Electric Nail File Safety Course at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President

Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an 8 hour Electric Nail File Safety Course at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President
CONTINUING EDUCATION COURSE PROVIDER’S APPLICATION

Section A – General Provider Information

1. Provider’s Name: Headlines Academy, Inc
2. Provider’s Address: 333 Omaha St, Suite 7
   Rapid City, SD 57701
3. Provider’s Contact Name: MaryAnn Sharp
4. Telephone number: 605-346-4247 Fax number: 605-346-4677 Email: admissions@headlinesacademy.com
5. Check one: □ Individual provider X Company or association provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category X microdermabrasion □ electric nail files

1. Name of Course: 16 hour Microdermabrasion Certification
   (All continuing education in SD must emphasis safety and sanitation)
2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: 6/12/13 9:00 am
4. Location of Course: Headlines Academy, Inc 333 Omaha St, Suite 7, Rapid City, SD 57701
   (provide business name, street address, city, state, zip)
   IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).
5. Instructor Name: MaryAnn Sharp TC-12735-2017
6. Qualifications and licensure. Attach instructor’s resume or vita. List State(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)
Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. roll call for the day & after return from lunch, attend of the day

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Sandy Birmeyer

2. Signature: __________________________
   Date: __________________________

NOTE: Please submit your application within sixty 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. When SD licensees attend an approved provider course, the licensee does not have to pay the $35 verification fee to the Commission. REMEMBER to attach: 1) Course agenda or outline; 2) Instructor resume or vita; 3) Sample of sign-in sheet; 4) Sample of certificate of attendance.

As of 1/1/2005 the Commission only requires a one-time only continuing education course for electric nail files and microdermabrasion.

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 Continuing Education Hours.”

Section E – Commission Office use only

____ Approved ______ Hours  Course Approval Number: __________________

____ Denied  Reason: __________________

Reviewed by: __________________  Date: __________________

Provider application 1/2005
My name is Maryann Sharp. I obtained my esthetics and nail technicians license from International Academy of Cosmetology in 2011. While enrolled, I completed advanced classes such as microdermabrasion, and performed the required amount of services to graduate. I began my career at Daytona Beach Shores Resort and Spa as an Esthetician and a Nail Technician. I conducted natural nail services, body wraps, microdermabrasion, and other skin care services while working at the resort. Also, at this time, I worked at a mom and pop nail salon polishing nails and performing basic nail care services.

Since then I have attended many additional skin care product knowledge courses and educational training in the science of the skin and nails and its required care to keep it healthy and happy.

In 2014, I continued my education in the whole cosmetology field at Headlines Academy in Rapid City, SD. While attending Headlines, I recertified in microdermabrasion, taking the required 16 hour certification class. I fell in love with all aspects of the industry and felt the desire to help others find the same passion and knowledge that I have.

In April 2015, I became an instructor at Headlines Academy, heading their Esthetics program. I worked with the former Esthetics instructor, Annette, to learn how to teach the SD 16 hour microdermabrasion certification class, to take that on as well.

I have taught two successful Esthetics classes and three microdermabrasion certification classes since starting at Headlines.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction.

I believe this industry offers an on going learning experience & keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.
Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

------------------------------

In recognition for successful completion of a 16 hour Microdermabrasion Class at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor Provider # MCE-003-2010 Director of Education

Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

------------------------------

In recognition for successful completion of a 16 hour Microdermabrasion Class at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor Provider # MCE-003-2010 Director of Education

Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

------------------------------

In recognition for successful completion of a 16 hour Microdermabrasion Class at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor Provider # MCE-003-2010 Director of Education
Microdermabrasion 16 hours of continuing Education
Date 8 hours________________
Date 8 hours________________

(30 min)

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CONTINUING EDUCATION COURSE PROVIDER’S APPLICATION

Section A – General Provider Information

1. Provider’s Name: Black Hills Beauty College
2. Provider’s Address: 1023 St. Joe Street
   Rapid City, SD 57701
3. Provider’s Contact Name: Wendy Beaumont
4. Phone Number: 605-349-0197  Fax Number: 605-349-6826  Email: wendy@bhbeautycollege.com
5. Check one: ☑ Individual Provider  ☐ Company Provider

Section B – Course Information  (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category  ☑ Microdermabrasion  ☐ Electric Nail File

1. Name of Course: Microdermabrasion Certification
   (All continuing education in South Dakota must emphasize safety and sanitation)

2. Number of Continuing Education Credit Hours: 160  (Do not include time for breaks and meals)

3. Initial Date and Time of Course Offering: ________________________________

4. Location of Course: Black Hills Beauty College - Rapid City + Sioux Falls SD
   (Business Name, Street Address, City, State, Zip)
   IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).

