MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
July 15, 2021

This meeting will be held at the Missouri River Plaza in the Sharpe Conference Room, located at 123 West Missouri Ave, Pierre SD. The 8:30 am CDT regular Commission meeting may be joined via conference call.

To join the meeting via conference call, please use the following information:
- Call: +1 605-679-7263,
- Phone Conference ID: 941 680 823#

A=Action
D=Discussion
I=Information

Commission Business Meeting

A. 8:30 am (CST) - Convene..........................................................Tami Stokes

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

C. A - Approval of Agenda

D. A - April 30, 2021 Meeting Minutes.................................Annette Petersen

E. I - Treasurer’s Report..................................................Annette Petersen

F. D - Executive Director Report.....................................Teresa Diederich

G. I - Open for Public Comment

H. D - NIC Written Practical
   1. NIC Representative Speaker (Attending by conference call)
   2. SMT Representative Speaker (Attending by conference call)

I. A - Application and Licensee Request Review
   1. School License Application – The Salon Professional Academy, Rapid City
   2. School License Renewal Form – Paul Mitchell the School, Rapid City
   3. Eyelash Extension Education Provider Application – National Salon Resources, New Hope, MN
   4. Esthetics Apprentice Application – Kiarra Stuck Revive Day Spa, Aberdeen
J. Meeting & Exam Calendar for Remainder of 2021

1. Commission Meetings
   Thursday/Friday, September 23 & 24 – Rapid City School Visits/Commission Meeting
   Friday December 10 – Videoconference

2. State Board Exams (All dates Saturday)
   July 24
   September 18
   October 16
   November 13

K. Esthetics Scope of Practice and Two-Tier Licensing

1. Julia Anderson- SD EO Licensee (Attending by conference call)

L. Other Business

M. Adjourn – 2:30 pm

Anyone interested in attending the 8:30 am meeting by video conference or by phone is welcome. For more information or accommodations, please contact Teresa Diederich by Monday, July 12, 2021 at 605.773.6193 or email teresa.diederich@state.sd.us
Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
April 30, 2021
Meeting held via tele-conference

President Tami Stokes called the meeting to order at 8:37 am CDT at Lake Area Technical College located at 1201 Arrow Ave, Watertown. Members of the public could join the meeting via video-conferencing or tele-conferencing.

Secretary-Treasurer Annette Petersen read the roll and a quorum was established.

Members Present: Renee Graf
Debbie Pageler
Annette Petersen
Tami Stokes

Members Absent: N/A

Others Present: Graham Oey, Senior Staff Attorney, via video-conferencing
Kate Boyd, Executive Director
Teresa Diederich, Program Assistant
Angela Taylor, Steward School, via video-conferencing
Angela Larson, LATC Cosmetology Program Director
Rachael Maag, LATC Cosmetology Instructor
Liz Lloyd, LATC Cosmetology Instructor
LATC Cosmetology Students

Executive Director Kate Boyd requested to add one item to the agenda. The Commission will be reviewing an nail technician apprentice application for Jessica Holt at Revive Day Spa. Jessica has submitted a second application to go immediately into an esthetics apprenticeship after completing the nail technician apprenticeship.

Annette Petersen made a motion to approve the agenda as amended. Debbie Pageler seconded the motion. MOTION PASSED.

Renee Graf made a motion to approve the minutes of the April 8, 2021 meeting as presented. Annette Petersen seconded the motion. MOTION PASSED.

Treasurer Annette Petersen reported that as of March 31, 2021, the available funds balance was $121,519.35 and the cash center balance was $177,719.18.

