AGENDA
South Dakota Cosmetology Commission
Ramkota Hotel, Lake Lewis & Clark Room, 920 W Sioux Ave, Pierre, SD

Tuesday, July 12, 2016 - 8:30 a.m.

CALL TO ORDER, President Tammy Ugofsky

1. Roll Call ................................................................. Laurie Brandner
2. May 24 & June 19, 2016 Meeting Minutes .................................... Laurie Brandner
3. Treasurer's Report ......................................................... Kate Boyd
4. Executive Director's Report ................................................ Kate Boyd
5. Disciplinary Actions ........................................................... Violations Committee
   a. Proposed Consent Agreement - Case E-2016

6. School Requests
   a. Fallon Helm - TSPA
   b. School License Renewal Application - Headlines Academy - Rapid City
   c. School License Renewal Application - LATi Cosmetology Program - Watertown
   d. Electric Nail File Provider Application - Black Hills Beauty College - Rapid City
   e. Electric Nail File Provider Application - Black Hills Beauty College - Sioux Falls

7. Commission Review of License Applications & Requests
   • An Thien Le - Request to Retake Nail Technician Theory for an 8th time
   • Stephanie Waletitch - Needs Instructor State Laws Exam by end of July - Need examiner to administer
   • Jayde Keller Alternative Senior Instructor License Proposal

8. Election of Officers

9. Review and Revise Exam & Meeting Calendar for Remainder of the Year & Discuss 2017 Dates
   • September 24, 2016 - NIC School Overview
   • September 25, 2016 - NIC Examiner Training (Mandatory)
   • September 29-30, 2016 - State Board Administrators Meeting
   • September 30 - October 3, 2016 - NIC Conference - Tampa, Florida
   • October 20-22, 2016 - School Visits, Commission Meeting and State Board Exams - Sioux Falls/Watertown
   • November 19, 2016 - State Board Exams - Watertown

10. Other Business

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

May 24, 2016

Call Meeting to Order
A meeting of the Cosmetology Commission was called to order by Vice President Lori Berreth at 8:30 am. The meeting was held at the Department of Labor and Regulation office located at 2330 N Maple Avenue, Suite 101, Rapid City, South Dakota.

Roll Call
Attendance was taken by Secretary-Treasurer Laurie Brandner, with the following members present: Lori Berreth, Laurie Brandner, Crystal Carlson, and Lori Little. Members Absent: Tammy Ugofsky. Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd. Others present included: Angela Taylor and Penny Thompson from Stewart School; Joy Poloncic and Tom Poloncic from Black Hills Beauty College; Cricket Rick and Peggy Sproat from Headlines Academy, Shawn Venjohn from Lake Area Technical School Cosmetology Programs and via conference call Eileen Donley and Stephanie Mortimore.

2. Minutes of the March 11 and April 19, 2016 Meeting

IT WAS MOVED by Laurie Little, seconded by Crystal Carlson to approve the Minutes of the March 11 and April 19, 2016 meeting as written. The motion prevailed on a voice vote.

3. Treasurer's Report

Secretary-Treasurer Laurie Brandner reported that as of March 31, 2016 the available budget was $8,966.30 and the cash center balance was $257,622.16.

IT WAS MOVED by Crystal Carlson, seconded by Lori Little to approve the Treasurer's Report as presented. The motion prevailed on a voice vote.

4. Executive Director's Report

Executive Director Kate Boyd reported on four subjects, including:

(1) Open Position - Beth Marnell recently resigned and accepted a position with a different state office. We are beginning the process of advertising to fill this position.

(2) Smocks for Exam Administration - In the past there had been discussion about those who participate test administration wearing a uniform of a smock. Commission member Crystal Carlson had done some research and brought several smocks for the commission to see. No consensus was reached as some members felt smocks were unnecessary.

(3) Cosmetology Practical Examination Content - At the March 11, 2016 meeting, the commission had reviewed the newly updated NIC Cosmetology Practical Exam content. At that time the commission requested a delayed implementation of the new exam until January 1,
2017 to allow our test examiners to be trained on the new exam this Fall during our annual examiner certification and so that the schools can become familiar with the new exam requirements.

Executive Director Kate Boyd had attended the NIC Region Meeting recently and spoke with Rosanne Kinley, the head of the National Exam Committee. Ms. Kinley recommended that South Dakota make two changes to the optional services that we test: (1) Replace Acrylic Nail with Manicure/Polish, and (2) Replace Facial with Removal of Hair on Eyebrows by Tweezing and Using Simulated Soft Wax. The reason for the change would be to more accurately test what the typical cosmetologist performs in the salon.

It was noted that it would take action by our commission to change the two optional services that we test.

IT WAS MOVED by Laurie Brandner, seconded by Crystal Carlson, to change the optional services that we currently include in the cosmetology practical exam: (1) Replace Acrylic Nail with Manicure/Polish, and (2) Replace Facial with Removal of Hair on Eyebrows by Tweezing and Using Simulated Soft Wax. The motion prevailed on a voice vote.

(4) Failed Inspection Reports - Commission members were informed that we have started posting all failed inspection reports on our website. This has resulted in phone calls from licensees who believe their business has been impacted. There was a brief discussion about whether or not we should post an update after a salon has been re-inspected and passes the recheck inspection. It was stated that this is a work in progress and that in the future we hope to have our inspectors equipped with tablet devices to perform inspections and upload all inspections directly to our website and database.

5. Continuing Education for Licensees

Laurie Brandner and Crystal Carlson reviewed notes from the Continuing Education Task Force that met on April 22, 2016 in Sioux Falls. South Dakota cosmetology law authorizes the Cosmetology Commission to adopt administrative rules "pertaining to continuing education for licensees on health issues, safety issues, and services that require the use of chemicals or electrical or mechanical apparatus."

The task force had considered many different aspects of licensee continuing education including the goal of continuing education should be "protecting the public and licensees and increased professionalism; what would be an appropriate number of required hours, what the content should include, how to verify the licensee has actually attended the continuing education, whether or not there should be an exemption for licensees over a certain age or years of experience and whether to proceed with implementing continuing education.

It was noted that only 14 other states require licensee continuing education and some states have dropped continuing education, considering it a barrier to practice.
It was agreed that further research needs to be done on this subject and that any recommendations to proceed or not to proceed with continuing education need to be submitted by the end of 2016.

6. Proposed Changes to Cosmetology Education Hours/Curriculum

The discussion on proposed change to the cosmetology education hours and curriculum began with the cosmetology schools that were present each stating what their position is on a change in education hours.

