MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
September 20, 2018
Rapid City, SD

Black Hills Beauty College
623 St Joseph St, Rapid City SD

A. 9:00 am – Call Meeting to Order ........................................... Tammy Ugofsky
B. Roll Call .................................................................................. Crystal Carlson
C. 1. Tour Black Hills Beauty College Classrooms & Observe Students
   2. Meet with Black Hills Beauty College School Representatives
D. 10:00 am - Recess

Headlines Academy, Inc.
333 Omaha St Ste 6 & &, Rapid City, SD

E. 10:30 am - Reconvene ............................................................... Tammy Ugofsky
F. Roll Call .................................................................................. Crystal Carlson
G. 1. Tour Headlines Academy Classrooms & Observe Students
   2. Meet with Headlines Academy School Representatives
H. 11:30 am– Recess for lunch

Department of Labor & Regulation Office
2330 N Maple Ave Ste 1, Rapid City, SD

I. 1:00 pm – Reconvene ............................................................... Tammy Ugofsky
J. Roll Call .................................................................................. Crystal Carlson
K. Approval of Agenda
L. July 27, 2018, Meeting Minutes .............................................. Crystal Carlson
M. Treasurer’s Report ................................................................. Crystal Carlson
N. Open for Public Comment
O. Executive Director’s Report ................................................. Kate Boyd
P. Disciplinary Actions........................................Violations Committee
   1. Case A-2018
   2. Lapsed Case 11-2018

Q. Executive Session -- Exam Content & Inspection Report Forms
   1. State Laws/Rules Exam
   2. Instructor State Laws/Rules Exam
   3. Salon/Booth Inspection Report Form
   4. School Inspection Report Forms (Overall school report & individual students)

R. Commission Policy on Reciprocity Examinations

S. Two-Tier Esthetics Licensing

T. Revive Day Spa – Status of Rebecca Wells Apprenticeship (3-month probation)

U. Pre-approved Provider Applications
   1. Electric File Provider Application – Black Hills Beauty College
   2. Electric File Provider Application – Tami Stokes
   3. Eyelash Extensions Provider Application – Black Hills Beauty College
   4. Eyelash Extensions Provider Application – Headlines Academy
   5. Eyelash Extensions Provider Application – Ayla Archer
   6. Eyelash Extensions Provider Application – Kylie Lemke
   7. Eyelash Extensions Provider Application – Tami Stokes

V. 2019 Meeting & Exam Calendar & Upcoming Meeting Dates for the Remainder of 2018
   • 2019 Calendar will be distributed at the September 20 meeting
   • October 4-5, 2018 - NIC Executive Directors Meeting – Seattle, WA
   • October 6-8, 2018 - NIC Conference – Seattle, WA
   • October 25-26, 2018 - State Board Exams - Pierre
   • November 29, 2018 - State Board Exams - Pierre
   • November 30, 2018 – Practical Exam--am & Commission Meeting--pm - Pierre

W. Other Business

X. 3:00 pm - ADJOURN

*Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Monday, September 17, 2018 to make any necessary arrangements.*
Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Pierre, South Dakota
July 27, 2018 (CDT)

President Tammy Ugofsky called the meeting to order at 8:30 am on Friday, July 27, 2018 at
the Ramkota Hotel, Lake Lewis & Clark Room located at 920 West Sioux Avenue, Pierre, South
Dakota.

President Tammy Ugofsky called the meeting to order at 8:30 am.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

Members Present:
Crystal Carlson
Lori Little (via teleconference)
Debbie Pageler
Tami Stokes
Tammy Ugofsky

Others Present:
Executive Director Kate Boyd
Graham Oey, Staff Attorney, Department of Labor & Regulation
(via teleconference)
Kelsey Skoglund, Cosmetology Commission Staff
Mary Rasmussen, Cosmetology Inspector
Shawn Conder, Utah Esthetician
Rachael Maag, LATI Cosmetology Program
Liz Lloyd, LATI Cosmetology Program
Holly Keszler, Black Hills Beauty College
Wendy Beaumont, Black Hills Beauty College
Joy Poloncic, Black Hills Beauty College
Tom Poloncic, Black Hills Beauty College
Stephanie Williams, Headlines Academy
Desaree Dargatz, Headlines Academy
Caitlin Hoogland, Stewart School
Angela Taylor, Stewart School (via teleconference)

Executive Director Kate Boyd requested that the agenda be amended to include (1) Election of
Officers and (2) Violations Committee composition.

Tammy Ugofsky moved approval of the agenda as amended. Debbie Pageler seconded the
motion. MOTION PASSED. (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson moved approval of the April 27, 2018 Commission Meeting as presented. Lori
Little seconded the motion. MOTION PASSED. (Carlson yea; Little yea; Pageler yea; Stokes
yea; Ugofsky yea).

Treasurer Crystal Carlson reported that as of June 30, 2018 the available cash balance is
($34,811.80) and the Cash Center balance is $178,326.65. Executive Director Boyd stated that
in the past few years the Commission’s revenues are not meeting expenses. She presented five proposed fee increases that could be pursued through administrative rules change. This would result in approximately $37,000 additional revenues. It was noted that if we raise these fees as proposed, we would be at the cap set by the Legislature for fee amounts. The Commission has not done any fee increases since 2008 when personal license renewals were increased from $15 to $20 per year.

Tammy Ugofsky made a motion to pursue an administrative rule change to increase the following fees: Exam Application-raise from $80 to $100; Exam Retake Fees-raise from $40 for one exam, $50 for 20 exams, and $60 for 3 exams to, $60, $70, and $80 respectively; Personal License Renewals-raise from $20 to $25; Instructor Licenses-raise from $25 to $35; Certifications-raise from $20 to $25. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Executive Director Kate Boyd’s report was included in the Commission meeting packet and is attached to these Minutes. The items reported on included: (1) Effective July 1, 2018 the Cosmetology Commission staff will now provide staff support for the South Dakota Board of Barber Examiners; (2) The administrative rules changes will be presented to the Legislature’s Interim Rules Review Committee on August 20, 2018. Following approval by the Rules Review Committee, the rules will be filed with the Secretary of State and become effective 20 days later; HB 1172 became law July 1, 2018 and amends and clarifies the State’s open meeting laws. No action is required by the Commission at this time.

Case B-2018 – Tami Stokes made a motion to approve Consent Agreement for Case B-2018 with the following terms:

a. Nails Studio Salon’s license, Lic #NS-04791, will be suspended for a period of 14 days beginning September 1, 2018.

b. The 14 days of suspension will be held in abeyance for a period of 1 year, and Nails Studio Salon’s license will not be actively suspended, so long as the following conditions are met:

1) Nails Studio Salon pay a penalty in the amount of $125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Nails Studio Salon’s license pursuant to SDCL 36-15-58.5; and

2) Nails Studio Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.

c. Ms. Vuong’s license, Lic. #NT-09218, will be suspended for a period of 14 days beginning September 1, 2018.

d. The 14 days of suspension will be held in abeyance for a period of 1 year, and Ms. Vuong’s license will not be actively suspended, so long as the following conditions are met:
1) Ms. Vuong pay a penalty in the amount of $125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Vuong’s license pursuant to SDCL 36-15-58.5; and
2) Ms. Vuong will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.

e. Nails Studio Salon ad Ms. Vuong will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Vuong, as owner of the salon, will make a one-time payment to the Commission for the additional expenses of the inspections in the amount of $350.00 by September 1, 2018.
   1) Nails Studio Salon and Ms. Vuong agree and understand that any failed inspection during the abeyance period will result in both licenses being automatically suspended for a period of 24 hours beginning immediately after the failed inspection.
   2) Any 24-hour period of suspension shall not count towards the periods of abeyance in paragraph 11 or any of its subdivision above, disciplinary action due to any failed inspection.

12. If, prior to September 1, 2018, Ms. Vuong decides to terminate her salon license and does not apply for a new salon or booth license prior to September 1, 2019, then the $350.00 for inspections set forth in paragraph 11, e. shall be waived.
   a. If the license termination in paragraph 12 occurs after September 1, 2018, Ms. Vuong shall receive a refund for any inspections not performed up to a maximum of $300.00

Tammy Ugofsky seconded the motion. MOTION PASSED. (Carlson yea; Little yea; Pagey yea; Stokes yea; Ugofsky yea).

Case J-2018 – Tammy Ugofsky made a motion to approve Consent Agreement for Case J-2018 with the following terms:

a. Ms. Bierwagen’s, Cosmetology Lic. #CO-10096 and Darla Bierwagen Booth Lice. #CB-08273 will be suspended for a period of 14 days beginning September 1, 2018.

b. The 14 days of suspension will be held in abeyance for a period of one year, and neither license will be actively suspended, so long as the following conditions are met:
   1) Ms. Bierwagen makes a one-time payment to the Commission in the amount of $350.00 by September 1, 2018 for the immediate reinstatement of her licenses pursuant to SDCL 36-15-58.5, and to cover the cost of additional inspections.
   2) Ms. Bierwagen complies with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of one year beginning on the day this agreement is signed by the Commission.

c. Any failed inspection during the one year period of abeyance will result in Ms. Bierwagen’s personal cosmetology license and Darla Bierwagen Booth’s license being automatically suspended for a period of one day beginning immediately after the failed inspection.
Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 25-2017** – Crystal Carlson made a motion to approve Lapsed Case 25-2017 Consent Agreement with the following terms:

a. Radiance Day Spa license, Lic. #CS-04071, will be suspended for a period of 10 days with 10 days being held in abeyance; Radiance Day Spa’s license will not actively be suspended.

b. The 10 days of suspension for the salon 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) Radiance Day Spa will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:423 for a period of 1 year beginning on the effective date of this agreement;
   2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of $175.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to September 1, 2018.

Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 3-2018** – Crystal Carlson made a motion to approve Lapsed Case 3-2018 Consent Agreement with the following terms:

a. Ms. Sedy’s personal license, Lic. #CO-08314, will be suspended for a period of 5 days beginning May 31, 2018.

b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Ms. Sedy’s personal license will not be actively suspended, so long as the following conditions are met:
   1) Ms. Sedy will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
   2) Ms. Sedy pay a penalty in the amount of $100.00 to the Commission prior to May 31, 2018, as a condition for the immediate reinstatement of Ms. Sedy’s personal license pursuant to SDCL 36-15-58.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 4-2018** – Tami Stokes made a motion to approve Lapsed Case 4-2018 Consent Agreement with the following terms:

a. Ms. Rische’s personal license, Lic. #CO-08409, will be suspended for a period of 10 days beginning September 1, 2018.
b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Ms. Rische's personal license will not be actively suspended, so long as the following conditions are met:
   1) Ms. Rische will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
   2) Ms. Rische pay a penalty in the amount of $100.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Rische's personal license pursuant to SDCL 36-15-58.5.

c. Camille Rische Booth’s license, Lic. #CB-08284, will be suspended for a period of 5 days beginning September 1, 2018.

d. The 5 days of suspension will be held in abeyance for a period of 1 year, and Camille Rische Booth’s license will not be actively suspended, so long as the following conditions are met:
   1) Camille Rische Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 8-2018** – Tammy Ugofsky made a motion to approve Lapsed Case 8-2018 Consent Agreement with the following terms:

a. Davi Nails Salon #2443 license, Lic. #NS-08025, will be suspended for a period of 10 days beginning September 1, 2018.

b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Davi Nails Salon #2443 license will not be actively suspended, so long as the following conditions are met:
   1) Davi Nails Salon #2443 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 day this agreement is signed by the Commission; and
   2) Mr. Phung as owner of Davi Nails Salon #2443 pay a penalty in the amount of $125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Davi Nails Salon #2443 license pursuant to SDCL 36-15-58.5.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 9-2018** – Debbie Pageler made a motion to approve Lapsed Case 9-2018 Consent Agreement with the following terms:

a. Ms. Fritzsche's personal license, Lic. #CO-06332, will be suspended for a period of 10 days beginning September 1, 2018.
b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Ms. Fritzsche’s personal license will not be actively suspended, so long as the following conditions are met:
   1) Ms. Fritzsche will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
   2) Ms. Fritzsche pay a penalty in the amount of $175.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Fritzsche’s personal license pursuant to SDCL 36-15-58.5.

Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

**Lapsed Case 10-2018** – Crystal Carlson made a motion to approve Lapsed Case 10-2018 Consent Agreement with the following terms:

a. Kerrie Smythe Booth license, Lic. #CB-05400, will be suspended for a period of 10 days beginning September 1, 2018.

b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Kerrie Smythe Booth license will not be actively suspended, so long as the following conditions are met:
   1) Kerrie Smythe Booth will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
   2) Kerrie Smythe Booth pay a penalty in the amount of $100.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Kerrie Smythe Booth license pursuant to SDCL 36-15-58.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to go into Executive Session to review an application for an apprenticeship reinstatement. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

When the Commission returned to regular open session, Lori Little made a motion to deny the reinstatement of the apprenticeship at Leo Thomas Apprentice Salon. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the school license renewal application of Headlines Academy, Rapid City. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).
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Crystal Carlson made a motion to approve the school license renewal application of Lake Area Technical Institute Cosmetology Program. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

In 2012 the Commission began offering State Board Exams in various locations around the state. In the past two years we discontinued Rapid City and Sioux Falls exams and moved the exams back to Pierre. We also continued to administer exams in Watertown two times a year. Crystal Carlson made a motion to move all State Board Exam administration back to Pierre. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Effective January 1, 2018, Cosmetology education hours for licensure in South Dakota are being reduced from 2100 hours to a minimum of 1500 hours. Some of the schools have indicated that they are going to only offer a program of more than 1500 hours. Director Boyd asked the Commission to clarify if the office should certify the minimum required 1500 hours or the actual hours the student earns (if it is more than 1500).

Lori Little made a motion to certify a maximum of 1500 hours of education for any cosmetology education earned after January 1, 2019. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Commission members were reminded of upcoming meeting dates for the remainder of 2018, as noted on the agenda. It was noted that in an effort to combine the November Commission meeting date scheduled for Pierre and the December 2 State Board exam originally scheduled for Watertown, we will instead hold the State Board exams on Thursday, November 29, 2018 in Pierre and Commission meeting on Friday, November 30, 2018 in Pierre.

It was noted that the Governor's Hunt will be held in Pierre the weekend of October 26-28, 2018. State Board exams are scheduled for Thursday and Friday, October 25 and 26. This may affect the availability of hotel rooms for exam administrators and candidates on the night of Thursday, October 25, 2018. The staff was directed to check hotel room availability for October 25 and move the exams to a different date if necessary.

Attorney Graham Oey asked the Commission to decide whether or not they want to continue to have a Commission member service on the Violations Committee with the staff. Staff members who participate in this committee include, attorney, Executive Director, and Disciplinary Action staff member. The Commission would continue to vote on all Consent Agreements or on cases where a formal hearing is held. Oey stated that most boards and commissions rely on staff for the initial violations committee work, with the final voting being done by the board or commission.

Tami Stokes made a motion to have Crystal Carlson service on the Violations Committee for the upcoming year. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).
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Tami Stokes made a motion to elect Tammy Ugofsky as President. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to elect Tami Stokes as Vice President. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to elect Crystal Carlson as Secretary-Treasurer. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The meeting was recessed at 9:45 am and went back into session at 10:00 am.

Shawn Conder was present to provide information on two-tier esthetics licensure. Across the nation states are moving to a basic esthetics license and an advanced or master esthetician license. The advanced esthetics license allows qualified individuals who have completed a higher level of education to perform more invasive procedures. Mr. Conder discussed the different types of microdermabrasion equipment and the safety features of the equipment.

Tami Stokes made a motion to form a task force comprised of two Commission members, cosmetology school representatives and staff to develop draft legislation and request that legislation be introduced in 2019 to allow for two-tier esthetics licensure. The task force will also draft curriculum for the Commission's consideration. If legislation is passed to allow two-tier esthetics licensure, the curriculum would be set later in administrative rule. The motion was seconded by Tammy Ugofsky. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

It was agreed that Tammy Ugofsky and Tami Stokes will serve as the Commission representatives on the task force. The schools will be invited to have an instructor service on the task force as well. Mr. Conder offered to work with the task force. He said that there would be no charge if he participates in conference calls or email discussions.

Tammy Ugofsky made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

President Ugofsky adjourned the meeting at 10:30 am.

Respectfully submitted,

______________________________  ______________________________
Kate Boyd, Executive Director           Crystal Carlson, Secretary-Treasurer
EXECUTIVE DIRECTOR’S REPORT
July 27, 2018

1. **South Dakota Board of Barber Examiners** – Effective July 1, 2018, the administration of the Barber Board has been assigned to the Cosmetology Commission staff. The two boards will remain as separate entities and it should not affect the Cosmetology Commission members of licensees. It means that the staff will provide services to both cosmetology and barbering.

2. **Cosmetology Administrative Rules** – We have been scheduled to present our updated administrative rules to the Legislature’s Interim Rules Review Committee on August 20, 2018. After approval by the Interim Rules Review Committee, the rules get filed with the Office of the Secretary of State and become formally approved 20 days later.

3. **HB 1172 – An Act to revise certain provisions regarding meetings of certain public bodies.** – HB 1172 was passed by the 2018 South Dakota Legislature and signed into law by Governor Daugaard. HB 1172 amends and clarifies requirements for the state’s open meeting laws. No action is required by the Commission at this time; this is included in the meeting packets for your information and review.
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**BA20JB60**

**BUDGET UNIT 1033**

**AVAILABLE FUNDS**

**AS OF:** 08/31/2018

**FY YEAR REMAINING:** 83.3%

**PAY DAYS REMAINING:** 19

**MONTHLY**

**PAGE 1,168**

**DATE 09/01/2018**

**CASH BALANCE**

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**STATE OF SOUTH DAKOTA**
**MONTHLY REVENUE AND JOURNAL VOUCHER REPORT**
**FOR PERIOD ENDING: 08/31/2018**

**AGENCY** 10  **LABOR & REGULATION**
**BUD UNIT 1033  COSMETOLOGY COMMISSION**

**COMP CENTER ACCOUNT DOCUMENT ID POST DATE APPROVAL, VENDOR, OR PO # EFFECT DATE AMOUNT DR CR**

**COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS**

**APPROVAL DATE 1927511 L 08/03/2018 1,375.00 DR**

**ACCOUNT 103300061806 DOCUMENT ID 4293901**

**POST DATE 08/03/2018 VENDOR, OR PO # 1927511**

**EFFECT DATE 08/03/2018 AMOUNT 1,375.00**

**DR CR**

**ACCT 103300061806 DOCUMENT 4293901**

**POST 08/03/2018 APPROVAL 1927511**

**DATE 08/03/2018 VENDOR 1927511**

**DR 1,375.00**
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**TOTAL ACCOUNT GROUP NET CHANGE**

**TOTAL COMPANY—NET CHANGE**

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### STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2018

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ACCT: 43 PENALTIES (NON-GOVERNMENTAL) 2,490.00 2,490.00 *

ACCT: 43 FINES, FORFEITS & PENALTIES 2,490.00 2,490.00 **

ACCT: 4896 COSM-NATL EXAM TEST COST 1,160.00 1,160.00 *

ACCT: 48 OTHER REVENUE 1,160.00 1,160.00 **

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COMP: 6503 17,276.00 17,276.00 ****

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**TOTAL COMPANY--NET CHANGE**

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STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2018

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1. **Administrative Rules** – I appeared before the Legislature’s Interim Rules Review Committee on August 20, 2018 to present our administrative rules changes that were the result of legislation passed during the 2018 Legislative Session. The rules adoption procedure was deemed complete by the Rules Review Committee. The appropriate information was filed with the Secretary of State’s Office on August 21, 2018, with the rules becoming final on September 10, 2018.

   I am in the process of submitting the appropriate forms to increase the fee levels voted on by the Commission at the July meeting. This will require a public hearing on the draft rules. You will be informed when that conference call meeting will be held.

2. **Status of Cosmetology Commission Staff** – (1) **Inspector** - Nancy LaBrie from Aberdeen has been hired as an Inspector to handle the northeastern part of the state. She replaces Karen Dossett, who retired after many years of service to the Commission. Nancy was previously a Cosmetology Inspector when she lived in Pierre. Her official day of hire was September 10, 2018. (2) **Office Secretary** – We are in the process of interviewing candidates to fill the vacant secretarial position in the office.

3. **Transfer Worksheet** – With the upcoming reduction in cosmetology education hours, we need to revise the allowable transfer hours between cosmetology, esthetics, and nail technology. I am requesting that a member of the Commission work with me on this and that we bring a proposal for the Commission’s consideration at the November 30, 2018 meeting.
Commission Policy on Reciprocity Applications

Shown below is the current Commission policy on reciprocity applications and testing requirements.

Cosmetology Reciprocity

(1) State Laws/Rules Exam - Provided they came from a state where they were required to take both a practical and theory examination.

(2) Practical Hands-On Exam & State Laws/Rules Exam - If the applicant came from one of the eleven states that does NOT administer a practical exam, the applicant is required to take the NIC practical exam in South Dakota. They are not required to retake the NIC theory exam if they have already taken a theory examination.