Kate Boyd referred the members to the written Executive Directors report that was included in the meeting handouts. The report included: (1) an update on her retirement and that Teresa Diederich of the Commission staff has been named the new Executive Director and that the search is underway to replace the Program Assistant position being vacated by Teresa; (2) the staff would like to discontinue mailing the annual newsletter and instead including a short note with license renewals referring the licensee to our website to access the newsletter. Also, the plan is discontinue including disciplinary actions in the newsletter since they are included elsewhere on the website. These changes are being proposed due to increased postage costs and to get our licensees in the habit of using the website; (3) there were a large number of pre-approved provider
applications for electric file, microdermabrasion, and eyelash extensions. Copies of the sign-in/out sheet and sample certificates will still be required with the application, but those two pages will no longer be printed and included in the meeting packets; (4) the staff is working on administrative rules to comply with the new law that goes into effect July 1 to increase the allowable numbers of apprentices in a salon to eight, allow for esthetics apprenticeships and change the apprentice education hours to the same hours that are required in school. The interview and inspection conducted at a proposed apprentice salon will help determine if there are sufficient licensed instructors (1 instructor to 2 apprentices) and that there is sufficient classroom and salon floor space to appropriately handle the apprentices. The staff is reviewing other administrative rules that may also be presented to the Commission. A public hearing is going to need to be held before the end of May on the proposed rules as part of the rules adoption process.

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

**Case H-2020-**
Chinh Lesnar’s personal license will be suspended for a period of 10 days beginning May 22, 2021.
   a) The 10 days of suspension will be held in abeyance for a period of one year and the personal license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

**Case A-2021-**
Megan Mullin’s personal license will be suspended for a period of 14 days beginning May 22, 2021.
   a) The 14 days of suspension will be held in abeyance for a period of one year and the personal license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

**Case B-2021-**
Good Energy’s Salon license will be suspended for a period of 14 days beginning May 22, 2021.
   a) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

**Lapsed Case 08-2021-**
Jessica DeYoung’s personal license will be suspended for a period of 10 days and the salon license will be suspended for 14 days beginning May 22, 2021.
   a) The 10 and 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

**Lapsed Case 16-2021-**
Klay Thompson Mode’s booth license will be suspended for a period of 10 days and 605 Hair Salon’s salon license will be suspended for a period of 14 days beginning May 22, 2021.
a) The 10 and 14 days of suspension will be held in abeyance for a period of one year and the booth and salon license will not be actively suspended so long as the following conditions are observed:
   b. Comply with all laws and regulations of the Commission.

Lapsed Case 22-2021:
Dena Heeney’s booth license will be suspended for a period of 5 days beginning May 22, 2021.
   a) The 5 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
      a. Dena Heeney will pay $100 by May 22, 2021.
      b. Comply with all laws and regulations of the Commission.

Lapsed Case 23-2021:
Studio D’s Salon license will be suspended for a period of 14 days beginning May 22, 2021.
   a) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

Lapsed Case 24-2021:
Pam’s Hair Design’s salon license will be suspended for a period of 5 days beginning May 22, 2021.
   a) The 5 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
      a. Pam’s Hair Design will pay $100 by May 22, 2021.
      b. Comply with all laws and regulations of the Commission.

Lapsed Case 25-2021:
Stacey Essers personal license will be suspended for 5 days and the booth license will be suspended for a period of 10 days beginning May 22, 2021.
   a) The 5 and 10 days of suspension will be held in abeyance for a period of one year and the personal and booth license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.

Lapsed Case 26-2021:
Hair Designs and More salon license will be suspended for a period of 14 days beginning May 22, 2021.
   a) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
      b. Comply with all laws and regulations of the Commission.
Lapsed Case 27-2021-
Mana Rae Zeek’s personal license will be suspended 5 days and the salon license will be suspended for a period of 10 days beginning May 22, 2021.
  a) The 5 and 10 days of suspension will be held in abeyance for a period of one year and the personal and salon license will not be actively suspended so long as the following conditions are observed:
    a. Mana Rae Zeek will pay $150 by May 22, 2021.
    b. Comply with all laws and regulations of the Commission

Lapsed Case 28-2021-
Holly Bryan’s personal license will be suspended for a period of 10 days and Polished Pinky Salon license will be suspended for a period of 14 days beginning May 22, 2021.
  a) The 10 and 14 days of suspension for the personal license and salon license will be held in abeyance for a period of one year and the personal and salon license will not be actively suspended so long as the following conditions are observed:
    b. Comply with all laws and regulations of the Commission.