Cricket Rick from Headlines Academy stated that they would like to maintain 2100 hours but understand that in the future South Dakota may need to lower the numbers, but would like to see them no lower than 1800 hours.

Angela Taylor from Stewart School stated that their school would to stay at 2100 hours and would like to see the Commission to move slower on any attempt to lower cosmetology education hours. Their school also would not like to see the hours lowered below 1800 hours. They also stated that they would like to have a hair design license to accommodate those students who really only want to do hair and not nails or esthetics. Headlines added they would also be in favor of a hair design license.

Tom Poloncio of Black Hills Beauty College stated that they think the Commission should wait for more information from the national level and to determine what the education needs actually are. They added that they feel comfortable and will be prepared to educate students at whatever level the hours end up being.

Shawn Venjohn from Lake Area Technical Institute Cosmetology Program stated that she thinks the hours should not be any lower than 1800 hours, if a reduction needs to be made.

Following further discussion, it was agreed that the Education Hour Task Force could continue to monitor this topic and meet from time to time if further information becomes available at the national level. Attorney Aaron Arnold stated that the Task Force would need to have a definitive plan by May, 2017 if legislation is to be considered and pursued by the Commission for the 2018 legislative session.

7. Upcoming Meeting Dates

The following meeting dates for the remainder of 2016 were brought up, with special emphasis on the September 24, 2016 NIC School Overview, the September 25, 2016 NIC Examiner Training that is mandatory for anyone seeking certification as an NIC practical examiner, and the annual NIC Conference in Tampa, Florida September 30-October 3, 2016. Commission members were asked to contact the office if they are interested in submitting an out-of-state travel request to attend the NIC Conference.

- July 11-12, 2016 - State Board Exams & Commission Meeting - Pierre
- September 24, 2016 - NIC School Overview
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- September 25, 2016 - NIC Examiner Training (Mandatory)
- September 29-30, 2016 - State Board Administrators Meeting
- September 30 - October 3, 2016 - NIC Conference - Tampa, Florida - who should attend??
- October 20-22, 2016 - School Visits, Commission Meeting and State Board Exams
  - Sioux Falls/Watertown
- November 19, 2016 - State Board Exams - Watertown

At 10:15 am the meeting was recessed for a short break and was called back to order at 10:25 am.

8. Referral of Applications to the Commission

8(a) Applicant #13145-TL - The Commission had reviewed this application at the 3/11/16 meeting. The reasons for referral to the commission included omissions on the application regarding prior license and after receiving a second application, there were discrepancies in the dates of education. At the 3/11/16 meeting the Commission had asked the staff to invite the applicant to attend the next Commission meeting to speak on his own behalf. That letter had been sent inviting this individual to attend today’s meeting. He had phoned on 5/9/16 to state that he would not be attending the meeting.

IT WAS MOVED by Crystal Carlson, seconded by Laurie Brandner to deny Application #13145 and inform the applicant that he cannot reapply for one year. The motion died for lack of a second.

IT WAS MOVED by Laurie Brandner, seconded by Lori Little, to deny Application #13145 and notify the applicant that he cannot reapply for 90 days. If and when the applicant reapplies, he will need to appear before the Commission to seek approval of his license application. The motion prevailed on a voice vote.

8(b) Applicant #13185 - NT - The Commission reviewed information about a reciprocity applicant who omitted information on his first reciprocity application, was asked to fill out a second application to clarify, and there were discrepancies between the two applications.

IT WAS MOVED by Lori Little, seconded by Laurie Brandner, to deny Application #13185 and inform the applicant that he can reapply after 90 days and will need to appear before the Commission to seek approval of his license application. The motion prevailed on a voice vote.

9. Complaint from Nail Technician - The individual did not attend the meeting to address her concerns.

10. Report of Apprenticeship at Leo Thomas Salon

Executive Director Kate Boyd informed the Commission that the apprenticeship at Leo Thomas Salon in Rapid City appears to be going well. Weekly reports are being sent to the Commission office in a timely manner and attendance has been excellent. Senior Instructor Holly Ringo had
sent an email that was presented to the Commission stating that both she and the apprentice are pleased with the progress.

Apprenticeships are approved with a ninety-day probationary period. Since there do not appear to be any problems, a letter will be sent confirming the continuation of the apprenticeship.

11. NIC Region Meeting

Executive Director Kate Boyd reported on her attendance at the Board Administrators Meeting March 31-April 1 and she, together with Commission members Crystal Carlson and Lori Little, reported on the Region Meeting April 1-3, 2016 in Nashville, Tennessee. Kate stated that she missed the first morning of the Board Administrators meeting due to a weather-related flight delay. Most of the Board Administrators meeting was spent sharing information about new laws or rules that have passed in various states since the last meeting and working on a uniform model cosmetology law. The group had formed various committees to meet throughout the year to work on specific portions of the model law.

The NIC Meeting included discussions about developing standards for regulated professions; a report from AEQUO representative Brentni Henderson about fraudulent documents and action that can be taken to identify fraudulent documents; OSHA compliance for salons and spas, a motivational speaker on leadership, and an overview from the Board Administrators on development of a Uniform Model cosmetology law. On Sunday there were breakout sessions for the various regions to meet and discuss topics of interest to their specific area of the country.

12. Legislative Changes from 2016 Session

Attorney Aaron Arnold informed the Commission about various new laws that were passed during the 2016 Legislative Session that affect Boards and Commissions. Among the bills he discussed here HB 1066 that requires that in order to comply with the opening meeting laws, meeting agenda must be posted two consecutive business days prior to the meeting; HB 1117, dealing with other languages in meetings, SB 73 that deals with Boards and Commissions communicating via the internet and email and care must be taken to not violate the open meetings law, SB 90 allows citizens to record meetings as long as the recording is not disruptive to the meeting and SB 104 removes 75 days limit between public meeting and filing with Secretary of State (SOS) without going before IRRC and must be filed with SOS office within 60 days of presenting to the IRRC.

13. Amanda Premus - Request for Alternative Education Approval for Senior Instructor License

Amanda Premus had submitted a request for approval of her plan to obtain a senior instructor license through independent study. She needs to have 1000 hours of instructor education and then take the Instructor State Board examination. She will receive 600 hours for her years of experience. Amanda was requesting that the Commission allow up to 300 hours for advanced professional education, training and certifications she has taken.
It was noted that instructor education is to be on teaching methodology, not individual professional development.