Esthetics and Nail Technology Reciprocity

All esthetics and nail technology reciprocity applicants are required to take full State Board Examination in South Dakota. Those exams include:

(1) NIC Practical Hands-on Examination
(2) NIC Written Theory Examination
(3) South Dakota Laws/Rules Examination

The policy that required full State Board Exams for Esthetics and Nail Technology reciprocity applicants was developed for two reasons: (1) The hours of education are significantly lower than for cosmetology, and (2) to try to stem the licensing of individuals with fraudulent documents. (Note: in 2008 and 2009 the Commission revoked several licenses for individuals who had purchased their education hours but not actually attended school.) By testing applicants, the Commission was assured that the individual possessed the ability to protect and public and themselves.

In the past 6-7 years of requiring full State Board Examinations for Esthetics and Nail Technology reciprocity applicants, I have observed that in very few cases does any applicant fail the practical exam. They, however, frequently fail the written theory exam and sometimes fail the state laws/rules exam.

I would like to suggest that the Commission consider changing its policy regarding Esthetics and Nail Technology reciprocity applicants. Some options would be:

(1) NIC Written Theory Examination and South Dakota Laws/Rules Examination (if licensed less than five years)

(2) South Dakota Laws/Rules Examination (if licensed more than five years)

The Commission may choose one of these options, decide on a different course of action, or continue to require full State Board Exams for Estheticians and Nail Technicians.
2 Tier Esthetics

We would like to see the introduction of a Master Esthetician License in SD, providing a 2 tier licensure for practitioners.

Definitions:

Master Esthetician means: an individual who is licensed to engage in the practice of master-level esthetics.

Practice of Master-level esthetics means:
• the care of the skin for compensation including all of the methods allowed in the definition of the practice of esthetics.
• any of the following when done for cosmetic purposes on the body and/or skin and not for the treatment of any medical, physical, or mental ailments:
  • body wraps as defined by rule
  • hydrotherapy as defined by rule
  • microdermabrasion
  • advanced extractions by
  • aromatherapy preparations as defined by rule
  • esthetic preparations and procedures with the use of hands or a mechanical or electrical apparatus which is approved for use by division rule for the purpose of beautifying or cosmetic purposes to skin and/or body
  • temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, mechanical or electrical apparatus and appliances
  • medium depth chemical peels as defined by rule
  • advanced diseases and disorders of the skin
  • anti-aging resurfacing enhancements as defined by rule
  • photo-rejuvenation as defined by rule
  • lash enhancements such as lash tinting, lash lifting/perming, brow tinting, semi-permanent eyelash extensions as defined by rule

Education and Hours:

The master esthetician will provide satisfactory documentation of an additional 600 hours of training at a state licensed school or reciprocity will be extended for out of state education as provided by current law, for a total of 1200 hour of education.

The master esthetician will provide satisfactory documentation of:
• completion of at least 1200 hours of training at a licensed or recognized esthetics school, except that up to 600 hours toward the 1200 hours may have been completed at a licensed or recognized cosmetology/barbering school, if the applicant graduated from the school and its curriculum consisted of at least 1500 hours of instruction.
Licensing:

Licensing applications and fees will be as per set forth in current law and rule.

Each applicant for licensure as a master esthetician shall:
- submit an application
- pay a fee determined by the commission
- be of good moral character
- provide satisfactory documentation of 1200 hours of training
- meet the examination requirement establish by division rule

The following items may be addressed by administrative rules and can be discussed in further meetings but are for thought going forward.

Curriculum:

Curriculum will be set forth as per division rule

Accepted textbooks would include: Milady, Pivot Point, and any other upon board review and approval.

Master esthetics education will be provided by state licensed instructors who have also achieved the level of master esthetician. This may be achieved by education and/or providing the board documentation of advanced education in the services listed in the practice of Master Esthetics.

Reciprocity:

Upon passing of the required examinations a master esthetician license will be issued to
- an applicant who submits the approved application and fee and provides proof that the applicant is currently licensed in good standing in esthetics in any state, territory, etc. or a certified credential awarded by the national coalition of estheticians, manufacturers/distributors and associations.
- an applicant that provides proof that they are currently licensed and in good standing and the licensing state has licensure requirements that the director determines are substantially equivalent to a master esthetician in this state; or
- the applicant has certification or a diploma or other credential that has licensure requirements that are substantially equivalent to the degree listed earlier

Grandfathering:

Any person holding an active license in good standing as an esthetician prior to implementation of the 2-tier esthetic licensing may be licensed as an esthetician licensee after paying the appropriate license fee.

After implementation of the 2-tier esthetic licensing, an applicant for a master esthetician license must have an active license in good standing as an esthetician, pay the appropriate
license fee, and provide the commission with proof of having satisfied one or more of the following requirements:

- A minimum of 50 hours employment as a provider of medium depth peels, or 40 hours of training in theory and application of medium depth peels
- A national or international diploma or certification in esthetics that is recognized by the department by rule
- An instructor in esthetics who has been licensed as an instructor in esthetics by the department for a minimum of 3 years and can provide the commission with proof of further certification in practices constituting master esthetics and pass both the NIC master esthetics theory and practical exams.

Additional Considerations:

Due to the ever changing profession of esthetics there will be continuing education hours required for yearly renewal as provided for in current law and to be defined by rule.

In order to provide for the safety of the public the board will require continuing proof of liability insurance for the practice of master esthetics as defined by rule.
Status of three-month probationary period apprentice
Rebecca Wells at Revive Day Spa, Aberdeen

Rebecca Wells apprenticeship at Revive Day Spa has been going well. The weekly timesheets have been submitted in a timely manner. They have passed their monthly apprentice salon inspections.

The staff recommends the Commission approve Rebecca Wells to continue her apprenticeship at Revive Day Spa following the three-month probation period.
SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION
Provider's Name: Black Hills Beauty College
Provider's Address: 623 St. Joe Street
                      Rapid City, SD 57701
Contact Name: Holly Keszler
Tel: (605) 342-0497
Email: holly@bhbeautycollege.com
Check one: ☒ Individual Provider  ☐ Company Provider

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

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

Name of Course: Electric File Safety + Sanitation Continuing Education
All continuing education in South Dakota must emphasize safety and sanitation
Clock Hours: 8
Do not include breaks and meals

Location of Course: Black Hills Beauty College  623 St. Joe Street
                    Rapid City, SD 57701

Initial Course Offering Date: As needed  Time: 8 - 4:30

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: Holly Keszler

QUALIFICATIONS AND LICENSURE  ☐ ATTACH instructor's resume
☐ List state(s) of licensure and current license number — An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

DLR COSMETOLOGY PROVIDER APPLICATION

8/2018
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

Teaching at Black Hills Beauty College for 27 years in both the classroom and clinic floor plus the knowledge I have gained through continuing education and writing curriculum for the electric file class has prepared me to teach this class.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance: Attendants that are currently licensed will need to sign in & out when they arrive to class & for their breaks.

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

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

AGREEMENT

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

Person completing this application (Please print): Holly Keszler

Signature: [Signature] Date: 8/29/18

SUBMISSION

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

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

NOTES

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

TOPIC
Electric File

LESSON OBJECTIVE
The students will be able to safely use the Electric File with skill, understanding what each bit is used for, knowledge of safety techniques, and provide many benefits to enhance today’s nail services.

FACILITY USED
TLC

TIME ALLOTMENT
8 Hours

MATERIALS & EQUIPMENT
Table set-up
Student tables
Disinfectant
Towels
Bit Cleaning Brush
Glass Bowl
Spray Bottle (water)
Sanding Bands
(fine, medium, coarse)
Electric File
Bits
Antiseptic
Lotion
Polish Remover
Exfoliate
Towel warmer
3-way Buffer
Polish
Base Coat
Top Coat
Nail Dry
Monomer
Polymer
Nail fom
Dappen dishes
Sable nail brush
Nail brush
Gloves
Dust mask

PRINTED MATERIALS
Medicool bits and brushes flyer
Index cards
Blood Exposure procedure

**AUDIO & VISUAL AIDS**
Power Point

**SPECIAL RESEARCH**
Electric file sign up
You-tube tutorial
Medicool DVD

**PREPARATORY ASSIGNMENTS FOR THE TEACHER**
Facebook announcing class date
Confirm class sign up list
Set-up supplies
Disinfecting center
Antiseptic examples
Sculpture nail set-up
Pedicure set-up
Bring in tables
Certificates prepared

**MATERIALS STUDENTS SHOULD BRING TO CLASS**
Note pad
Paper
Index cards

**MOTIVATION TO BE USED**
Students will be able to use the Electric File on the clinic floor for nail services; to reduce time, perfect skills and understanding. Students will also be able to fulfill the State Board continuing education requirement of completing 8 hours.
LESSON OUTLINE

8:00 - 8:30  Sign in and Introduction
8:30 - 10:00 Power Point Safety and Sanitation and demonstration
10:00 - 11:00 Power Point Choosing an Electric File
11:00 - 12:00 Power Point All about Bits
12:00 - 12:30 Lunch
12:30 - 1:30 Electric File Techniques:
Holding the Electric File
Inserting Bits
Bit Angles
Important things to remember
Maintenance
1:30 - 2:00 Medicool Waterless Pedicure DVD set-up.
procedure and Pedicure hands-on
2:30 - 3:30 Surface Work
Cuticle Work
3:30 - 4:15 Sculpture Nail demonstration
4:15 - 4:30 Conclusion and Certificates

SUMMARY AND/OR CONCLUSIONS
Upon completion students will have thorough knowledge to begin utilizing the Electric File for all their Nail Care services.
HOLLY KESZLER
1402 WHITETAIL DR, STURGIS, SD 57785, 605-490-2865

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.
Holly Keszler
South Dakota
IC-06066-2018
CO-015210-2018
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Please initial by your name before and after each break.

Attendee Name & Address
ELECTRIC FILE CERTIFICATE

AWARDED TO

Linsy Saenz

For completing 8 Hours of Continuing Education

Awarded this _11th__ day of _____January_____, 2017___

__________________________________________
Presenter Name and Title
CONTINUING EDUCATION COURSE PROVIDER APPLICATION

GENERAL PROVIDER INFORMATION

Provider’s Name: Studio 19 Lash Bar & Salon
Provider’s Address: 521 MAIN ST
CITY RAPID CITY
STATE SD
ZIP 57701

Contact Name: TAMI STOKES
Tel: (605) 690-8218
Email: studio19nonmain@gmail.com

Check one: Individual Provider

COURSE INFORMATION

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

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

Name of Course: Studio 19 Electric Nail File

Credit Hours: 8

All continuing education in South Dakota must emphasize safety and sanitation
Do not include breaks and meals

Location of Course: Studio 19 Lash Bar & Salon

Initial Course Offering Date: 9/23/18 Time: 9AM 5:20 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, zip.