Tami Stokes made a motion to approve all of the above consent agreements with the conditions contained in each agreement. Renee Graf seconded the motion. MOTION PASSED.

There were no public comments.

Annette Petersen made a motion to defer Agenda Items I. Esthetics Scope of Practice/Two-tiered Esthetics Licensing and J. NIC Written Practical Examination to the next meeting. Renee Graf seconded the motion. MOTION PASSED.

Debbie Pageler made a motion to approve the apprentice salon application for Salon Mia/Estetica Unisex in Sioux Falls. Renee Graf seconded the motion. MOTION PASSED.

Tami Stokes made a motion to approve the apprentice application for Alondra Vera Maciel at apprentice salon Salon Mia/Estetica Unisex in Sioux Falls. Renee Graf seconded the motion. MOTION PASSED.

Tami Stokes made a motion to approve the nail technician and esthetics apprentice applications for Jessica Holt at Revive Day Spa apprentice salon in Aberdeen. Renee Graf seconded the motion. MOTION PASSED.

Attorney Graham Oey confirmed that the Commission can include approve of Agenda Items K4 – K12 -- renewal applications for pre-approved provider, in one motion.

Debbie Pageler made a motion to approve the following pre-approved provider renewal applications:

4. Microdermabrasion Education Provider Application – Ramona Reicherts, Glenville, MN
5. Electric Nail File Education Provider Application – Paul Mitchell School, Rapid City
6. Eyelash Extension Education Provider Application – Paul Mitchell School, Rapid City
7. Microdermabrasion Education Provider Application – Paul Mitchell School, Rapid City
8. Eyelash Extension Education Provider Application – The Salon Professional Academy, Rapid City
10. Electric Nail File Education Provider Application – World of Beauty Academy, Des Moines, IA
11. Microdermabrasion Education Provider Application – World of Beauty Academy, Des Moines, IA

Renee Graf seconded the motion. MOTION PASSED.

Tami Stokes made a motion to approve the new eyelash extension education provider application submitted by Sandy Marin-Romero, South Sioux City, Nebraska. Renee Graf seconded the motion. MOTION PASSED.

Annette Petersen made a motion to approve the student nail technician license for an individual with a felony conviction. Debbie Pageler seconded the motion. MOTION PASSED.

Tami Stokes made a motion to approve the nail technician license reinstatement application of Ngoc Lan Thi Nguyen. Renee Graff seconded the motion. MOTION PASSED.

Annette Petersen made a motion to adjourn the business portion of the meeting and to reconvene in the LATC Cosmetology Program for the scheduled school visit. Tami Stokes seconded the motion. MOTION PASSED.

The business meeting was concluded at 9:06 am.

The meeting was immediately reconvened in the Cosmetology Program of Lake Area Technical College. Roll call was taken with all four Commission members – Renee Graf, Debbie Pageler, Annette Petersen, and Tami Stokes present. Others present were Commission staff Kate Boyd and Teresa Diederich. The Commission toured the LATC cosmetology program classrooms and clinic floor and met with LATC representatives Angela Larson and Liz Lloyd.

It was moved by Annette Petersen to recess the meeting to travel to Sioux Falls for the Stewart School tour and visit. MOTION PASSED.

The meeting was recessed at 11:00 am.

The meeting reconvened at 1:50 pm at Stewart School located at 604 West Ave N, Sioux Falls. Roll call was taken with all four Commission members – Renee Graf, Debbie Pageler, Annette Petersen, and Tami Stokes present. Others present were Commission staff Kate Boyd and Teresa Diederich. The Commission toured the Stewart School classrooms and clinic floor and met with Stewart School representatives Matt Feigen, Angela Taylor, and Danielle Bowman.

Debbie Pageler made a motion to adjourn. Tami Stokes seconded the motion. MOTION PASSED.

The meeting was adjourned at 3:00 pm.

Respectfully submitted,
SOUTH DAKOTA COSMETOLOGY COMMISSION
EXECUTIVE DIRECTOR’S REPORT

April 30, 2021

1. **Staff Changes** — Teresa Diederich has been named the new Executive Director of the Cosmetology Commission and the Board of Barber Examiners. Kate Boyd’s retirement is effective June 8, 2021, although my last day of work is planned for May 21, with vacation leave the last pay period. The Program Assistant I, Teresa’s previous position has been advertised but interviews have not yet occurred.