IT WAS MOVED by Laurie Brandner, seconded by Crystal Carlson, to deny Amanda Premus' request for 300 hours of credit for her personal professional development as a cosmetologist, and direct her to obtain 400 hours in courses previously preapproved by the commission to supplement her 600 previously approved by the Commission for years of experience. The motion prevailed on a voice vote.

14. Instructor Laws Exam Update

Crystal Carlson, together with Executive Director Kate Boyd had recently reviewed the Instructor State Laws Exam and presented four proposed changes to the exam.

After reviewing the changes, IT WAS MOVED by Lori Little, seconded by Crystal Carlson, to approve the proposed changes to the Instructor Laws and Rules exam as presented. The motion prevailed on a voice vote.

15. Disciplinary Actions

15 (a) Appropriate Disciplinary Action for Violations

At the previous Commission meeting, the request was made to have a discussion about disciplinary actions and appropriate action for 1st, 2nd, 3rd, etc violations. In recent years the standard length of actual suspension of a license has been 7 days for a first offense and 30 days for a second offense, with additional weeks being held in abeyance provided the licensee obeys all laws and rules for one year. The consensus of the commission was to have first offenses be 14 days of actual suspension, second offenses would be 45 days of actual suspension, and 3rd offenses would go to a formal hearing.

15 (b) Proposed Consent Agreement - Case J-2014

IT WAS MOVED by Crystal Carlson, seconded by Laurie Brandner to approve the Consent Agreement for Case J-2014 with the following terms:

a. Artist Studio Salon's lapsed license, #CS-06344, shall be permanently revoked and not eligible for late renewal;

b. Ms. Anderson's Knaughty Lox Salon's application for licensure shall be denied. Ms. Anderson may reapply for a salon license upon successful completion of her one year probationary period;

c. Ms. Anderson's personal license, #CO-08087, will be suspended for a period of 90 days with 60 days being held in abeyance. Ms. Anderson's license will be actively suspended for 30 days beginning July 15, 2016, through August 13, 2016;
d. The remaining 60 days of suspension of Ms. Anderson’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) Ms. Anderson will comply with all laws and regulations relating to their 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. Anderson will successfully pay for and successfully complete the online course entitled “Infection Control Online Class”, sponsored by Milady, found at www.miladypro.com. Ms. Anderson must submit to the Commission the Certification of Completion received after successful completion of the course within 60 days from the execution date of this Agreement;

3) Ms. Anderson’s work area will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Ms. Anderson will make a one-time payment to the Commission for the additional expenses of the inspections in the amount of $350.00 within 60 days from the execution date of this Agreement.

The motion prevailed on a voice vote.

15 (c) Proposed Consent Agreement - Case C-2015

IT WAS MOVED by Laurie Brandner, seconded by Lori Little, to approve the Consent Agreement for Case C-2015 with the following terms:

a. The Commission shall issue Ms. Arampatzis a cosmetology license;

b. Once issued, Ms. Arampatzis’ personal license, #CO-12554, will be suspended for a period of 30 days with 23 days being held in abeyance. Ms. Arampatzis’ license will be actively suspended for 7 days beginning June 5, 2016 through June 11, 2016;

c. The remaining 23 days of suspension of Ms. Arampatzis’ 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. Arampatzis will comply with all laws and regulations relation to their 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. ARampatzis will successfully pay for and successfully complete the online course “Infection Control Online Class”, sponsored by Milady, found at www.miladypro.com. Ms. Arampatzis must submit to the Commission the Certificate of Completion received after successful completion of the course by July 31, 2016; and,
3) Ms. Arampatzis shall pay to the Commission an administrative penalty in the amount of $350.00 by July 31, 2016.

The motion prevailed on a voice vote.

16. Other Business

State Board Exams

Commission member Laurie Brandner brought up the current process for State Board examination administration. We are now required to have a proctor at the practical exam who reads the verbal instructions, operates the time clock, and settles any disputes or handles emergencies. That means that we need one more individual every time we administer practical exams. She stated that she believes there should always be two staff members present at the exams due to the amount of work required by staff in both the practical exam room and the computer-based written exam computer lab. She expressed the opinion that it is too much for one person to deal with, especially if that person would become ill or an emergency developed. Due to testing requirements, the practical examiners are not allowed to know the names of the individuals they are testing so they cannot deal with entering candidate data into the tablet devices.

Other Commission members expressed the opinion that they do not feel as if Commission members should be required to participate in State Board exams and that we should come up with a group of six individuals in eastern South Dakota and six in western South Dakota who could be trained and certified as practical examiners. This search for other practical examiners will be undertaken so these individuals could be trained on September 25 at the annual NIC Examiner Training in Pierre.

One other change for the future will be to not hold Commission meetings at the same time as State Board examinations.

Adjourn

There being no further business, IT WAS MOVED by Lori Little, seconded by Crystal Carlson, to adjourn. The motion prevailed on a voice vote.

The meeting was adjourned at 12:10 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Laurie Brandner, Secretary-Treasurer
EXECUTIVE DIRECTOR’S REPORT

May 24, 2016

1. **Letter of Resignation & Search for New Staff Member** - As commission members are aware, Beth Marnell recently resigned and accepted a position in State government. This is a promotion for Beth and while we will miss her, we wish her well in her new position.

   We have begun the process of advertising this position and will keep the commission informed as the process proceeds.

2. **Uniforms/Smocks for Test Administration** - In the past there has been discussion about test administration personnel wearing smocks/uniforms so that all test administration personnel look professional and are easily identifiable. Commission member Crystal Carlson has been doing some research and plans to bring samples to the May 24 meeting for consideration by the commission.

3. **Cosmetology Practical Examination Content** - At the March 11 commission meeting, it was stated that NIC has revised the cosmetology practical examination. The commission voted to request an extension of administering the current cosmetology exam until January 1, 2017. This will allow practical examination scorers to be trained this fall on the new exam content. We are granted the extension of time to implement the new exam to January 1, 2017.

   Following that meeting, when I attended the NIC Region Meeting in early April I spoke with Rosanne Kinley, the head of the NIC Exam Committee about delaying the exam. Ms. Kinley recommended that South Dakota make two changes to the optional services that we test. She suggested that we make the following changes in order to more accurately reflect the nail and esthetic services that most cosmetologist perform:

   - Replace the Acrylic Nail with the Manicure
   - Replace the Facial with Removal of Facial Hair Using Simulated Soft Wax

   The Commission will need to take action by vote if you would like to drop testing acrylic nail and facial and replace them with manicure and removal of facial hair using simulated soft wax.