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: TAMI LEE STOKES

QUALIFICATIONS AND LICENSURE

☐ ATTACH instructor’s resume

☐ List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state

DLR COSMETOLOGY PROVIDER APPLICATION
List any relevant information you feel is necessary to assist the Commission in determining if Studio M has a strong commitment to education and infection control, safety, and sanitization. With over 20 years in this industry, Studio M can provide comprehensive education to those wishing to pursue their nail careers.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance: **Basic Sign-In/Sign-Out Format** by signature for day in, breaks, lunch, day out.

☐ 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.

SIGNATURE

Person completing this application (Please print): **Tami Lee Stokes**

Signature: **[Signature]** Date: **9/31/18**

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

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

COMMISSION USE ONLY

☐ Approved  Hours: ______ Course Approval Number: __________________________

☐ Denied  Reason: __________________________________________________________

Reviewed by: ___________________________________________ Date: __/__/____

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.”

DLR COSMETOLOGY PROVIDER APPLICATION 9/2017
8 HR ELECTRIC NAIL FILE CERTIFICATION COURSE OUTLINE

Arrive at 8 a.m.

Check-in/Hand-outs/Class time

Introduction/Review Class Expectations (0.2 hr)
Hand out training manuals and Set up Electric Nail Files (1 hr)
Nail Drill Speeds, Safety and Sanitation (1½ hours)
Break (15 min)
Proper Use of Electric Nail File (2 hours)
Lunch Break (½ hour)
Demonstrations on Mannequin of Proper Safety, Sanitation, and Use of Electric Nail File (2 hours)
Break (15 min)
Demonstrate Proper File Bit Selection, Disinfection, and Identifying Injuries of the Nails (1½ hours)

Check out and go home at 5 p.m.
DATES AND TIMES COURSE OFFERED

1. SEPTEMBER 22, 2018 @ STUDIO 19
2. OCTOBER 21, 2018 @ STUDIO 19
3. NOVEMBER 10, 2018 @ STUDIO 19
4. NO COURSES OFFERED DURING DECEMBER 2018 DUE TO HOLIDAYS
5. JANUARY 18, 2019 @ STUDIO 19
6. FEBRUARY 8, 2019 @ STUDIO 19
7. MARCH 8, 2019 @ STUDIO 19
8. APRIL 5, 2019 @ STUDIO 19
9. MAY 10, 2019 @ STUDIO 19
10. JUNE 28, 2019 @ STUDIO 19
11. JULY 26, 2019 @ STUDIO 19
12. AUGUST 17, 2019 @ STUDIO 19

*** COURSE DATE AND TIMES ARE SUBJECT TO CHANGE UPON APPROVAL OF SD COSMETOLOGY COMMISSION

*** ADDITIONAL COURSES MAY BE SCHEDULED WITH STUDIO 19 UPON REQUEST AND APPROVAL

***ALL COURSES WILL BE HELD AT THE FOLLOWING:
STUDIO 19 LASHES 521 MAIN STREET, RAPID CITY SD 57701

FOR COURSE DESCRIPTION AND CONTENT OR FOR COURSE REQUEST PLEASE CONTACT STUDIO 19 AT (605)690-8248 OR STUDIO19ONMAIN@GMAIL.COM
TAMI
STOKES

319 Gold Street Lead, SD 57754 | (605) 690-8248 | studio19onmain@gmail.com

Skills Summary

SD licensed Cosmetologist currently with 20+ years experience SD License # CO-09617-2018
SD licensed Nurse currently with 10+ years experience. SD License # P009886
FL licensed Permanent Makeup Artist currently with 8+ years experience.

Education

Degree / Date of Graduation
Cosmetology degree/ 1991 in Minnesota
Nursing degree / 2006 in South Dakota

Experience

MARIE’S BEAUTY - ROSEVILLE, MN
Provided clients with manicures, pedicures, acrylic nails, and nail art.

PIVOT POINT BEAUTY – CHICAGO, IL
Cosmetologist/ 1994-2004
Full service salon focusing on providing the cutting edge of all aspects of beauty to all clients.

NAIL STUDIO – SIOUX FALLS, SD
Nail Tech/ 2008-2010
Full service nail salon providing manicures/ pedicures/ acrylic nails/ gel nails/ airbrush designs/nail art

Sharon’s
Cosmetologist/ 2010-2012
Full service salon with an emphasis on esthetics and makeup
SiBelle Salon
Cosmetologist/ 2012-2014
Provide clients with all services offered in this trendy upscale salon.

Studio 19 Lashes and Salon
Owner-Operator/ 2014-present
Offering the finest in Eyelash Extensions and Permanent Makeup as well as providing continuing education and advance techniques trainings.

Golden Living Center
Nursing Service/ 2006-2007
Geriatric nursing

STAT Nursing
Short Distance Travel Nurse/ 2007-2008
Provide interim nursing services for Clinics, Hospitals, ER's, nursing homes, and Assisted Living Centers on an on-call basis.

AACO Nursing Service
Travel Nurse/ 2008-2012
Travel to long term assignments providing interim nursing services as needed

Continuing Education
Nursing for Wound Care/ 12-hour course developed to provide nurses with an understanding of the changing face of wound care today.

Alzheimer’s Management/ 8-hour seminar to help nurses manage Alzheimer’s Disease in the long-term care-memory unit setting
**EXAMPLE**

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<td>James Stokes</td>
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Date: October 21, 2018

Continuing Education Course on October 21, 2018
the 8 hour Studio 19 Electro Nic Nail File Training – SD State Approved
has successfully completed

Tammi Stokes

This certificate that

Certificate of Training
SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION
Provider’s Name: Black Hills Beauty College
Provider’s Address: 623 S 1st Joe Street
                          Rapid City, SD 57701
Contact Name: Wendy Beaumont
Fax: (605) 342-6886 Email: wendy@bhbeautycollege.com
Check one: □ Individual Provider □ Company Provider

COURSE INFORMATION

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

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

Name of Course: Eyelash Extensions
Clock Hours: 160
All continuing education in South Dakota must emphasize safety and sanitation
Do not include breaks and meals

Location of Course: Black Hills Beauty College
                          Rapid City, SD 57701

Initial Course Offering Date: As needed Time: 8:45 a.m. - 2:15 p.m.

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: Wendy Beaumont

QUALIFICATIONS AND LICENSURE
□ ATTACH instructor’s resume
□ List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

DLR COSMETOLOGY PROVIDER APPLICATION
8/2018
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

I have taken many continuing education classes on various types of eyelash extensions. I feel that with my years of experience in the salon and teaching at Black Hills Beauty College, I have gained trust in my students and their clients to apply eyelash extensions.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. When attendees arrive they will need to sign in. They will also need to sign in and out at all breaks on the sheet provided.

☐ 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): Holly Kaszler

Signature: [Signature] Date: 8/13/18

SUBMISSION

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

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

NOTES

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

COMMISSION USE ONLY

☐ Approved Hours: ________ Course Approval Number: ________

☐ Denied Reason: ____________________________________________________________

Reviewed by: __________________________ Date: _______ / _______ / _______

DLR COSMETOLOGY PROVIDER APPLICATION 8/2018
Wendy Beaumont  
16815 Eldorado Ct. Piedmont SD 57769 605-430-3216

OBJECTIVE

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

EXPERIENCE

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

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

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

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

EDUCATION

9/1985-9/1986  Black Hills Beauty College  Rapid City SD
Cosmetologist
4/2007  Peels Beauty Supply  Rapid City SD
Nova Lash  (now Salon Sentic)
6/2016  Las Vegas Esthetics Conference  Las Vegas NV
LashBomb
8/7/2017  Pash Lashes  Casper WY
Camellia Volume
Wendy Beaumont

South Dakota

IC-04848-2019

CO-03751-2019
I. Day 1: Introductions & classroom rules
   a. Parts of the Human Eye
   b. Diseases & Disorders of the Human Eye
      i. Contraindications
      ii. Allergic Reactions/ Patch Test
      iii. Eyelash Mites
      iv. Cleansing of the Eyelash Extensions
   c. Consultation
      i. Client Consultation
      ii. Record Keeping
      iii. Disclosure Statement
      iv. Before & After Photos
   d. Stages of Hair Growth
   e. Mapping the Eye
      i. Lash Selection
         1. Color
         2. Lash Curvature
         3. Lash Length & Diameter
         4. Selecting the Style the client desires & what will work with their eye shape, lash growth & condition
   f. Humidity & Temperature of Work Space
   g. Adhesives
      i. Trouble Shooting
      ii. Speed of Application
   h. Tools & implements
      i. Go through each item and explain usage
   i. Placement of Eye Pad & Tape
      i. Proper Eye Pad Placement
      ii. Taping
         1. Tape to spread out natural lashes
         2. Tape to lift natural lashes
         3. Taping to keep lower lashes down
         4. Marking the tape to correlate with the mapping of the lashes
   j. Proper Lash Placement
      i. Explain how to properly apply adhesive to lash extension
      ii. Explain how to properly apply the lash extension onto the natural lash
      iii. Demonstrate
   k. Students Begin Practice on Mannequins
      i. Eye Pad Placement
      ii. Tape Placement
      iii. Artificial Lash Strip
iv. Mapping the Lashes
v. Marking the Tape for Lash Mapping
vi. Instructor Demonstrates Lash Isolation & Placement

II. Day II: Review
   a. Watch Video on Lash Isolation & Placement for Review
   b. Q & A
   c. Models
      i. Students will need to have two models (one in the morning & one in the afternoon)
      ii. Students will need to complete a consultation, before & after photos and complete preparation of lash extensions & a full application of lash extensions on two models before completion of the class.
   d. Retouch Application
   e. Pricing
   f. Insurance
   g. Take Home Instructions

IF STUDENTS ARE UNSURE OF THEMSELVES AT THE END OF THE 2 DAYS OR IF THE INSTRUCTOR FEELS A STUDENT NEEDS ADDITIONAL SUPERVISION THE STUDENT MAY BE ASKED TO PERFORM ADDITIONAL APPLICATIONS & PRESENT THE INSTRUCTOR WITH BEFORE AND AFTER PHOTOS BEFORE RECEIVING THE COURSE COMPLETION CERTIFICATE.
EYE LASH EXTENSION CERTIFICATE

AWARDED TO

Linsky Saenz

For completing 16 Hours of Continuing Education

Awarded this _11th_ day of _____January_____, 2017___

__________________________
Presenter Name and Title
# Eye Lash Extension Sign In Sheet

**Date: ____________**

Please initial by your name before and after each break.

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EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider’s Name: Headlines Academy
Provider’s Address: 333 Omaha Street, Suite 647
St: Rapid City, SD 57701
Contact Name: Peggy Sprout
Tel: (605) 778-8783
Fax: (605) 348-5462
Email: psprout@headlinesacademy.com
Check one: □ Individual Provider □ 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 □ Eyelash Extensions

Name of Course: Eye Lash Extensions
Clock Hours: 16 hrs
Do not include breaks and meals

All continuing education in South Dakota must emphasize safety and sanitation

Location of Course: Headlines Academy
Business Name: Headlines Academy
City: Rapid City
Street: 333 Omaha Street
State: SD
Zip: 57701

Initial Course Offering Date: Ongoing Time:

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: Caroline Vettorazzi

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.

