MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
December 6, 2019

This meeting will be held via conference call.

A. 9:00 a.m. (CST) – Convene ................................................... Crystal Carlson

B. Roll Call ........................................................................ Kate Boyd

C. Approval of Agenda

D. July 26, 2019, Meeting Minutes ........................................ Kate Boyd

E. Treasurer’s Report .......................................................... Kate Boyd

F. Executive Director Report ................................................. Kate Boyd

G. Disciplinary Actions ....................................................... Violations Committee
   1. Lapsed License Case 2019-2

H. Open for Public Comment

I. Application Review
   1. Cosmetology Apprentice Application for Revive Day Spa – Halley Cranford
   2. Cosmetology Apprentice Application for Revive Day Spa – Mu Chay Chax
   3. Microdermabrasion Education Provider Application – Harmony Salon/Jamie Larson
   4. Eyelash Extension Education Provider Application – Ayla Archer
   5. Eyelash Extension Education Provider Application – Headlines Academy
   6. Field Trip Request – Headlines Academy
   7. Consider Student License Application of an Individual with Felony Convictions

J. Tentative date set for January 24, 2019 meeting

K. Other Business

L. 10:00 a.m. -- 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 Tuesday, December 3, 2019 to make any necessary arrangements.
Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Rapid City, South Dakota
September 20, 2019 (MDT)

President Crystal Carlson called the meeting to order at 9:30 am on Friday, September 20, 2019 at the Department of Labor and Regulation Office, Rapid City, South Dakota.

Secretary-Treasurer Tami Stokes read the roll and a quorum was established.

Members Present: Crystal Carlson
                      Tami Stokes
                      Renee Graf
                      Annette Petersen
                      Debbie Pageler (via conference call)

Members Absent: N/A

Others Present: Graham Oey, Staff Attorney, Department of Labor & Regulation
                 Kate Boyd, Executive Director
                 Joy Polonic, Black Hills Beauty College
                 Peggy Sproat, Headlines Academy
                 Desaree Dargitz, Headlines Academy
                 Angela Taylor, Stewart School (via conference call)

With the recent appointment of two new Commission members, self-introductions were done.

One addition was presented to be added to the meeting agenda, consideration of Tami Stoked Eyelash Extension Provider Application. Debbie Pageler made a motion to approve the agenda with the added item. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the July 26, 2019 minutes. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Treasurer Tami Stokes stated that as of August 31, 2019, the available funds balance was $282,933.36 and the cash center balance was $135,225.07. At the prior meeting Executive Director Boyd indicated she would give an update on proposed revenue for the upcoming year and possible ways to reduce expenses. The fee increased approved through administrative rule in late 2018 will go into effect January 1, 2020 and the estimated increased revenue for FY 2020 is $23,000 and in future years $46,000. The reason for fewer funds in FY 2020 is because the fiscal year runs from July 1 – June 30 each year. Possible ways to reduce expenses would be to send fewer individuals to the NIC out-of-state conference each year and eliminate the Commission-administered practical examination. The Commission requested that the Violations Committee adjust the lapsed license fee structure and that there be a report at future meetings of the number of open disciplinary action cases.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Teresa Diederich was promoted to the Program Assistant 1 position previously held by Kelsey Skoglund. We were able to get the Secretary position reclassified to a
Senior Secretary, increasing the starting wage. This should help attract qualified candidates. (2) Esthetics Task Force needs to be appointed. (3) Administrative Rules were approved at the September 9, 2019 Legislative Interim Rules Review Committee and will become effective October 2, 2019. (4) the salon and school inspection forms need to be updated now that the new rules will be going into effect. (5) The subject of mobile salons keeps coming up and the commission may want to reconsider this subject to possibly initiate an administrative rule change to allow mobile salons in the future.

Following the Executive Director’s report, Tami Stokes and Renee Graf volunteered to serve on the Esthetics Task Force, along with staff, school representatives and 2-3 estheticians interested in advanced esthetics practices.

The Commission also directed the staff, including inspectors, to draft new school and salon/booth inspection forms for consideration by the Commission at the next meeting.

The question was raised about the Commission’s Facebook page. It has been disabled during the past year after Bradi Stampe left the staff. The Commission asked to have it become active again, even if the public is not able to make comments.

Public Comments – N/A

Executive Director Boyd asked the Commission to reconsider the current policy of the posting of failed inspections on the website. Currently the policy is that failed inspections related to infection control are placed on the website and remain there indefinitely. Failed inspections that do not require a re-inspection by an inspector are placed on the website for a period of one year. She recommended that the Commission change its policy so that the failed inspections related to lapsed licenses, no first-aid kit, and no fire extinguisher not be placed on the website. These three items get resolved when the licenses are renewed or the licensee sends a receipt that they have purchased a first-aid kit or fire extinguisher.

Tami Stokes made a motion to not place failed inspections related to lapsed licenses, lack of a first-aid kit or no fire extinguisher on the website and to have the staff group those three items in a different category on the inspection form that the staff and inspectors will drafting. Debbie Pageler seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Executive Director Boyd recommended that the Commission only require a certification of an active license from the most recent state that a reciprocity applicant worked in instead of all states where currently or previously licensed. We would still require that all states of previous licensure be required on the reciprocity application, but only one certification. This will speed up the process of reciprocity applicants being issued a license and reduce the fees that some applicants must pay to more than one state.

Annette Petersen made a motion to only require a certification of an active license for reciprocity applicants from their most recent state and continue to require that the applicant list all states currently or previously licensed in. Tami Stokes seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

There was a discussion about the practical examination currently administered by the Commission. Angela Taylor from Stewart School had submitted a written statement
encouraging the Commission to initiate a discussion to discontinue the current practical examination. Angela reiterated her comments during the meeting and she was joined by representatives from Black Hills Beauty College and Headlines Academy. Crystal Carlson and Renee Graf agreed to serve on a task force, together with a representative from each school, and Commission staff to research other options for the practical examination.