4. **Failed Inspection Reports** - Recently we started having all Failed Inspection Reports posted to our website. This has resulted in phone calls from licensees who believe their business is being impacted as a result of the postings. In the future we hope to have our inspectors equipped with tablet devices to perform inspections and upload all inspections directly to our website and database.
SOUTH DAKOTA COSMETOLOGY COMMISSION
DRAFT MEETING MINUTES

June 19, 2016

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by Secretary-Treasurer Laurie Brandner on Sunday, June 19 at 8:05 pm. The meeting was held via conference call.

1. Roll Call

Attendance was taken by Secretary-Treasurer Laurie Brandner, with the following members present: Laurie Brandner, Crystal Carlson and Lori Little. Absent: Lori Berreth and Tammy Ugofsky. Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd.

2. Case S-2015 - Consider Consent Agreement

The Commission reviewed a consent agreement for Case S-2015 that has been accepted and signed by the licensee Kirsten LaRocca.

IT WAS MOVED BY Crystal Carlson, seconded by Lori Little to approve the Consent Agreement for Case S-2015 with the following terms:

a. Ms. LaRocca’s personal license, #EO-12649-2016, shall be suspended for a period of 90 days with 60 days being held in abeyance. Mr. Larocca’s license will be actively suspended for 30 days beginning July 2, 2016 through July 31, 2016;

b. The remaining 60 days of suspension for Ms. Larocca’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. LaRocca will comply with all laws and regulations relating to their 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) Ms. LaRocca will successfully pay for and successfully complete the online course entitled “Infection Control Online Class”, sponsored by Milady, found at www.miladypro.com. Ms. LaRocca must submit to the Commission the Certification of Completion received after successful completion of the course July 31, 2016;

The motion prevailed on a roll call vote with Crystal Carlson, Lori Little and Laurie Brandner voting aye. Absent and not voting were Lori Berreth and Tammy Ugofsky.
Adjournment

IT WAS MOVED BY Lori Little, seconded by Crystal Carlson to adjourn. The motion prevailed on a roll call vote with Crystal Carlson, Lori Little and Laurie Brandner voting aye. Absent and not voting were Lori Berreth and Tammy Ugofsky.

The meeting adjourned at 8:20 pm.

Respectfully submitted,

__________________________  ______________________________
Kate Boyd, Recording Secretary  Laurie Brandner, Secretary-Treasurer
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**Breakout by Company:**

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AS OF: 05/31/2016

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**STATE OF SOUTH DAKOTA**

**MONTHLY EXPENDITURE REPORT**

**FOR PERIOD ENDING: 05/31/2016**

**AGENCY**

10 LABOR & REGULATION

**BUDGET UNIT**

1033 COSMETOLOGY COMMISSION

**CENTER**

1033 COSMETOLOGY COMMISSION

**COMP**

103300061806 52042000 CENTRAL SERVICES

**ACCOUNT**

52042000

**DOCUMENT NUMBER**

2424651

**POSTING DATE**

05/18/2016

**JV APPVL #**

02161034

**SHORT NAME**

SERVALUNI

**VENDOR NUMBER**

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**VENDOR GROUP**

**AMOUNT**

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<td>PROFESSIONAL &amp; LICENSING BOARDS</td>
<td></td>
<td>22,884.47</td>
</tr>
<tr>
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<td></td>
<td>326,719.34</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>22,884.47</td>
</tr>
</tbody>
</table>
SOUTH DAKOTA COSMETOLOGY COMMISSION
EXECUTIVE DIRECTOR’S REPORT
July 12, 2016

1. **New Staff Member** - An update on the selection/hiring of a new staff member will be given at the July meeting.

2. **Public Comment** - Linda Dietrich contacted the office to express her opinion that salons or booths with failed inspections should be required to post a Failed Inspection notice in their salon. I informed her that the Commission is now posting failed inspections on the website and she stated that she was aware of that but thought that salons who fail their inspections should be required to post something notifying the public that the salon failed its most recent inspection. (Note: Currently salons are issued a "Passed Inspection" card to post in the salon.)

3. **Failed Inspections on Website** - The staff is in the process of updating the website so that salons and booths that have failed inspections on the website will receive a new posting when they have been rechecked and pass the follow-up inspection.

4. **Continuing Education** - The staff would like some guidance from the Commission on the subject of continuing education.

5. **Practical Examinations** - The search for licensed cosmetologists who may be interested in being trained/certified to administer the practical exams. This would reduce the burden to Commission members who already devote so much of their time to Commission activities and to keep our cosmetology inspectors in the field inspecting salons and booths. If you know of cosmetologists who may be interested, please contact the office.
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 X  Nail School □  Esthetics School □  Branch School □

2. SCHOOL INFORMATION
   School Name: Headlines Academy, Inc
   Current On-site Director: Peggy Sproat/Sandy Birmeyer
   School Address: 333 Omaha St, Suite 7
   City/State/Zip: Rapid City, SD 57701
   Telephone: 605-348-4247  Fax: 605-348-5462  Email: headlinesadmissions@yahoo.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 X 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? Cosmo-Feb, June, Sept & Dec  Nails-June & Dec  Esth-April & October
   Current Enrollment in - - - - - Cosmetology Program: 40  Nails Program: 2  Esthetics Program: 5
   Approximate Square Footage of school physical premises: 13637

3. SCHOOL OWNER INFORMATION
   Ownership (check one): Sole Proprietorship □  Partnership □  Corporation X
   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
   Peggy Sproat  605-431-2553
   Sandy Birmeyer  605-431-2582
   If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. 333 Omaha St, Suite 7, 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
   [Instructor information and qualifications to be listed here.]

School Renewal Form  12/2013
5. REQUIRED ATTACHMENTS: The following need to be attached:

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

6. AGREEMENT AND SIGNATURE

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

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

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

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

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

Owner or School Director Signed: [Signature]
Dated: 6-20-16

Owner or School Director Signed:
Dated:

Notary Public: [Signature]
Notary Public - South Dakota

Commission expires: 11-5-21
Required Attachments 6/20/2016

List of required and non-required equipment—we have all required equipment, we have not added any additional equipment since our last inspection and we have a tanning bed.

Schools current catalog—I have included 2, the large one can be printed off of our website so our prospective students have access to it. They are given a hard copy the first day of school. The small one is given out at our Career days or any events we attend.