DLR COSMETOLOGY PROVIDER APPLICATION

8/2018
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

**Bella Lash Education Requires more than 16 hours of class time. We will not give certification if completion until quality models are complete according to Bella Lash standards.**

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. **Sign in and out of class is required. More important quality model pictures are required after the 16 hrs. Bella Certification will also be faxed.**

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): Peggy Sprout

Signature: Peggy Sprout Date: 8/10/2018

**SUBMISSION**

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

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

**NOTES**

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

**COMMISSION USE ONLY**

☐ Approved Hours: __________ Course Approval Number: __________________________

☐ Denied Reason: __________________________________________________________

Reviewed by: __________________________ Date: __/__/____

DLR COSMETOLOGY PROVIDER APPLICATION

8/2018
LESSON PLAN

SUBJECT UNIT _Eyelash Extensions__________________________

SESSION NUMBER___ 1 OF ___ 2 LESSONS

LENGTH OF SESSION___ 2.5 __________

BEHAVIORAL OBJECTIVE:

THEORY____ 2.5____

DEMO____ 5 ______

PARTICIPATION____ 1.75 ______

EXPERIENCES____ 1 ______

CLASSROOM____ Theory____

TOOLS AND EQUIPMENT: Tools and equipment needed are tweezers, cleansers, tape, eye pads, eyelashes, adhesive, pad to put eyelashes on

RESOURCE MATERIAL: Resources materials are a hand out and a video

MOTIVATION (what do you want the student to watch and listen for as you present) I want the students to pay close attention to the steps and follow them properly when applying the adhesive and to achieve a natural look

100% PARTICIPATION PROJECT: Everyone in the class will have to put on at least 2 eyelashes

PRESENTATION OUTLINE: The outline is a handout of a step by step procedure and to watch a short video

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: (should be a completion of outcome and criteria) The students applied at least 2 lashes

METHOD OF MEASURING: I graded on participation and how well the lash was placed.
CLASSIC TRAINING COURSE SCHEDULE

DAY 1

- Check In and Go Over Kits and Materials  |  9:00 - 9:45
- Theory of Eyelashes - The Bella Difference:  |  9:45 - 11:15
  - Safety
  - Contraindications
  - Side Effects
  - Sanitation
  - Curl Thickness, Types and Styles
  - Eyelash Preparation
  - Consultation
  - Application
  - Lash Care
  - Eyelash Removal
  - Fill Procedures
  - Adhesive Care
  - First Aid
  - Mapping On Gel Patches
  - Watch Bella Lash Videos; Application Process and Removal Process

- Educator Demo on Gel Patches and Isolation and Lash Placement. Students Observe Educator | 11:15 - 12:00
  Lunch Break | 12:00 - 1:00

- Students Practice Gel Patches and Isolation on each other/students | 1:00 - 2:00 (30 minutes per student)
- Practice Picking up Lashes, Using Adhesive and Placing Lashes on Makeup Sponge
- Models Arrive and Check In/Fill Out Forms | 2:00 - 4:15
  - Pre Client Consultation
  - Model Consent Form - Model on mannequin heads

- Students Prep Clients
  - Make Sure Model Is Prepped (cleansed, primed)
  - Put Gel Patches on Model
  - Mapping on Gel Patch
  - Applying Lashes

- Practice Hands On With Models
  - Checking Lashes
    - Not Stuck Together
    - Bottom Lashes Free and Clear
• Cross Checking
  - Sealing
  - Removing Gel Patches

• Educator Review on Removal Process and Demo | 4:15 - 4:45
  - Students remove Lashes from models
  - Cleanse with Lash Cleanser

• Review and Q&A, Assign Homework | 4:45 - 5:00
  - Practice with tweezers at home
  - Study Manual

DAY 2

• Welcome

• Questions from Day 1 | 9:00 - 9:30

• Written Theory Test | 9:30 - 10:15

• Correct and go over written test | 10:15 - 10:30

• Watch Bella Videos: Fill Procedure | 10:30 - 11:15

• Review Set Up Procedure and Application Process | 11:15 - 12:00
  Break for Lunch | 12:00 - 1:00

• Prepare for models | 1:00 - 1:15

• Begin certification on models (requirement is to have 60+ lashes applied properly to each eye in 3 hours) | 1:15 - 4:15

• Final Q & A | 4:15 - 5:00
Eyelash Extensions

The objective is to apply eyelash extensions correctly and safely to enhance the appearance of natural eyelashes allowing the lashes to appear longer and fuller.

I. Supplies needed are:

  - Cleanser pads
  - Eye pads
  - Tape
  - Adhesive
  - Stone to put adhesive on
  - Eyelashes – different sizes
  - Eyelash Pad
  - Tweezers – 2
  - Alcohol
  - Large and small q-tips
  - Small fan
  - Air pump
  - Lash sealer
  - Adhesive remover
  - Scissors

II. Preparation

  - Sanitize hands and have sanitizer handy
  - Sanitize table
  - Cover with clean towel
  - Set up supplies in order according to how your procedure goes
  - Place two strips of tape on stone for easy clean up of adhesive
Place a small amount of adhesive on tape

Place a few of each size of eyelashes on the eyelash pad

Sanitize tweezers with alcohol

III. Application

Curl natural eyelashes with an eyelash curler if client’s lashes are straight. This will allow an easier application of extensions

Prepare eye by cleaning it with cleanser pads, removing all makeup and debris

Place eye pads under bottom eyelashes. Place several shorter pieces of tape on top of the bottom eyelashes. Make sure to tape the bottom eyelashes down well as to keep them from attaching to the top eyelashes when placement begins. (The bottom eyelashes will be between the tape and the eye pad)

Once bottom eyelashes have been properly covered you are ready to begin

Always remember to adjust clients head that will best suit you

Place a tweezers in each hand using one to separate eyelashes and the other to put on eyelash extensions

Once a single eyelash is separated from all the other natural eyelashes pick up a single eyelash extension

Place a small amount of adhesive on the eyelash extension

Coat the natural eyelash with the adhesive from the eyelash extension. Then place the eyelash extension to the coated natural eyelash

Once extension has adhered to the natural eyelash take air pump and slightly blow air onto the eyelashes allowing the adhesive to dry. Stay approximately 1/8” to 1/4” from eye lid with the adhesive.

Place different size extensions throughout the natural lashes. Work randomly through the natural lashes verses starting in one area and working in one direction allowing more time for the completed extensions to dry.
Make sure while applying extension to use a small amount of adhesive. If adhesive coats tweezers use a little adhesive remover to clean. It makes application of extensions much easier when tweezers are free of adhesive.

Make sure to lift eyelashes often as to keep the top lashes from adhering to the tape or bottom lashes

Make sure to check the outside corners to keep bottom lashes from adhering to the top lashes

Don’t allow adhesive to come in contact with the skin

When finished, remove tape from bottom lashes. Use fan to completely dry lashes. Brush on sealer to aid in the longevity of the lashes. Again use fan to dry sealer.

IV. Removal of extensions

Prepare the eye as you would placing the lashes

Apply remover to cotton swab

Place cotton swab on eyelash extensions with upward strokes to remove adhesive

When extensions have been removed clean eye with cleanser pads

V. Clean Up

Make sure to secure adhesive and remover

Throw unused lashes away

Peel off tape from stone and clean stone

Clean off adhesive from tweezers and sterilize

When done with application you should have achieved the look of fuller, thicker, longer and natural looking lashes. They will last 4-6 weeks and can be touched up in between. Client should not use oil based mascara or cleanser on lashes. Non-water proof mascara can be used on tips of lashes.
EDUCATORS CHECKLIST

☐ TRAINING PHILOSOPHY
  • Why Bella?
  • Why Eye Lash Extensions
  • Mythes/ Candidacy/ Why Wait

☐ EYELASH ANATOMY
  • Growth Cycle/ Safety- Risks

☐ TOOLS OF THE TRADE
  • Classic Lash Diameters
  • Classic Lash Curls
  • Types Of Adhesives
  • The Facts/ Retention Tips
  • Tweezers Isolation VS Application

☐ THE APPLICATION PROCESS

☐ SANITATION AND HYGIENE
  • Before the Appointment
  • Lash Mapping
  • Advanced Lash Styles
  • Tape and Gel Patch Application
  • Time to Lash

☐ AFTER CARE
  • Importance of After Care

☐ FILL PROCEDURE

☐ LASH REMOVAL

☐ AFTER CARE
  • What to Charge

☐ BUSINESS PLAN
SECOND DAY

☐ MALLORY TEACHING ON HOW TO USE PORTAL

  - Ordering kits
  - Placing location
  - Adding classes
  - Uploading pictures
  - Who to contact when needing help with portal
  - Where to send students to apply for certification

☐ MODELS

  - Client Consultation
  - Consent Form

☐ PREP. CLIENTS

  - Make sure Model is prepped (Cleansed, Primed)
  - Gel Patches
  - Mapping on Gel Patch
  - Applying Lashes
  - Practica Hands on with Models
  - Checking Lashes
  - Not Stuck together
  - Bottom lashes Free and Clear
  - Cross Checking
  - Sealing
  - Removing Gel Patches

☐ STUDENTS REMOVES LASHES FROM MODELS

☐ CLEANSE WITH LASH CLEANSER

☐ REVIEW, ASSIGN HOMEWORK

☐ PRACTICE WITH TWEEZERS AT HOME

☐ STUDY MANUAL

☐ WRITTEN THEORY TEST

☐ CORRECT AND GO OVER TEST

☐ WATCH BELLA FILL PROCEDURE

☐ REVIEW SET UP PROCEDURE AND APPLICATION PROCESS

☐ CERTIFICATION ON MODELS
Caroline Vettorazzi

I obtained my esthetics license from Headlines Academy in 2015. While enrolled, I completed advanced classes such as Xtreme eyelash extensions, micro-dermabrasion, and other specialty facials and skincare services. I performed more than the required amount of services to graduate.

While attending Headlines Academy, I received my micro-dermabrasion certification by completing a 16-hour class, an extensive book report, and exam. Since then I have built a generous following by performing this service on clients.

I began my career at Ulta Beauty as a Skin Therapist and makeup artist. I received a Dermalogica certification and conducted facials, micro-dermabrasion, and chemical peels. I also did services like facial waxing and eyelash extensions. There, I helped put the store on the map by becoming the store's only esthetician to completed all promotions and listed on the company's top 100. This led to exceptions to have me Lash Be Long certified and an acceptance to Dermalogica's advance training. Working there I had a plethora of skincare and makeup brands at my fingertips. I continued my education by attending many additional skin care product knowledge and seasonal trend classes.