5. Instructor Name: Wendy Beaumont

6. 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 SD, but must be licensed from another state)
7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. I was certified in 2007 on the microdermabrasion machine from Diamond Skin. I taught at Black Hill Beauty College in 2004, 2005. I have been taking training since 2015. I have experience working with the microdermabrasion machine when I had my salon.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the site, they will need to fill their name, address, and time of the course provider. They will also have to sign in and out for all breaks and lunches.

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Wendy Beaumont

2. Signature: Wendy Beaumont Date: 2/15/17

NOTE: Please submit your application within sixty 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. When SD licensees attend an approved provider course, the licensee does not have to pay the $35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) Sample of certificate of attendance.

As of 1/1/2005 the Commission only requires a one-time only continuing education course for electric nail files and microdermabrasion.

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 Continuing Education Hours.”
Wendy Beaumont  
16815 Eldorado Ct. Piedmont SD 57769 605-430-3216

OBJECTIVE

A position utilizing my experience. Prefer employment with a company offering career advancement and stability.

EXPERIENCE

10/5/2015 TO PRESENT  
Black Hills Beauty College  
Rapid City SD
Senior Instructor
*oversee the clinic floor
*instruct on the clinic floor and classroom
*prepare lesson plans and curriculum

10/1/2006 TO 10/1/2015  
Owner/Stylist Salon and Spa

9/1/2005 TO 9/1/2006  
Sales Representative for Aerial Beauty Supply
*salon visits
*sales reports

11/1/1995 TO 8/1/2005  
Owner/Stylist Salon

EDUCATION

Black Hills Beauty College  
Rapid City SD
Cosmetologist

REFERENCES

References are available on request
Microdermabrasion Certification: Day 1

I. 8:00-8:30- Sign in
   a) Introduction and explanation of what they can expect to learn and models they will need for the second day of class

II. 8:30-10:00- Types of wounds & Conditions Treatable by Microdermabrasion
   a) Know and understand the different wound types & healing
   b) Understand and recognize the different conditions of the skin.
   c) Have an understanding of what causes these conditions and how they are treatable by microdermabrasion.

III. 10:00-11:00- Contraindications
   a) Understand the conditions of the skin where microdermabrasion treatment is not recommended and why.
   b) Review all the contraindications and how to recognize them and what the clinician should recommend.

IV. 11:00-12:00-Microdermabrasion Technology
   a) Review the 3 different types of microdermabrasion machines.
   b) Discuss the benefits and disadvantages of the different types of machines.
   b) Introduce the microdermabrasion machine to the class.

12:00-12:30 Break for lunch
V. 1:00-2:00-Microdermabrasion Techniques
   a) Firmness of the preparation
   b) Handling the wand
   c) Tautness of the skin
   d) Speed to move the wand across the skin
   e) Pressure to the skin and wand
   f) Number of repetitions
   g) Position of the clinician
   h) Draping Client

VI. 2:00-2:30- Client Profile Card and Consultation
   a) Questions to ask prior to starting treatment
   b) Filling out Client Profile card

VII. 2:30-3:00-Safety Sanitation Precautions
   a) Review State Laws
   b) Review safety precautions for client and clinician

VIII. 3:00-4:00- Simple Steps for Microdermabrasion
      a) Go over steps of a full microdermabrasion treatment
      b) Demonstrate on the back of hands the complete steps

IX. 4:00-4:30- Question and Answer Time
Microdermabrasion Certification DAY 2

I. 8:00-8:30-Sign in
   a) Explain the schedule for the day and confirm models

II. 8:30-10:00-Review Procedure and Demonstration
    a) Review the step by step procedure for treatment
    b) Demonstrate on a live model the technique

III. 10:00-12:00- Demonstration
     a) Class participants will practice on each other

      12:00-12:30

IV. 12:30-4:00 Live Models
    a) Each Participant will have one model to perform a treatment on.

V. 4:00-4:30- Final question/answer time
Microdermabrasion Sign In Sheet

Date: ____________

Please initial by your name before and after each break.