List of textbook and workbooks used—this information is found in the student handbook on the prospective page of each program. The index will give you the page # of each program. School Advertising brochures— included in packet, small brochure and student handbook or our website which is www.HeadlinesAcademy.com

Schools rules and regulations—on pages 17-19 in the student handbook

Student policies and procedures—on pages 17-19 in the student handbook

Explanation of procedure to track student hours—they scan in with their fingerprint on our time clock out on our clinic floor, we also take attendance in theory at the beginning of each day and then the students go to their classes or clinic. If the student needs to prove they were here they use the appointment book, the call in log, leaving early or sent home under each students name. They may also red slip out if they need to leave early and all documentation is housed in our attendance office for each month. The students hours are split up by the services they do on clinic, that is tracked on the computer on clinic, they have an average time they take for each service and that is how they enter their hours.

Explanation of how student’s records are kept and stored—In our Academy there is a file room that all students’ files that have completed the program are kept in. The current student permanent files and hour sheets are kept in attendance office, along with test files. Financial aid files are kept in Peggy Sproat’s office locked in her file cabinet.

Schedule of days and times open, showing theory and practical times, holidays closed—This can be found on page 13 of the student handbook and page 20 has the theory schedule listed.

Listing of proposed field trips on Commission form— this is attached to this sheet
List of substitute instructors and guest instructors (demonstrators)—substitutes are listed on the instructor license sheet with an X, however every staff member will sub for each other when needed. Guest demonstrators are in on Wednesday ACE classes, they vary from year to year, however we always have an instructor present with the demonstrator in class, which are usually conducted on our clinic floor.

List of changes made since last renewal application—We have none.
<table>
<thead>
<tr>
<th>Name</th>
<th>CO License #</th>
<th>JC or IC License #</th>
<th>Substitutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Birmeier</td>
<td>CO-05880-2016</td>
<td>IC-07045-2016</td>
<td>X</td>
</tr>
<tr>
<td>Peggy Sprot</td>
<td>CO-06370-2016</td>
<td>IC-05824-2016</td>
<td>X</td>
</tr>
<tr>
<td>Nichole Finch</td>
<td>CO-07763-2017</td>
<td>IC-09535-2017</td>
<td></td>
</tr>
<tr>
<td>Catherine Rick</td>
<td>CO-12183-2017</td>
<td>IC-12184-2017</td>
<td>X</td>
</tr>
<tr>
<td>MacDonald, Martie</td>
<td>CO-08898-2016</td>
<td>IC-12641-2016</td>
<td></td>
</tr>
<tr>
<td>Sharp, Maryann</td>
<td>CO-12306-2016</td>
<td>IC-12735-2015</td>
<td></td>
</tr>
<tr>
<td>Frazier, Marissa</td>
<td>CO-07943-2016</td>
<td>IC-13130-2017</td>
<td></td>
</tr>
<tr>
<td>Wilson, Kylee</td>
<td>CO-10037-2016</td>
<td>JC-13153-2016</td>
<td></td>
</tr>
<tr>
<td>Sullivan, April</td>
<td>CO-13096-2017</td>
<td>JC-13141-2017</td>
<td></td>
</tr>
</tbody>
</table>

The people with the X beside their license can be substitutes, Peggy and Sandy are here daily and can sub at anytime.
1. **School name: Headlines Academy**

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 Centric Yearly Show-cosmo</td>
<td>Sept 2016</td>
<td>8</td>
<td>All students that buy tickets, to see and learn about new products and styles, and new trends coming out for the fall. 25 students-not sure they have to travel to Denver or Council Bluffs IA, and instructor goes with them.</td>
</tr>
<tr>
<td>2. Salon Centric show-aesthetics</td>
<td>June 2016</td>
<td>8</td>
<td>Motivational, teamwork, and front desk skills. 50 students-all staff is present</td>
</tr>
<tr>
<td>3. Salon Visits-Cosmo Salon Visits-Esthetics</td>
<td>August and Jan each yr</td>
<td>4 hours each 8 hours total</td>
<td>To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 20 students per instructor-all staff participates</td>
</tr>
<tr>
<td>4. Nails 2016-salon visit-we will advise commission when we are doing this with an email</td>
<td>Not sure of date, depends on if we start a class</td>
<td>4 hours</td>
<td>To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 4-6 students instructor present with them</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:** 9-20-16

**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 36 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>4. Miscellaneous Community Service Events—will email when attending</td>
<td>July and January each year</td>
<td>8</td>
<td>Serve others, give back to the community by providing free haircuts to the homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20 students and instructor</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Field Trip Plans form. doc 12/2000
<table>
<thead>
<tr>
<th>Guest Instructors for 2016-17</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salon Centric</td>
<td>Product Knowledge/Client Retention</td>
</tr>
<tr>
<td>Bio Elements</td>
<td>Spa Services</td>
</tr>
<tr>
<td>Great Clips</td>
<td>Haircutting</td>
</tr>
<tr>
<td>John Niehaus</td>
<td>Fire Safety</td>
</tr>
<tr>
<td>Matt Sargent</td>
<td>Crime Prevention</td>
</tr>
<tr>
<td>Linda Pratt</td>
<td>Drug and Alcohol</td>
</tr>
<tr>
<td>Surface</td>
<td>Product Knowledge/Updo's</td>
</tr>
<tr>
<td>Lanza</td>
<td>Color techniques/product knowledge</td>
</tr>
<tr>
<td>CCCS</td>
<td>Financial info/smart use of $$$</td>
</tr>
<tr>
<td>The Man Salon</td>
<td>Mens Haircutting</td>
</tr>
<tr>
<td>Robert Chico Cortez</td>
<td>Holloween and stage makeup</td>
</tr>
</tbody>
</table>
LESSON PLAN

SUBJECT UNIT: Salon Centric Hair Show

SESSION NUMBER 1 OF 1 SESSIONS

LENGTH OF SESSION 8

BEHAVIORAL OBJECTIVE: They will participate in the hair show with instructors present. They will attend cutting, coloring, styling and product classes of their choice at the show. They will present a report on what they learned at the show. They will do this with a minimum of 75% participation.

THEORY

DEMO

PARTICIPATION

EXPERIENCES 1

CLASSROOM Hairshow

TOOLS AND EQUIPMENT: pen and paper

RESOURCE MATERIAL: Salon Centric hair show

MOTIVATION: Different types of products and new color cut and styles services that have been presented by Matrix, Redken, Lanza, New Free, Gigi, Tigi, and Nioxin and many other companies.

100% PARTICIPATION PROJECT:
Attending Salon Centric hair show

PRESENTATION OUTLINE:
None

SUMMARY:
By participating in this project, students will gain insight into the salon world as an industry.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:
What did you learn? Positives? Negatives?