Aside from Esthetics I am a certified substitute teacher and have a degree in Biology. With my background in Biology I know how important the science of the skin is to keep it healthy and beautiful. I feel like this is what set me apart from other Estheticians. I ended up falling in love with what I was doing and wanted to help others find their passion and share my knowledge.

In September 2017, I became an instructor at Headlines Academy, taking over the Esthetics program in January 2018. I worked with the former Esthetics instructor, Maryann Sharp, to learn how to teach the SD 16 hour micro dermabraison certification class & to insure all safety and sanitation requirements are instilled in the students.

I was recently sent by Headlines Academy to Utah for Bella Lash eyelash extension certification. This was a 24 contact hour course where I was able to learn advanced techniques, troubleshooting, product knowledge, and teaching techniques that I am excited to bring to the Academy. This course certified me as a Bella Lash Instructor.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction. I believe this industry offers an on going learning experience and keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

Sincerely

Caroline Vettorazzi
CERTIFICATE OF COMPLETION

CERTIFIES THAT

CAROLINE VETTORAZZI

INSTRUCTOR ID: 600373

HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED AS A

BELLA LASH INSTRUCTOR

FOR HEADLINES ACADEMY INC
BY BELLA LASH EXTENSIONS, LLC OF VINEYARD, UT

06/2018

DATE

SIGNATURE
BELLA LASH

CERTIFIES THAT

CAROLINE VETTORAZZI

HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN

CLASSIC LASHING

BY BELLA LASH EXTENSIONS, LLC
OF VINEYARD, UT

SIGNATURE

MARCH 2018

DATE
## Eyelash Extension Certification Class

**Dates:**

**Instructor:**

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This Certificate Presented to:

Maryann Sharp

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

In testimony whereof we hereunto affix our signatures this 21st day of May, 2045.

[Signatures]

Director of Student Services

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

GENERAL PROVIDER INFORMATION

Provider’s Name: Ayla Archer
Provider’s Address: 3301 E 26th St Suite 113
Sioux Falls SD 57103
Contact Name: Ayla Archer
Tel: (605) 833-8910
Fax: (_____ - _______
Email: ayla.archer@hotmail.com

Check one: □ Individual Provider □ Company Provider

COURSE INFORMATION

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

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

Name of Course: Bella Lash Eyelash Extensions

Clock Hours: 16
Do not include breaks and meals

Location of Course: Hollywood Style
Sioux Falls SD 57103

Initial Course Offering Date: Sept 21/3 Time: 8am

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: Ayla Archer

□ ATTACH instructor’s resume
□ List state(s) of licensure and current license number — An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

DLR COSMETOLOGY PROVIDER APPLICATION

8/2018
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

A nation wide established 16 hour curriculum. I have 5+ years experience lashes & 4+ years experience training.

ATTENDANCE VERIFICATION
Briefly explain the method of monitoring for course attendance. Bella lash has a website for student monitoring, sign in sheet, registrations in our system.

☐ 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): Ayla Archer

Signature: ___________________________ Date: 8/10/2018

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

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

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

COMMISSION USE ONLY

☐ Approved Hours: ______ Course Approval Number: ____________________________

☐ Denied Reason: ______________________________________________________________

Reviewed by: ___________________________________________ Date: ____/____/______

DLR COSMETOLOGY PROVIDER APPLICATION 8/2018
BELLA LASH

CLASSIC LASH TRAINING COURSE SCHEDULE

DAY 1

- Check In and Go Over Kits and Materials
- Theory of Eyelashes – The Bella Difference:
  - Safety
  - Contraindications
  - Side Effects
  - Sanitation
  - Curl Thickness, Types and Styles
  - Eyelash Preparation
  - Consultation
  - Application
  - Lash Care
  - Eyelash Removal
  - Fill Procedures
  - Adhesive Care
  - First Aid
  - Mapping On Gel Patches
  - Watch Bella Lash Videos: Application Process and Removal Process

- Educator Demo on Gel Patches and Isolation and Lash Placement. Students Observe Educator
- Students Practice Gel Patches and Isolation on each other/students
- Practice Picking up Lashes, Using Adhesive and Placing Lashes on Makeup Sponge
- Lunch Break
- Models Arrive and Check In/Fill Out Forms
  - Pre Client Consultation
  - Model Consent Form
- Students Prep Clients
  - Make Sure Model Is Prepped (cleansed, primed)
  - Put Gel Patches on Model
  - Mapping on Gel Patch
  - Applying Lashes
Practice Hands On With Models
   - Checking Lashes
     - Not Stuck Together
     - Bottom Lashes Free and Clear
     - Cross Checking
   - Sealing
   - Removing Gel Patches

Educator Review on Removal Process and Demo
   - Students remove Lashes from models
   - Cleanse with Lash Cleanser

Finish with Models and Send Home

Review and Q&A, Assign Homework
   - Practice with tweezers at home
   - Study Manual

DAY 2

Welcome

Questions from Day 1

Written Theory Test

Correct and go over written test

Watch Bella Videos: Fill Procedure

Review Set Up Procedure and Application Process

Break for Lunch

Prepare for models

Begin certification on models (requirement is to have 80+ lashes applied properly to each eye in 3 hours)

Hand out certificates and final Q & A
AYLA ARCHER

SUMMARY
Cosmetologist of 11 years with an emphasis on Eyelash Extensions for the past 4 years. I have been an Eyelash Extension Educator for the past 3 years.

EXPERIENCE

COSMETOLOGIST  2006-2013
Cosmetologist at Hair by Stewarts (Aberdeen) April 06-Sept 06
Barber at Eglin Air Force Base (Eglin AFB, FL) Oct 06 - Jul 08
Cosmetologist at JC Penney (Pierre and Sioux Falls) Jul 08 - Mar 13

COSMETOLOGIST, HOLLYWOOD STYLE; SIOUX FALLS, SD  2013-CURRENT
Performs services in a full service salon and spa, specializing in eyelash extension application.

LASH EXTENSION EDUCATOR, SHAVASANA LASH, CA  2014-2017
Educated students on the theory and practice of eyelash extensions through an 8 hour curriculum. Taught classes either at Hollywood Style in Sioux Falls, or traveled to students, as far as California. Taught quarterly classes at Capital School of Hairstyling and Esthetics in Omaha, NE. Shavasana also sponsored me to compete in Lash Wars at IBS in Las Vegas June of 2016.

LASH EXTENSION EDUCATOR, BELLA LASH, UT  2017-CURRENT
Teaches the theory and practice of Eyelash Extensions through a 16 hour curriculum. Hollywood Style is an affiliated Bella Lash training center.

EDUCATION AND TRAINING

LAKE AREA TECHNICAL INSTITUTE, WATERTOWN, SD  2006
Cosmetology
Honor Roll

JK SKINCARE, OMAHA, NE  2013
Classic Lash Extension training (NE Con Ed)

913 S Sneve Ave, Sioux Falls, SD 57103  605.680.2451
SHAVASANA LASH
Classic Lash Extension Certification

BELLA LASH
Classic Lash Extension Certification

BELLA LASH
Volume Lash Extension Certification

BELLA LASH
Eyelash Extension Education Certification
(Classic and Volume Extensions)

ACTIVITIES

Lash Wars 2016 at IBS Las Vegas
DATE
APRIL 2018

VOLUME LASHING
BY BELLA LASH EXTENSIONS, LLC
OF VINEYARD, UT

TRINITY MILLER
STUDENT ID: 100572

BELLA LASH
CERTIFIES THAT
HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN

SIGNATURE

[Signature]

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SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193     Fax: 605.773.7175     cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION
Provider’s Name: Kylie Lemke
Provider’s Address: 27 west 3rd St
                     Yankton, SD 57078
                     SD 57078
Contact Name: Kylie Lemke
Contact Tel: (605) 760-1348
Fax (_____): _______  Email: Kylie.Jean87@gmail.com
Check one:  □ Individual Provider  □ Company Provider

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

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

Name of Course: Murray’s Classic Eyelash Extension Class
All continuing education in South Dakota must emphasize safety and sanitation
Clock Hours: 10
Do not include breaks and meals

Location of Course: Legacy Studio
                     27 west 3rd St
                     Yankton
                     SD 57078
                     State 57078

Initial Course Offering Date: October 14th 15th Time: 9:00 am

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

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

Instructor Name: Kylie Lemke

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

I have already been teaching RV 6 a year.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. My classes are small and intimate and I never leave them alone during class.

☐ 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): Kylie Lemke

Signature: __________________________ Date: 8/21/18

SUBMISSION

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

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

NOTES

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

COMMISSION USE ONLY

☐ Approved  Hours: _______ Course Approval Number: __________________________

☐ Denied  Reason: __________________________

Reviewed by: __________________________ Date: ______/____/____

DLR COSMETOLOGY PROVIDER APPLICATION 8/2018
**Minkys Classic Hands-on Workshop Outline of the Day**

**Day 1**

- Introduction and eye anatomy PowerPoint

- Read/answer questions on study guide emailed to students
- Study guide quiz
- Watch Training video give them link [www.minkys.com/training-video](http://www.minkys.com/training-video)
- Break 15 min
- Pull out loose sheets in training manual and fill out what can. Read manual out loud. The training manual is an "at home trainer" Encourage students to read manual 12 step by step guide BEFORE applying their practice set. As homework that night read the FAQ's
- Possibly Lunch
- Hands on practice without model - Let them lash on their hand or 2 songs let them do it anyway they feel let them "get the bad juju out" once the 2 songs are over then show them the proper way to hold tweezers then again play 2 songs and let them lash again. Then show them how to let the lash lay, right amount of adhesive, play 2 songs while walking around to each students letting them watch you do all the steps correctly
- Work on isolation and placing eyelashes on hand and Taping eyelashes down

**Day 2**

**PRACTICE ROUNDS (8 hours)**

- Work on Design worksheets/mannequins and isolation and taping again
- Read safety and sanitation email

- **Safety and Sanitaion**

- Minkys and I wish to maintain the health and safety to the eye, surrounding tissues and natural lashes. We will go over conditions that may make the lash applications difficult and in some cases not an option. Such as allergies, Alopecia, eye infections, Eczema/Psoriasis, cancer patients, photophobia, claustrophobia, trichotillomania, fine/brittle lashes, oily skin and lashes, and more. Things to also look for and ask about it if the client has had any cosmetic procedures like Lasik surgery, permanent cosmetics, blepharoplasty, Accutane or acne medications.