2. **Newsletter** — For many years the Commission practice has been to include an annual newsletter with license renewals. The staff would like to discontinue mailing the newsletter and instead include a short note in the envelope thanking the licensee for their renewal, directing them to the newsletter on the website, asking them to provide our office with an email address, and to let us know when they change their email address.

   The reasons for discontinuing mailing the newsletter are two-fold: (1) the newsletter is taking extra postage to mail due to its length, and (2) we would like to get our licensees in the habit of using the website.

   Further, we would also like to discontinue including disciplinary actions in the newsletter since they are already listed on the website under the Disciplinary Action link. This is something that the staff has been considering for a while now. Attached is a letter from the owner of a Med Spa requesting that we not include disciplinary actions in the newsletter.

3. **Pre-approved Provider Applications** — Your meeting packets include pre-approved provider applications for electric nail file, microdermabrasion, and eyelash extensions. There are several documents that an applicant must send with their application and $100 fee, including, outline of the course curriculum, resume of the instructor, sign-in/out sheet for attendees, and copy of the certificate that they provide to those that complete the course. The staff reviews the applications and required documents before they are included in the Commission meeting packets. You will note that this time we did not include the sign-in/out sheet or the completion certificate. Since those documents have been reviewed by the staff, it seems unnecessary to print those sample sheets for the meeting packets.

4. **Administrative Rules** — We are working on updating administrative rules to comply with the new law that will go into effect July 1 to (1) increase the allowable number of apprentices in a salon to eight, (2) allow for esthetics apprenticeships, and (3) change apprentice education hours to the same number of hours as students in cosmetology schools: 1500 cosmetology, 600 esthetics, and 400 nail technology. There will likely be some other proposed rule changes presented to the Commission as well. Commission
members will be contacted in the near future to confirm a date for an administrative rules hearing. The hearing can be done via video conferencing, eliminating the time and cost of traveling.
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**Notes:**
- The table represents a budgetary and financial report as of 07/01/2021.
- The report includes details such as expenditures, budgeted amounts, and appropriation balances.
- The content is specific to a particular organization or department, indicated by references to "COMPANY 6503-I" and "TOTAL 382,599.00."
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**Center**

**Date** 07/03/2021

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**PAY DAYS REMAINING:** 0

**Available Funds**

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**NOTICE TO COMMISSIONER:**

For education purposes: 01/01/2021

RECEIVED BY OFFICE DATE: 06/24/2021
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**TOTAL ACCOUNT GROUP NET CHANGE**

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- 50.00
- 60.00

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For Period Ending: 02/20/21
South Dakota
School License Application
Cosmetology Commission  500 E Capitol  Pierre, SD 57501
Phone 605-773-6193  Fax 605-773-7175  cosmetology@state.sd.us

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

1. Type of school: (check one)

This is an application for: New school ☐ New program to existing school ☐
Branch school ☐ Ownership change ☐ Address change ☒

Type of school/branch:
A. Cosmetology School ☒ B. Esthetics School ☐ C. Nail Technology School ☐
(Check cosmetology only ☒ (includes hair, skin, and nails)
all that nail technology ☐ applies) esthetics ☐

Proposed opening date of new school: NA OR

Proposed opening date of branch school: NA OR

New ownership/address change start date: 8/1/2021 OR

Proposed new program start date: NA Type of program? esthetics ☐ nail technology ☐

2. Basic School Information.

Name of School: The Salon Professional Academy

School owner(s) or Corporation name: R: W Education Group LLC - Wendy Beaumont

Physical address of school: 937 East North St.

Mailing address for school: 937 East North St.