ASSIGNMENT:(should be a completion of outcome and criteria)
Group oral report at Wednesday announcements to the student body from the attending students on what they learned and participated in.

METHOD OF MEASURING:
Taking roll call when they arrive.
LESSON PLAN

SUBJECT UNIT Class in the Park

SESSION NUMBER 1 OF 1 LESSONS

LENGTH OF SESSION 8 hours

BEHAVIORAL OBJECTIVE: have class at Canyon lake park, the students are exposed to a variety of classes to include; aroma therapy, self defense, nutrition, body mechanics, life skills, former students presenting on their experiences in the salon since graduation, salon managers on their salon, benefits and pay scale of the salon. The students are receiving information on a variety of classes, so they can evaluate the benefits of the businesses and if they would like to further their knowledge on these subjects, with the staff focusing on stress relief and motivation of the industry.

THEORY 3
DEMO 3
PARTICIPATION 2
EXPERIENCES 1
CLASSROOM Canyon Lake Park

TOOLS AND EQUIPMENT: Pen and Paper, demonstrators, tables, chairs
RESOURCE MATERIAL: Demonstrators from various salons

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?)

To get an understanding of the various modalities that are out in the salon world to add to the students profession. Research how these can help the student in various salon settings whether it be limited salons or full service day spa settings or booth rental. We very much encourage health consciousness and networking with business's in town to help the student build their business after graduation.

PRESENTATION OUTLINE: N/A
SUMMARY: N/A

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: what did you learn, like and dislike about the class? Do you feel you have more connections with businesses in the Hills area, and what can they do for you?

ASSIGNMENT: (should be a completion of outcome and criteria)

METHOD OF MEASURING:
LESSON PLAN

SUBJECT UNIT: Salon Visits

SESSION NUMBER: 1 OF 2 LESSONS

LENGTH OF SESSION: 4 hours

BEHAVIORAL OBJECTIVE: To visit area salons and ask questions about benefits, pay, retail contests, continuing education, vacations, location, etc.

THEORY: 2
DEMO: 2
PARTICIPATION: 2
EXPERIENCES: 2
CLASSROOM: Area Salons

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students are put into groups with an instructor and they decide as a group which salons they would like to visit.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?) To find out what the salons pay, their benefits and if they are full service, limited or booth rental and the student can evaluate the best situation for them.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: (should be a completion of outcome and criteria) Write a paper on the summery of the salons and what they thought of the differences in the salons and which one they chose to pursue a job at and why or why not.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.
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: Lake Area Technical Institute
   - Current On-site Director: Shauna Venjeck
   - School Address: 1801 Access Ave, Watertown, SD 57201
   - Telephone: 605-882-5284, Fax: 605-882-5299, Email: www.lakerea-tech.edu
   - Programs Offered:
     - Cosmetology YES ☑ NO ☐ Number of clock hours: 2100
     - Nail Technology YES ☑ NO ☐ Number of clock hours
     - 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. See handbook
   - Days and Times of Theory Classes: Attach a separate sheet with this information. See handbook
   - Days and Times of Clinic: Attach a separate sheet with this information. See handbook
   - What months are programs started? August and January
   - Current Enrollment in:
     - Cosmetology Program: 50
     - Nails Program:
     - Esthetics Program:
   - Approximate Square Footage of school physical premises: 7540 sq feet

3. SCHOOL OWNER INFORMATION
   - Watertown School District
   - 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
   - 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) [We do not offer microdermabrasion].

School’s current catalog [See website: www.lakearea-tech.edu]

List of textbook(s) and workbook(s) used [Milady’s Standard Text Theory, Practical and Study Guide].

School advertising brochures and website address [www.lakearea-tech.edu / LATI Facebook].

School rules and regulations [See handbook].

Student policies and procedures [See handbook].

Explanation of procedure to track student hours [roll call, time clock, time sheets].

Explanation of how student records are kept and stored [computer, file].

Schedule of days and times open, showing theory and practical times, holidays closed [See handbook / website].

Listing of proposed field trips on Commission form [See attached sheet].

Listing of substitute instructors and guest demonstrators [School Employees].

List any changes made since the last renewal application [See handbook].

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: 6-9-16

Owner or School Director Signed: [Signature] Dated: 6-9-16

Notary

Subscribed and sworn to before me this 9th day of June, 2014.

SEAL.

[Signature]
Notary Public - South Dakota

My Commission expires: 5/9/19
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>ID Number</th>
<th>EXP. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn Venjohn</td>
<td>Senior Cosmetology Instructor</td>
<td>IC-07203-2017</td>
<td>03/14/2017</td>
</tr>
<tr>
<td></td>
<td>Cosmetologist</td>
<td>CO-02594-2017</td>
<td>03/14/2017</td>
</tr>
<tr>
<td>Angela Larson</td>
<td>Senior Cosmetology Instructor</td>
<td>IC-08478-2016</td>
<td>10/04/2016</td>
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<td></td>
<td>Cosmetologist</td>
<td>CO-07242-2016</td>
<td>10/04/2016</td>
</tr>
<tr>
<td>Rachel Maag</td>
<td>Senior Cosmetology Instructor</td>
<td>IC-11557-2016</td>
<td>12/08/2016</td>
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<td></td>
<td>Cosmetologist</td>
<td>CO-05917-2016</td>
<td>12/08/2016</td>
</tr>
<tr>
<td>Elizabeth Lloyd</td>
<td>Senior Cosmetology Instructor</td>
<td>IC-12014-2016</td>
<td>11/01/2016</td>
</tr>
<tr>
<td></td>
<td>Cosmetologist</td>
<td>CO-10881-2016</td>
<td>11/01/2016</td>
</tr>
</tbody>
</table>
We are requesting to take 2 field trips in 2017. We would like to take the students to a couple of salons and a supply store. Also we may volunteer for organizations outside of school. Both trips combined will equal 16 hours.

There will be approximately 55 students with 4 instructor’s accompanying the group.

The educational objectives are:

We would like to introduce the students to successful salons.

Understand the elements of how a salon is run on a daily bases.

Recognize the types of salon ownership.

Understand why selling services and retail is necessary for a prosperous salon business.

Identify the difference between retail and wholesale pricing.

Realize the difference in a professional supply store versus one that is open to the public.