- In my class, I will teach the importance of proper application. Proper isolation is a must if done incorrectly it can lead to multiple lash attachment and as a result itching along the lash line occurs. If left unattended for length of time follicles will become clogged/blocked causing buildup. Using too much adhesive can also block follicles causing discomfort. The adhesive can "pool" making it hard for hair to grow out of pore causing ingrown eyelash.
Choosing proper placement is extremely important; you don’t want to place the extension too close to the lash line or too far out on the hair follicle. Too close can alter the very thin eyelid and making it difficult for the lash to release when cycling and can cause an “itchy” or “pinchy” feeling. Proper length and thickness is important; you never want to place an extension that is twice the length and/or thickness of the natural lash. Doing so can cause damage and continuously weighing down the natural lash will cause the papilla to stop nursing the follicle and the natural lash with stop growing.

• **Sanitation**

Your work station must always be clean, organized, and sanitary. Welcome your client back to your sanitized workstation. Have them read the client liability waiver and sign it. Then you have your consultation and examine your client’s eye, eyelashes, and surrounding skin before beginning application, make sure the eye area is free from all contraindications. Before Application you must clean and sanitize your hands, paying extra attention to your fingers and fingernails. Move client’s hair away from your sanitized tweezers, adhesive, and application products. Then clean and prime the client’s eyelashes. If consultation goes ok and no contraindications are found then begin the eyelash extensions. When complete everything that the client touched and that you used on the clients must be cleaned, sanitized and/or disposed of immediately after service. Starting with your tools take them to your wash station and clean all reusable tools such as your tweezers first with antibacterial soap and hot water thoroughly. After they must be dried with a disposable towel and then placed in a germicide, pseudomonacide, fungicide, and virucide cleaning agent such as Barbicide. They must soak in this cleaning agent for 15 minutes or as directed by the instructions on the product. After removed from the cleaning agent they then must be hand dried again with a disposable towel or air dried on a disposable towel and placed in UV ultraviolet light for 15 minutes. Immediately after all tools need to be placed in a closed sanitized container. If client is laying on a vinyl or leather surface it must be cleaned in its entirety between every client. They must be disinfected with a germicide, pseudomonacide, fungicide, and virucide such as Barbicide or Barbicide wipes following the instructions on the product. The one that I myself use I have to wipe down the bed and leave it visibly wet for 10 minutes and then let it air dry. If you use sheets then they need to be replaced after every client and washed. When using a fabric recliner to do extensions then they need to be covered with clean dressings and replaced with every client and use a disposable dental bib for where the clients head lays that must be disposed of and replaced after every client. We also teach that all extension applications should be performed on a hard surface, carpet and rugs are not permitted. A first aid kit and a saline wash must always be available at all times when applying eyelash extensions. All tools that are not able to be disinfected must be disposed of properly.

• Lunch
• Get ready for models
• Finish the day with Hands on Model, Switch models if needed so they can practice on different eyes
• Go over independent practice period
This portion of the workshop needs to be broken down into FOUR (4) Rounds. You will sit with each student four (4) separate times (at the minimum). No **Texting or Talking** on your phone or with co-workers.

Take the time to be present with your student, let them know their success is what you have in mind. Be patient. Remember how difficult it is to learn how to lash. Keep empathy near by and aid your student along this path.

- **ROUND 1: CHECK STUDENT’S GEL PATCH/TAPE PLACEMENT.** Check that the bottom lashes are secure and patch/tape is not too high causing discomfort to the model. **CHAIR POSITION,** advise student that an adjustable chair is needed as the client size will alter. Check all applied extensions. Advise what is correct, incorrect-and why! **YOU APPLY 2-3 EXTENSIONS PER EYE** on each model. Advise your students to simply watch you apply. You will give the student additional information at a later time.

- **ROUND 2: DEMONSTRATE “WRAPPING/LOCKING” THE EXTENSIONS** as well as check the patches/tape and lashes applied by the student. The wrapping/locking method is best for retention and integrity of the natural lash. This method is the difference of placing the extension on top vs. from the bottom. If placing the extension on top of the natural lash, gravity will take over and weigh the natural lash down. If you support the natural lash with the extension by placing it under the natural lash and "scooping" the natural lash up to you.

- **ROUND 3: DEMONSTRATE “COMBING” WITH TWEEZERS** as well as, check the patches/tape and lashes applied by the student. Consider: The mascara wand is "round brush" and the tweezers are a "fine tooth comb". Round brush is used for fluffing the hair, styling it, placing it. Fine tooth combs are for combing out tangles. We want to guide our students into the habit of constantly combing. Show them to comb from the root/base up, one lash at a time, gently breaking apart any two lashes that are not supposed to be adhered. Comb through an entire lash line of one eye, ask the model if they can feel the difference in the combed eye vs. the uncombed eye. They will likely state that the lashes pull and/or pinch. Also, visually show the student how the skin on the eyelid will move easily if multiple lashes are adhered.

- **ROUND 4: TEACH A NEW HABIT** as well as check the patch/tape, check that all lashes are applied correctly, wrapping & locking technique is taking place, and finally they are combing with the tweezers. Apply 6-10 extensions (3-5 per side), at that time, they need to stop, check bottom lashes (to see if any are stuck), comb through both lash lines, brush, repeat.

- **END THE PRACTICE TOGETHER.** Sealing time... with the Luxe Clear Sealer, a micro brush swab and air blower, teach your students how to properly seal the lashes for a stronger, longer bond. Demonstrate on a model by applying the sealer to one eye, and watch your students use the sealer on all the models. Have each student **RECITE THE AFTERCARE INSTRUCTIONS TO THEIR MODELS** while applying the Luxe Clear Sealer. Demonstrate how to remove the gel patches/tape one layer at a time from the top layer down. **TAKE AFTER PIC,** also tell your students to post on FB & IG, to get new clients, tag Minkys :) Thank the model for his/her time. Make sure students walk each model to the door to complete the day.

**Be sure every student fills out and signs the Workshop Checklist! Again, it is included in your loose sheets inside of the Training Manual. Remember to keep and file this sheet in case needed in a future situation.**
INDEPENDENT PRACTICE PERIOD (Do and pass 5 models 2 hours each)

Keep in mind, all students need CLEAR instructions. And, they may feel lost if they don't hear back from you, their mentor. Please inform your students you will respond within 24 hours of their texts. Always follow through with this promise. Please clarify the difference between a minimum of 5 appropriately applied sets of lashes versus applying 5 sets. MINKYS is aware that you, as the trainer, know the difference. Most, if not all, students will NOT be ready to certify after completing 5 additional sets of lashes.

MINKYS has a rigorous certification process. Do NOT certify someone if they are not ready! PERIOD! Save yourself time by critiquing each set your student sends you before arranging a certification date. Be sure your student is ready! Below is advice you can give your students. You are welcome to copy everything and store it in your phone/on your computer.

Never respond with "sorry, this does not pass", you need to provide an explanation. You are welcome to send a comparison picture with your work (or mine) as a sharp contrast to the student’s work. We do not expect a student’s work to look anything like a lash artist with years of experience. However, it is our goal to have our MINKYS certified lash artists be the best in the industry! And sometimes we have to see the difference in our work in order to know what to strive for! How to critique your student’s work:

1. Always check for Proper Isolation. Improper isolation will cause multiple problems for your student and their models. Why? Improper isolation leads to multiple lash attachment, and the result is itching along the lash line. Also, the model will experience pinching/pulling feeling as the natural lash tries to carry out the natural cycle. If left unattended for a length of time, follicles will become clogged/blocked causing build up, and possibly blepharitis. Extensions that are not fully attached to the natural lash will fall out quickly.

What helps with proper isolation? LIGHTING is key! Do not attempt to use a regular room lamp. Successful lashing requires a full spectrum, daylight lamp! And the light must hover directly over the client's eyes. SIGHT, not seeing clearly is a huge problem for everyone. If you can't see all those baby lashes, then you'll need magnifying glasses. SEATING, be sure you can see the lash line in its entirety. You should be able to see the top of the lash clearly down to the base of the lash. If your seat is too high, the root of the lash will be extremely confusing. If your seat is too low, the eyelid will tend to look like the true base, and you will adhere the extension directly to the eyelid skin. COMBING, combing the lash line will "make or break" you as a lash artist. Remember you will need to take the time to comb through EVERY single lash and be sure no two lashes are adhered. If they are, gently pull apart the lashes. Only one extension on one lash, that's it, that's all.

2. Proper Adhesive Usage: Why? Using too much adhesive can block follicles, causing discomfort for models/clients. If too much adhesive is being used then gravity takes over, and the adhesive travels down the extension touches the skin, "pools" out and blocks the follicle. A lash ready to cycle cannot release, the new lash cannot force through the pore. Therefore, an ingrown eyelash is now on its way, bad news blues!

What helps to create the perfect amount of adhesive? Slowly pull the extension out of the adhesive. Blotting excess on the gel patch before applying the extension to the lash. Dipping
just the bottom ⅔ of the extension into the adhesive. ADHESIVE should never be
seen. meaning once applied to the natural lash, adhesive should be smoothed out. Close your
tweezer, use the back side to smooth out any excess adhesive. Remember, there is no
universal adhesive just as there is no universal client. Once you have achieved certification I
courage you to try different adhesives on different clients. General rule of thumb, thicker
adhesive works better in drier climates. Thinner adhesives do better in moist climates. However,
we now know that we must have SOME moisture in the air to begin the curing process. Using
MINKYS Mini Humidifier and/or Nano Mister will aid in proper curing of the adhesive.

3. Proper Lash Placement: Why? Let’s be honest, crazy laying lashes look horrible. We
want a clean, straight lash line. If a natural lash lays crazy, avoid that lash, no need to
apply an extension. Lash placement also applies to how close the extension should be
placed to the eyelid. The skin on the eyelid is very thin and will alter, or dent with the
slightest amount of weight. If the eyelid skin is altered this means the extension is placed
too close making it difficult for the lash to release when cycling. It can also cause
discomfort for your client with an “itchy” or “pinchy” feeling.

What helps with Lash Placement? If the extension is twisting inside of the tweezer ease up on
the tension. Do not attempt to place a twisted extension. It will not lay correctly, and you’ll create
“crazy laying lash”. When a crazy laying lash grows out, it becomes “top heavy” and
increasingly crooked. Avoid placing the extension too close to the lid (check your seating, you
need to see the “horizon” of the lash line). Correct position for Lash Artist: No slouching of
shoulders, forearms should be able to easily rest on the table, wrists resting comfortably on your
client’s forehead. You should be able to view the lash from the root to the tip. If you are looking
down upon the lash then your seat is too high. If you can’t see the root this means your seat is
too low and the eyelid line is covering the root of the lash. You are welcome to apply medical
tape close to the lash line and gently pull up towards the brow bone to expose the lashes. Use
caution: Be sure clients eyes are able to fully close.