City: Rapid City  S.Dak  Zip: 57701

School Telephone Number: 349-0697  Fax number: NA  email address: tsperapidcity@gmail.com

Federal ID #  web page address: www.tsperapidcity.com

JUN 16 2021
CL 3757 $300.00
3. Basic School Information (continued)

Days & times School open: on additional page

Days & times of Programs if different from School hours above: on additional page

Start month(s) for Programs: on additional page

Estimated opening enrollment:
- Cosmetology: 32
- Esthetics: 10
- Nail Technology: 0

Estimated maximum enrollment:

Square footage of main school physical premises: 12,500

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

Will you seek accreditation? Yes □ No □ Already accredited X Explain:

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

For Cosmetology school, which programs are offered:
- Cosmetology: X Number of clock hours: 1500 date starting: continued on separate sheet of paper
- Nail Technology: X Number of clock hours: 400 date starting: __________
- Esthetics: X Number of clock hours: 600 date starting: __________

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

For Esthetics school: Number of clock hours NA date starting: NA

5. Branch School Information

Name of Branch School: NA

Branch school address: NA

Branch school telephone number: NA Fax number: NA

What programs are offered at the branch school? NA
5. Branch School Information (continued)

Name of Branch School Director: NA

Square footage of branch school physical premises: NA Maximum enrollment: NA

Days & Times Branch school open: NA

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

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

6. School Owner(s) Information

A. List the name and address of each individual, partner or corporate officer who own the above school.

Name | Residence address/city/zip | telephone number
--- | --- | ---
Wendy Beaumont | 1442 Catron Blvd. #311 Rapid City SD 57701 | 605-430-3216

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

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. Rand W Education Group LLC.

1442 Catron Blvd #311 Rapid City SD 57701

D. Give the start date of partnership or incorporation and the state in which it was formed. SD 5/4/2018

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services. Wendy Beaumont 1442 Catron Blvd. #311 Rapid City SD 57701

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

A. Have any principal owner(s), officer(s), or any person in a management capacity:
1. Ever been involved in a bankruptcy? Yes No X
2. Ever been convicted of a felony or are charges pending? Yes No X
3. Ever been convicted of a misdemeanor other than a minor traffic violation or are charges pending? Yes No X
4. Ever been dismissed from any position for immoral or unprofessional conduct? Yes No X
5. Ever had a license or permit denied or revoked in this or any other state? Yes No X
6. Ever been denied (re)accreditation by any accrediting agency? Yes No X
8. Required Attachments (continued)

Sample project sheets for practical and clinic floor assignments ☑

School rules and regulations. Student Handbook ☑

List of textbook(s) and workbook(s) to be used. ☑

School advertising brochures ☑

Explanation of procedure to track student hours. ☑

Schedule, with days and times open; showing theory and practical times; holidays closed. ☑

Resume of school manager and each instructor. ☑

9. Agreement and Signature

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

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

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

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

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

Signed: [Signature]

Signed: [Signature]

Subscribed and sworn to before me this 5th day of June, 2011.

[Notary Public Seal]

Notary Public - South Dakota

My commission expires: 1 March 2017
7. **Instructor(s) and Qualifications.** Instructors must have a South Dakota instructor license. Cosmetology instructors may teach/supervise cosmetology, esthetics, or nail technology programs/students. Nail Technology instructors may only teach/supervise nail technology programs/students. Esthetics instructors may only teach/supervise esthetics programs/students. There must be 1 instructor for every 15 students.

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

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<td>IC - 14809-2021</td>
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<td>Katie Trichel</td>
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<tr>
<td>Lisa Jensen</td>
<td>TC - 10355-2022</td>
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<td>Holly Keszler</td>
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8. **Required Attachments**

- Outside photograph of the school showing school sign. ✓
- Floor plan of school with the various areas indicated. ✓
- List of required and non-required equipment (ARSD 20:42). ✓
- Copies of required signage. ×
- School’s current catalog. ×
- Program(s) outline curriculum. – a curriculum plan which shows the daily schedule that incorporates the required number of education hours for a program (1500, 400, or 600) and the number of curriculum areas (see the rules). ×
- Lesson plans for the offered programs. ×
**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: Paul Mitchell the School Rapid City
   - Current On-site Director: Peggy Sproat / Desaree Dargatz
   - School Address: 333 Omaha Street Suite 6 & 7
   - City/State/Zip: Rapid City, SD 57701
   - Telephone: 605-348-4247
   - Fax: [ ]
   - Email: [ ]
   - Programs Offered:
     - Cosmetology [X] YES [NO] Number of clock hours **1500**
     - Nail Technology [ ] YES [NO] Number of clock hours **400**
     - Esthetics [ ] YES [NO] Number of clock hours **600**