To help students to understand that as professionals we need to give back to the community.
CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A - General Provider Information

1. Provider's Name: Black Hills Beauty College - Rapid City
2. Provider's Address: 623 6th Street
   Rapid City, SD 57701
3. Provider's Contact Name: Holly Koszler
4. Phone Number: 605-342-0147  Fax Number: 605-342-1686  Email: holly@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: Electric File Safety + Sanitation Continuing Education
   (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: September 2016 - September 2017
4. Location of Course: Black Hills Beauty College  623 6th Street  Rapid City, SD 57701
   (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: Holly Koszler

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 feel with my years of teaching and the knowledge that I have gained on the electric file, I will be able to educate the licensed cosmetologist and nail techs the importance of using the electric file in a safe and sanitary way.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the school, they will need to fill out their name and address on the sheet provided. They will have to initial in and out for each break.
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) Holly Keszler
2. Signature: 

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:
CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider’s Name: Black Hills Beauty College - Sioux Falls
2. Provider’s Address: 3501 S. Kelley Ave.
   Sioux Falls, SD 57106
3. Provider’s Contact Name: Monica Engeltjes
4. Phone Number: (605)36-2187 Fax Number: (605)361-4339 Email: monica@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: Electric File Safety & Sanitation Continuing Education
   (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: September 2016 - September 2017
4. Location of Course: Black Hills Beauty College 3501 S. Kelley Ave. Sioux Falls, SD 57106
   (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: Monica Engeltjes
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 feel with my years of experience and knowledge of the electric file, I could educate both licensed cosmetologists and nail techs on how to safely and correctly use the electric file.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the class, they will have to fill in their name and address on the sheet provided. They will also have to initial in and out for each break.

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) Holly Keszler

2. Signature Holly Keszler Date: 4/31/11

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

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Reviewed By: Date:
Electric File Safety & Sanitation
Continuing Education Class Agenda

Agenda

I. 8:00-8:30 - Sign in
   a) Explain what they can expect to learn in this class

II. 8:30-10:00 - Infection Control Principles & Practices
   a) Different types of infection control and when they will need to use them
   b) Go over the South Dakota State Laws that are specific about electric files and what they need to know if they are going to use the electric file in their salon on clients.

III. 10:00-11:00 - Choosing an Electric File
   a) We will go over the different type of files they can and cannot purchase to use on the human nail.
   b) Things to look for and consider when purchasing an electric file.

IV. 11:00-12:00 - All about Bits
   a) We will go over all the different types of bits and the proper time when to use them.

12:00-12:30 – Lunch

V. 12:30-2:30 - Electric Filing Techniques
   a) Practice techniques – they will practice holding the nail file so it is comfortable in their hands.
   b) Properly inserting the nail bits.
   c) Practice bit angles – they will practice on a manikin hand the proper angle to hold the file on the nail plate.
   d) Practice surface work
   e) Practice cuticle work
VI. 2:30-3:00 - Important things to remember

VII. 3:00-3:30 - Nail Enhancement Maintenance
  a) What bits to use for each nail service

VIII. 3:30-4:15 - Electric Files For Pedicure

IX. 4:15-4:30 - Trouble Shooting
ELECTRIC FILE CERTIFICATE

AWARDED TO

Linsy Saenz

For completing 8 Hours of Continuing Education

Awarded this ___ day of June, 2016.

[Signature]
Monica Engeltjes

Sioux Falls, 57103

monica@bhbeautycollege.com

OBJECTIVES:
Looking to obtain a position where my team working skills, customer relations, attention to detail, to improve the working environment and company. A position that will enable me to use my strong work ethic, willingness to learn, communication and organizational skills to the fullest, along with applying my professionalism, passion for what I believe in and to serve others.

Education:
Le Mars Beauty College, Le Mars IA, May 1988
Iowa and South Dakota Cosmetology Instructor License 1989-2015
Le Mars Community High School, Le Mars IA, May 1985

Qualifications:
Creative, energetic, and devoted to mentoring others.
I'm inspired by learning, and having a purpose.
I have the passion to teach and serve others.
Developed and excelled client retention through customer service.
Honesty, compassion, character, and integrity are very important to me.

Experience:
Employed: Black Hills Beauty College
Dates: 2007 - 2015, currently employed
Title: Educational Director/Manager
Location: Sioux Falls, South Dakota
Description: responsible for:
Accreditation - maintain NACCAS standards
Supervise Instructors - daily schedules of teaching, authorize time off, cover vacation schedules
Student Relations & Retention - counseling, grades and attendance, review of rules
Staff Meetings - monthly agenda
Student Evaluations - basic and state board testing
Teaching - theory, advanced classes and clinic floor as needed
Supervise Receptionist - phone etiquette and book keeping
Financial Aid - disburse financial aid checks

Other instructional Duties, lesson planning, schedules for clinic and classroom, daily deposits and book keeping, reports of records, basic maintenance, incentive programs for staff and students, marketing, in charge of local charity events within the school, class and clinic floor instruction, inventory maintenance and public relations.
Experience:
Employer: Black Hills Beauty College
Dates: 2000 – 2007, opened another location
Title: Cosmetology Instructor
Location: Rapid City, South Dakota
Description: Instructed and mentored students for their 2100 hours of education, in various areas of practical and theory, organization of classroom schedules of education, making of lesson plans and curriculum, scheduling of appointments, maintain student retention, development of incentive programs, and customer service.

Experience:
Employer: Le Mars Beauty College
Title – Receptionist, Cosmetology Instructor and Educational Director
Location – Le Mars, Iowa
Description – Answering of the phone, booking appointments, keeping student and client records, inventory, handling of cash, deposits, opening and closing, teaching classes and clinic floor instruction.

References:
Sheila Anderson
712-546-4195
Le Mars Beauty College
Owner

Lacey Berg
605-617-139
Department of Social Services

Lindsey Cline
605-728-7606
Black Hills Beauty College
Admission Director
HOLLY KESZLER

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

EXPERIENCE
9/23/1991 TO PRESENT Black Hills Beauty College Rapid City SD
EDUCATIONAL DIRECTOR/MANAGER
• Oversee day to day operations of the school
• Instruct in the classroom and on the clinic floor
• Set up curriculum

9/1/1986 TO 9/15/1990 The Image Maker Sioux Falls SD
HAIRSTYLIST
• Hairstylist
• Bookkeeper
• Payroll

7/31/1985 TO 8/15/1986 Isle of Beauty Spirit Lake IA
HAIRSTYLIST
• Hairstylist

EDUCATION
7/1984-7/1986 Nettleton Academy of Hair Design Sioux Falls SD
COSMETOLOGY
• Hairstylist of the Year

REFERENCES
References are available on request.
June 29, 2016 - Request to Retake Failed Exam

Current Commission policy regarding failed exam retakes is:

- If the applicant fails their first attempt, they may retake three more times.