4. Proper length and thickness: Fact vs. Opinion ~ Fact: Never place an extension on
a lash that is twice the length and/or thickness of a natural lash. Doing otherwise can,
and will cause damage to the natural lash. Continuously weighing down the natural lash
will cause the papilla to stop nurturing the follicle and the natural lash will stop growing!
Opinion: The long,long lashes, well...they do NOT look good on everyone!

What helps with choosing the proper length/thickness? Use your awesome MINKYS tile as a
guadeline. You will not be able to look at your client and tell what length you should use, but you
can grab an extension and (without adhesive) just place it next to the longest lash. Decide at
that point if you should go longer or shorter. Follow the lead of the natural lash line, if you have
a longer natural lash you can use a longer extension, and vice versa for shorter. Here is a cheat
sheet for you

- Client wants to focus on LENGTH: Use a longer, light weight extension 0.15mm &
  0.10mm or a combination of both dimensions throughout the lash line.
- Client wants to focus on THICKNESS: Use a shorter extensions 0.20mm & 0.15mm or a
  combination of both dimensions throughout the lash line.
- Client wants to focus on THICKNESS & LENGTH: Using 0.15mm or 0.10mm in longer
  lengths and 0.15mm or 0.20mm in shorter lengths creates a beautiful, HEALTHY lash
  look. For instance, Length chosen (0.10mm) 10mm, 11mm, 12mm. To create thickness
  (0.15mm) 8mm, 9mm, 10mm
5. **Proper amount of lashes**: Why? Industry standards claims that 60 lashes per eye is a full set. However, once you start seeing more eyes you will quickly discover that 60 natural lashes is just a fraction of what most clients may have. Given that this is standard, it is a great way for us to gage your success and give MINKYS a grading scale. We want the quantity to be your last focus. We desire proper quality prior to this.

What helps with getting more extensions in a timely fashion? Please, don't get caught up on the amount you apply! Just focus on alternating eyes to apply extensions, with clean/clear isolations, proper amount of adhesive, combing with the tweezers, applying a safe thickness and length, and placing the extensions a proper distance from the eyelid. If you continue to work on these things you should be able to easily place 60+ per eye by the time you return for certification.
Kylie Lemke

103 Jerry St

Yankton, South Dakota, 57078

(605) 760-1343

kyliejean87@gmail.com

I am a very business and goal oriented individual. Who is driven and passionate about enhancing people’s self-perception and boosting the self confidence in others one beauty technique at a time.

Professional Experience

Ovation Salon

Lincoln, Nebraska

November 2006-November 2007

John Aguirre Owner and manager of Joseph’s College of Beauty. Immediate hire after school for booth rent. Services provided: hair color, haircuts, styles, and makeup application.

Xtreme Salon and Spa

Yankton, South Dakota

June 2007- January 2015

2012 learned to do eyelashes extensions by Tammy Ugofsky who is certified through Babe Eyelash Extensions. Services provided: Brazillion Blowout, pedicures, gel polish, facials, chemical peels, body scrubs, body wraps, spray tan application, manicures, eyelash extensions, color, haircuts, styles, tape in hair extensions and makeup application.

Legacy Studio
Yankton, South Dakota

January 2015 – present

Services provided: Brazillion Blowout, pedicures, gel polish, manicures, eyelash extensions, color, haircuts, styles, tape in hair extensions and makeup application.

**Education**

**Joseph’s College of Beauty**
Cosmetologist

Lincoln, Ne

September 2005-November 2006

**Minky’s**

Eyelash Extensionist/Trainer

Salt Lake City, Utah

July 2017

**Privana Balayage Training**

Balayage Technician

Sioux City, Iowa

June 2015

**Lanza Color Class**

Lanza Color Certification

Yankton, South Dakota

Salon Centric Hair Shows

Fall 2015, 2016, 2017
President

Amelia Meneses

Minkys Volume Upgrade Specialist

has successfully completed the training and certification process to be a certified

September 12th, 2017

Kylie Lemke

Certificate of Completion

Volume Upgrade

be. exceptional

minkys

not volume upgrade classic agella certified

I guarantee or your money back.
CONTINUING EDUCATION COURSE PROVIDER APPLICATION

GENERAL PROVIDER INFORMATION

Provider’s Name: Studio 19 Lash Bar & Salon
Provider’s Address: 521 MAIN ST
RAPID CITY, SD 57701
Contact Name: TAMI LEE STOKES
Tel: (605) 349-8248
Fax (____) ______ Email: studio19onmain@gmail.com
Check one: [ ] Individual Provider [ ] Company Provider

COURSE INFORMATION

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

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

Name of Course: Studio 19 Lash Extension Training

Credit Hours: 110
Do not include breaks and meals

Location of Course: Studio 19
RAPID CITY, SD 57701

Initial Course Offering Date: OCT. 19 & 20 2018 Time: 9 AM - 6 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, zip.

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: TAMI LEE STOKES

[ ] 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

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.326.7175 cosmetology.sd.gov

9/2017
List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

**WE ARE LOOKING FORWARD TO BEING A CONTINUING EDUCATION PROVIDER FOR ANOTHER YEAR.**

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. **Basic Sign-In/Sign-Out Format Followed by a Signature and Time At Start of Day, Breaks, Lunch, End of Day.**

☐ 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.

**SIGNATURE**

Person completing this application (Please print): **Tamie Lee Stokes.**

Signature: [Signature] Date: 8/31/18

**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

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

**COMMISSION USE ONLY**

- Approved Hours: __________ Course Approval Number: __________
- Denied Reason: __________

Reviewed by: __________ Date: __/__/____

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."

DLR COSMETOLOGY PROVIDER APPLICATION

9/2017
DAY 1
Arrive at 8 a.m.

Check-in/Hand-outs/Class time

Introduction/Review Class expectations (20 minutes)
Hand out training manuals and kits (20 minutes)
History of False Eyelashes (½ hour)
Anatomy and Biology of the Eye (1 hour)
Break (15 min)
Anatomy and Biology of the Eye continued (2 hours)
Lunch Break (½ hour)
Safety & Sanitation & Infection Control and Contraindications for Eyelash Extensions (2 hours)
Break (15 min)
Safety & Sanitation & Infection Control continued and Diseases of the Eye (2 hours)

Check out and go home at 5 p.m.

DAY 2
Arrive at 8 a.m.

Check-in/Review Safety & Sanitation & Infection Control with Short Quiz/Eyelash Extension Application
and Removal Process/Hands On

Review of Safety & Sanitation & Infection Control (15 minutes)
Short Quiz (½ hour)
Go over Application and Removal Process (1 hour)
Break (15 min)
Set up work areas (15 min)
Application and Removal of Eyelash Extensions Hands on Portion (2 ½ hours)
Lunch Break (½ hour)
Hands on Portion Continued (1 ¾ hours)
Break (15 min)
Hands on Portion Continued/ Wrap-Up/ Final Questions (1 ¾ hours)

Check out and go home at 5 p.m.
DATES AND TIMES COURSE OFFERED

1. SEPTEMBER 29 & 30, 2018 @ STUDIO 19
2. OCTOBER 27 & 28, 2018 @ STUDIO 19
3. NOVEMBER 16 & 17, 2018 @ STUDIO 19
4. NO COURSES OFFERED DURING DECEMBER 2018 DUE TO HOLIDAYS
5. JANUARY 11 & 12, 2019 @ STUDIO 19
6. FEBRUARY 15 & 16, 2019 @ STUDIO 19
7. MARCH 15 & 16, 2019 @ STUDIO 19
8. APRIL 12 & 13, 2019 @ STUDIO 19
9. MAY 17 & 18, 2019 @ STUDIO 19
10. JUNE 21 & 22, 2019 @ STUDIO 19
11. JULY 19 & 20, 2019 @ STUDIO 19
12. AUGUST 9 & 10, 2019 @ STUDIO 19

*** COURSE DATE AND TIMES ARE SUBJECT TO CHANGE UPON APPROVAL OF SD COSMETOLOGY COMMISSION

*** ADDITIONAL COURSES MAY BE SCHEDULED WITH STUDIO 19 UPON REQUEST AND APPROVAL

*** ALL COURSES WILL BE HELD AT THE FOLLOWING:
STUDIO 19 LASHES 521 MAIN STREET, RAPID CITY SD 57701

FOR COURSE DESCRIPTION AND CONTENT OR FOR COURSE REQUEST PLEASE CONTACT STUDIO 19 AT (605) 690-8248 OR STUDIO19ONMAIN@GMAIL.COM
TAMI
STOKES

319 Gold Street Lead, SD 57754 | (605) 620-8248 | studio19onmain@gmail.com

Skills Summary

SD licensed Cosmetologist currently with 20+ years experience SD License # CO 09617-2018
SD licensed Nurse currently with 10+ years experience. SD License # P009886
FL licensed Permanent Makeup Artist currently with 8+ years experience.

Education

Degree / Date of Graduation
Cosmetology degree/ 1991 in Minnesota
Nursing degree / 2006 in South Dakota

Experience

MARIE'S BEAUTY - ROSEVILLE, MN
Provided clients with manicures, pedicures, acrylic nails, and nail art.

PIVOT POINT BEAUTY – CHICAGO, IL
Cosmetologist/ 1994-2004
Full service salon focusing on providing the cutting edge of all aspects of beauty to all clients.

NAIL STUDIO – SIOUX FALLS, SD
Nail Tech/ 2008-2010
Full service nail salon providing manicures/ pedicures/ acrylic nails/ gel nails/ airbrush designs/nail art

Sharon's
Cosmetologist/ 2010-2012
Full service salon with an emphasis on esthetics and makeup
SiBelle Salon
Cosmetologist/ 2012-2014
Provide clients with all services offered in this trendy upscale salon.

Studio 19 Lashes and Salon
Owner-Operator/ 2014-present
Offering the finest in Eyelash Extensions and Permanent Makeup as well as providing continuing education and advance techniques trainings.

Golden Living Center
Nursing Service/ 2006-2007
Geriatric nursing

STAT Nursing
Short Distance Travel Nurse/ 2007-2008
Provide interim nursing services for Clinics, Hospitals, ER’s, nursing homes, and Assisted Living Centers on an on-call basis.

AACO Nursing Service
Travel Nurse/ 2008-2012
Travel to long term assignments providing interim nursing services as needed

Continuing Education
Nursing for Wound Care/ 12-hour course developed to provide nurses with an understanding of the changing face of wound care today.

Alzheimer’s Management/ 8-hour seminar to help nurses manage Alzheimer’s Disease in the long-term care-memory unit setting
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<th>IN/OUT</th>
<th>SIGNATURE</th>
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<td>5:10 PM</td>
<td>Out</td>
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**DAY 2**

**DAY 2**
Continuing Education Course on October 20, 2018, the 16-hour Studio 19 Lash Extension Training - SD State Approved. Has successfully completed.

Tamie Stokes

This certifies that

Certificate of Training