   Are the courses in clock or credit hours? CLOCK [X] CREDIT [ ] If in credit hours, attach the conversion.
   - Days/Times Open: Attach a separate sheet with this information. **Attachment SF**
   - Days and Times of Theory Classes: Attach a separate sheet with this information. **Attachment SF**
   - Days and Times of Clinic: Attach a separate sheet with this information. **Attachment SF**
   - What months are programs started? Cosm & Nails: Jan, April, June, Sept, Nov / Esthetics: April, July, Oct
   - Current Enrollment in - - - - - - Cosmetology Program: **34** Nails Program: **2** Esthetics Program: **8**
   - Approximate Square Footage of school physical premises: **13,637**

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: Peggy Sproat
   - Owner Residence Address/City/State/Zip: 412 Field View Dr, Rapid City, SD 57701
   - Telephone Number: 605-431-2553

   If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Headlines Academy, INC. 333 Omaha Street Suite 6 & 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 a list of all instructors. Include the name, license numbers, school, hours and personal residence. Add a separate sheet if necessary. South Dakota instructors, license number and expiration date of South Dakota license are applicable. There shall be one (1) instructor for every 15 students per examination location. If this list changes, the school needs to submit the new instructor's name to the Commission office and add to this form.
5. REQUIRED ATTACHMENTS

The following need to be attached:

- List of required and non-required equipment (ARSD 20:42). **We have all required equipment, we do not have any additional equipment since our last inspection.**
- School’s current catalog: Emailed in pdf format. Most current catalog is always on our website.
- List of textbook(s) and workbook(s) used: Attachment 5C
- School advertising brochures and website address: Brochures enclosed / www.paulmitchell.edu/rapidcity
- School rules and regulations: Catalog Page 51-58
- Student policies and procedures: Catalog Page 51-58
- Explanation of procedure to track student hours: Attachment 5D
- Explanation of how student records are kept and stored: Attachment 5E
- Schedule of days and times open, showing theory and practical times, holidays closed: Attachment 5F
- Listing of proposed field trips on Commission form: Attachment 5G
- Listing of substitute instructors and guest demonstrators: Attachment 5H
- List any changes made since the last renewal application: Attachment 5I

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: 6/15/2021
Owner or School Director Signed: ____________________________ Dated: __________

Notary
Subscribed and sworn to before me this ______ day of ______, 2021.

Notary Public - South Dakota
My Commission expires: 8.2.2023
EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: National Salon Resources
Provider's Address: 3101 Louisiana Ave N
STREET
New Hope
CITY
MN 55427
STATE ZIP

Contact Name: Phyllis Langford
Tel: (763) 541-1022
Fax: (763) 541-2552
Email: plangford@nationalsalon.com

Check one: ☐ Individual Provider  X Company Provider

COURSE INFORMATION

X ATTACH a detailed outline or agenda of the course must be attached to application

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

Name of Course: Babe 2 Day Lash Extension

All continuing education in South Dakota must emphasize safety and sanitation

Location of Course: National Salon Resources
STREET
3818 S Western Ave
CITY
Fargo
STATE ND ZIP 57105

Initial Course Offering Date: 10/3/21 - 10/4/21 Time: 8:00 AM - 6:00 PM

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

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

Instructor Name: 

QUALIFICATIONS AND LICENSURE

X ATTACH instructor's resume

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

ATTENDANCE VERIFICATION
Briefly explain the method of monitoring for course attendance. Attendees will be required to sign-in both Saturday and Monday. At the end of the class, each attendee will be required to submit an evaluation form to be certified. 