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MICRODERMABRASION CERTIFICATE

AWARDED TO

Holly Keszler

For completing 16 Hours of Continuing Education

Awarded this ___18TH___ day of ___December_________, 20_15___

____________________
Presenter Name and Title
Hello,

My name is Toni Seales. I am currently a Cosmetology student in New Mexico, and I will be completing my program on December 8th. My husband and I have plans to move to South Dakota in January, however there is a difference in the amount of hours required by both states to become licensed. New Mexico is 1600 hours, and South Dakota is 2100. There is not a Cosmetology school in the town we are moving too, and we are trying to come up with other alternatives to getting the required 500 hour difference. The program I am currently enrolled in said they would be willing to let me enroll for up to 500 hours extra to transfer to South Dakota. New Mexico State Boards said that they would only be willing to transfer the 1600 hours, however they would allow the school to transfer anything over that amount. So I am asking if you would be willing to let my school verify any hours received after the 1600 New Mexico State Boards recognizes. If so I will remain behind when my husband moves to South Dakota in January until I receive the required hours. My school is a Pivot Point School. We are licensed through the State of New Mexico Board of Barbers and Cosmetologists. Our license number is SE6934. If you would like any other information about our school feel free to ask. If you would like to research us online, or contact New Mexico State Boards we are Clovis Community College Cosmetology. I have also attached a copy of my degree plan from my school adviser so you can see what we study. Thank you for your time.

Toni Seales

(575)219-1349
COSMETOLOGY
Clovis Community College
Associate of Applied Science
Catalog 2015-2017

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<td><a href="mailto:Alexandra.penland@clovis.edu">Alexandra.penland@clovis.edu</a></td>
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<td>COS 132 Sterilization/Sanitation 2 B</td>
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<td>COS 136* Men’s Hair Cutting/Styling 3 A</td>
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<td>COS 214* Chem Rearrange/Perms II 2 A</td>
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<td>COS 217* Nail Enhancements 3 A</td>
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<td>COS 222* Hair Coloring 3 A</td>
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<td>COS 216* Cos Salon Practice I 6 A</td>
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<tr>
<td>BAD 151 Intro to Business 3 Sp17</td>
<td>COS 212* Cosmetology Theory III 2 Fa16</td>
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<td>BIOL 115 Human Biology &amp; Lab 4 Sp17</td>
<td>COS 223* Practical Cosmetology 3 Fa16</td>
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<td>BOFT 115 Employment Strategies 3 Sp17</td>
<td>COS 226* Advanced Hair Styling 2 Fa16</td>
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<td>HPE 234 Lifeguard Training 2 A</td>
<td>COS 227* Cos Salon Practice II 6 Fa16</td>
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<td>COS 232 Salon Business &amp; Retail 2 Fa16</td>
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#ENMU

Course requires a prerequisite.

(Fifteen semester hours towards degree or certificate must be completed at CCC with a 2.0 cumulative CCC grade point average.)
Social and Behavioral Science/Humanities and Fine Arts ELECTIVE (3 CR)
2015-2017 Catalog

(Students are required to choose up 3 credit hours from areas IV & V)

AREA IV: Social/Behavioral Sciences

a. ECON 221*, 222*
b. PSCI 102, 202
c. PSY 101, 106, 201, 202
d. SOC 101, 212, 215
e. ANTH 111, 123, 233, 243

AREA V: Humanities/Fine Arts

a. HIST 101, 102, 121, 122, 203
b. PHIL 201, 202, 211, PHIL/REL 212
c. HUM 221, 222
d. ENG 202, 203, 204, 205, 211, 221, 222, 223, 224
f. DNC 101
g. MUS 101, 113
h. THTR 111, 121, 275
i. FR 101, 102*
j. GER 101, 102*
k. SPAN 101, 102*

* Course requires a prerequisite.