- If the three retakes are failed, the applicant must wait three months before testing again.
  Applicant may retake the exam three more times.

- If the application fails the second set of three retakes, the application must wait three more months and then seek permission from the Commission to retake the exam for the eighth time.

The Commission received the attached letter from Nail Technician Reciprocity Applicant An Thien Le to retake the NIC nail technician theory exam for the eighth time. The Commission needs to decide if the individual is allowed to retest for the eighth time. In the past, the Commission has done one of the following: (1) approved the retake request based on information in the letter, (2) instructed the individual to go to school for 100 hours of theory education, or (3) hire a tutor.
June 22, 2016

Dear South Dakota Cosmetology Commission:

I am AN THIEN LE, I had been tutored for the past few months. I am confident that I will do good on my next exam.

I would like to request permission to retake the NIC nail technician theory exam again. Please let me know if I am able to retake the test.

Sincerely,

AN THIEN LE
833 E Duke St Lot 14
Vermillion SD 57069-1640

TO: South Dakota cosmetology commission
Department of Labor and Regulation
500 E. Capitol Ave, Pierre, SD 57501
Jayde Keller - Senior Instructor License Request

Attached is correspondence from Jayde Keller who is seeking a Senior Instructor’s license through the alternative education plan.

The status of her 100 hours of required education is shown below:

700 hours -- Eleven years of previous salon experience
12 hours -- Commission pre-approved on-line new instructor training
712 hours

The Commission will need to decide if the following 8-hour train the trainer course or the 325 hours of training that she provided to others qualifies as coursework on “teaching methodology.” If the Commission does not approve the following 333 hours, Ms. Keller has the option to seek the remaining 228 hours from Commission pre-approved on-line courses or attend instructor education at TSPA in North Dakota.

8 hours -- Train the trainer course for Matrix
325 hours -- Trained other licensees in North Dakota at a J.C. Penney salon.
To: South Dakota Cosmetology Commission

Objective: Obtain Senior Instructor’s License.

Please accept this letter and attached resume as a proposal to obtain a Senior Instructors License.

Request for alternative licensing of Senior Instructor is based on the South Dakota Board of Cosmetology’s Administrative ruling, including but not limited to:

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

1-2 years = 300 hours

3-5 years = 500 hours

6-10 years = 600 hours

11-14 years = 700 hours

15 or more years = 800 hours

**20:42:08:03. Senior instructor education for initial licensure.**
To receive a senior instructor license, the applicant shall successfully complete a program of 1,000 clock hours of commission- approved instructor education.

If a licensed senior instructor is not available to work in a school, the commission may conditionally approve a senior instructor license to an applicant dependent upon the applicant completing the required hours of education within six months of receiving the license. If the education is not completed successfully before the end of the six months, the license immediately becomes invalid.

**Objective:** Seeking Senior Instructor’s license through alternative licensing method; with SD Board of Cosmetology Board approval.
☐ Previous salon experience 11 years (700 hours)

☐ Please see attached letter of education. (325)

☐ Distance education pre-approved by the Commission online courses. 12 hours

   Total: 1027 hours

Upon approval of proposal I eagerly intend to complete the Instructor’s Application in addition to South Dakota Instructor State Law/Rule Exam.

Thank you for considering my proposal; if you have any further questions please do not hesitate to contact me at 701-425-8281.

Best Regards,

Jayde Keller
To whom it may concern,

Jayde Keller was our in-salon trainer from the time period of February 2010 to July 2015. Her training classes consisted of up-do classes, matrix CRAFT color classes and all of the new techniques that were brought from our Matrix educator, Nick Stenson. She completed the train the trainer course on February 25, 2010. The amount of training hours she has accumulated is 325.

Sincerely,

Jenae Sitter
2016 & 2017 CALENDAR

Attached is the 2016 Calendar for the remainder of the year and a blank 2017 calendar that only has holiday dates marked off.

2016 CALENDAR

NIC School Overview - Saturday, September 24
It is suggested that the cosmetology members of the Commission attend the NIC School Overview scheduled for the afternoon of Saturday, September 24.

NIC Examiner Training - Sunday, September 25
The NIC Examiner Training is MANDATORY for anyone who wishes to be certified to administer the NIC Practical Examinations during 2017.

School Visits/Commission Meeting/State Boards - Thursday-Saturday, Oct 20-22
At the May 24, 2016 Commission meeting, there was discussion about not holding Commission meetings at the same time as State Board examinations. It was further suggested that most Commission meetings will be held in Pierre. With that in mind, the Commission will need to decide:

1. What date do you want for a Fall Commission Meeting?
This meeting could be held in September or October. Please review your calendars so that you know what dates you would not be available to come to Pierre for a Commission meeting. We will attempt to schedule the meeting for 1:00 pm so that you could drive in that morning, attend the meeting, and still return home the same day if you choose to.

2. Do you still want to hold the Watertown and Sioux Falls school visits this Fall?
Options would be:

- hold the school visits on the days currently scheduled, October 20-21
- select a different set of dates, or
- cancel the visits and reschedule for a later date.

2017 CALENDAR

The attached 2017 calendar is attached for you to mark off dates that you know you are unavailable to attend Commission Meetings, administer State Board exams, or other Commission activities such as NIC Region Meeting and NIC Annual Conference, and the annual mandatory NIC examiner training for individuals who will administer practical exams. Please note that State Board exams do not require everyone’s presence but will avoid scheduled State Boards in an area of the state where we can’t ensure that we have an appropriate number of practical examiners. We have no control over the NIC Region Meeting and Conference dates and somewhat limited control over the dates for the NIC School Overview and Mandatory Practical Examiner training. It will be helpful if you can turn in your 2017 calendar at the July 12 meeting so that it can be used to develop the 2017 calendar for review/approval by the Commission at the Fall meeting.
2016

July

August

September

October

November

December

X = Holiday
☐ = NIC Conference
O = Scheduled meetings, State Boards, Training

| SEPTEMBER 24 | Saturday | NIC School Overview | Pierre |
| SEPTEMBER 25 | Sunday   | NIC Examiner Training (Mandatory) | Pierre |

SEPT 30-OCT 3 - NIC CONFERENCE - TAMPA, FLORIDA

October 20 Thursday School Visits
October 21 Friday School Visit/Commission Meeting
October 22 Saturday State Board Exams - N
November 19 Saturday State Board Exams - C

C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams
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X = Holiday

Please mark off dates that you know you will not be available for Commission meetings, State Board Exam administration or other Commission activities.