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

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

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

Person completing this application (please print): Phyllis Langeford

Signature: ___________________________ Date: 05/25/2021

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

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

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

COMMISSION USE ONLY

☐ Approved  Hours:_________  Course Approval Number: __________________________

☐ Denied  Reason: ______________________________________________________________

Reviewed by: ___________________________ Date: __/__/_____

DNR COSMETOLOGY PROVIDER APPLICATION 8/2018
BABE 2 DAY LASH EXTENSION COURSE:

Description: Technicians will learn all they need to know in this class for classic eyelash extensions. Participants will learn about the theory and growth cycle associated with natural eyelashes as well as proper placement and technique. Participants will learn several different styles for placing classic eyelashes and the safety and hygiene associated with application. The participants will demonstrate on artificial lashes, as well as have model(s) for the entire class to take turns applying.

Day 1 material and confirmation of understanding technicians will begin learning theory, grown cycle, safety, hygiene, and technique for Volume lashes.

Day 2 will focus on volume lashes. This 2-day course is a very technical and hands-on training program.
## National Salon Resources

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<th>License#</th>
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</table>

- **Address, City, State, Zip**
- **Phone#**
- **Salon Name**

Sample

01/2019
Babe
LASHEXTENSIONS

Accredited Training

Sample

has successfully completed all educational and technical requirements and as such may provide Babe Lash Extensions Services.

Educator Signature

Date of Completion

Babe Lash Extensions products are sold to professionals only. All services are performed at their own risk. Babe and its distributors will not be held liable for any reason.
Crystal Anderson
Babe Educator

Crystal Anderson has been in the beauty industry since 2003. She has dedicated her career to continue to grow as a salon stylist and to be an inspiration to other stylists through education. As an Education Specialist for Babe, she has a great passion and energy to share her skills with other stylists all around the country.
Licensee Public Information as of 5/25/2021

Name: Crystal N Anderson
Address: Savage, MN 55378

Disciplinary Action: No

Current Licenses

License Type: Cosmetologist
License Number: 18400913
License Status: Active
Original License Date: 05/08/2005
Expiration Date: 12/31/2021

Area of License: Services offered inside of a licensed salon are dependent upon the type of license the individual pr hold.
License Type: Manager
Status: Active: Licensed to perform services in the field for which they hold a license.
Description: Manager: An individual licensed to perform cosmetic care for compensation as an independent cont manager in an establishment licensed by the Board. Licensed to provide supervision at an establis licensed by the Board, ensuring compliance with Board laws and rules.
Please print or type

Name: Kiarra Stuck Date of Birth: June 19, 03
Address: 302 Styles Ave, Brentford

Date of Birth: June 19, 2003 Social Security Number:

Education: Northwestern Area Date: May 15, 21

NAME OF HIGH SCHOOL or GED GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): July 19

Name of instructor(s): VEnus FReiK

Salon Name: Revive Day Spa Phone: 605-725-9242

Address: 301 S. Main St City: Aberdeen SD Zip: 57401

I realize that any cosmetology school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 13 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

SIGNATURE OF APPICANT

Subscribed and sworn to before me this 06 day of June 2021

(Seal)

Suzan Eichler NOTARY PUBLIC SOUTHDAKOTA

NOTARY PUBLIC SIGNATURE

Subscribed and sworn to before me this day of June 2021

(Seal)

Suzan Eichler NOTARY PUBLIC SOUTHDAKOTA

NOTARY PUBLIC SIGNATURE

Subscribed and sworn to before me this day of June 2021

(Seal)

Suzan Eichler NOTARY PUBLIC SOUTHDAKOTA

NOTARY PUBLIC SIGNATURE

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

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

Office use only:

Apprentice License Number:

Start date:

JUN 30 2021
I, [Name of Instructor], a licensed [Cosmetologist] or [Nail Technician]

and licensed Instructor in the State of South Dakota, agree to instruct [Name of Apprentice] as an apprentice in both the theory and practical work in the art of [Cosmetology] or [Nail Technology].

I further agree to abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

[Signature of Instructor]

[Signature of Instructor]

Subscribed and sworn to before me this 28th day of June 2021

[Notary Public Signature]

My commission expires 10/26/2022

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

** Each instructor must sign this statement.