Crystal Carlson made a motion to approve the school license renewal application from Lake Area Technical Institute Cosmetology Program. Renee Graf seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the field trip request submitted by Lake Area Technical Institute Cosmetology Program. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to accept Anna Thvedt’s Iowa Esthetician education hours directly from her Iowa school. Tami Stokes seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the eyelash extension education provider application for Amazing Lash Studio. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application of Tami Stokes. Renee Graf seconded the motion. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes abstain.)

Tami Stokes gave a report on her recent attendance at the NIC Annual Conference held in Milwaukee, Wisconsin earlier in the month. She stated that she had been re-elected as the Region 3 representative on the NIC Executive Board. She felt that it was an excellent conference with great participation from the attendees.

The Commission was reminded of the State Board exams scheduled for October 28-29 and December 2-3, 2019 in Pierre, as well as the Commission meeting conference call on December 3, in the afternoon. The meeting and exam schedule for 2020 has not yet been set.

Annette Petersen made a motion to recess for lunch. Crystal Carlson seconded the motion. MOTION PASSED. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The meeting was called back to order at 1:15 pm by Secretary-Treasurer Tami Stokes. Roll call was taken with Renee Graf, Annette Petersen and Tami Stokes present, together with Executive Director Kate Boyd. Crystal Carlson and Debbie Pageler were not present in the afternoon.

The Commission toured Black Hills Beauty College classrooms, observed student and met with school representatives.

Annette Petersen made a motion to recess and reconvene at Headlines Academy. Renee Graf seconded the motion. MOTION PASSED.
The meeting recessed at 2:10 pm and reconvened at Headlines Academy at 2:25 pm. Roll call was taken with Renee Graf, Annette Petersen and Tami Stokes present, together with Executive Director Kate Boyd. Crystal Carlson and Debbie Pageler were not present in the afternoon.

The Commission toured Headlines Academy classrooms, observed student and met with school representatives.

Renee Graf made a motion to adjourn. Annette Petersen seconded the motion. MOTION PASSED.

Acting Chair Tami Stokes adjourned the meeting at 3:30 pm.

Respectfully submitted,

__________________________  __________________________
Kate Boyd, Executive Director  Tami Stokes, Secretary-Treasurer
SOUTH DAKOTA COSMETOLOGY COMMISSION
EXECUTIVE DIRECTOR'S REPORT

September 20, 2019

1. **Staff Update** – Teresa was promoted to the Program Assistant 1 position previously held by Kelsey Skoglund. The duties of this position include handling disciplinary actions, issuing student licenses, registering students for exams, and other office duties.

   We were able to successfully get the Secretary position reclassified to a Senior Secretary. This position has been advertised and the closing date was September 6, 2019. We will begin the interview process next week and hope to have this position filled as soon as possible.

2. **Esthetics Task Force** – The Commission has talked about the ever-changing face of esthetics and the need to become more informed about new equipment and procedures and possible move towards two-tier esthetics licensure like other states have done. I would like to recommend that the President appoint a task force comprised of two Commission members, a representative from each cosmetology school, staff, and a 2-3 estheticians who are interested in advanced practice esthetics. I do have some esthetician names on file who have expressed an interest in assisting the Commission on this subject.

3. **Administrative Rules Update** – I testified at the September 9, 2019 Legislature’s Interim Rules Committee regarding the Commission’s administrative rules changes. The Committee voted to approve the rules as presented. I delivered the rules changes to the Secretary of State’s office on September 12. The rules become effective 20 days following receipt in the rules in the Secretary of State’s office. That means the rules will become effective October 2, 2019.

4. **Salon and School Inspection Forms** – Now that we have completed the administrative rules revision, we need to update the inspection forms used for salon/booth and school inspections. Would the Commission like the staff and inspectors to develop new draft inspection forms or would you like to have one or two Commission members participate in the drafting of the forms for final approval of the Commission at the next meeting?

5. **Mobile Salons** – The Commission may want to give some consideration to changing our rules to allow mobile salons. Some licensees are only interested in performing services at special events such as weddings, photo shoots, or other Commission-approved special events. The law requires that they be attached to a salon or booth in order to perform services off-site. That means that they obtain a booth license in a salon where they never perform services. They have the added expense of paying rent for the booth space. With mobile salons, we could require that the mobile salon owner informs the Commission office where they are going to be located so that inspections can occur.
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For period ending: 1/31/2019
REVENUE SUMMARY BY BUDGET UNIT
STATE OF SOUTH CAROLINA
Fiscal Year-to-Date 2019

BROA2011 1/1/2019
SOUTH DAKOTA COSMETOLOGY COMMISSION
EXECUTIVE DIRECTOR’S REPORT

December 6, 2019

1. **Staff Update** – Debbie Jensen started in our office as a Senior Secretary on November 12, 2019. Debbie’s two most recent positions with other State agencies. Debbie is a fast learner and has already started picking up the slack in the office.

2. **State Board Exam Schedule** – We recently learned that we will no longer be able to administer State Board exams in the Becker-Hansen building in Pierre. Without an exam location, we have been unable to develop an exam schedule for 2020. This will be discussed in more detail at the January, 2020 Commission meeting, with options for future exam testing locations.

3. **2020 Fee Increases & New Administrative Rules** – As a reminder, several of our fees will increase beginning January 1, 2020. Those fees are:

   (a) Examination fee which includes the initial license, from $80 to **$100**;

   (b) Examination retake fee, one test, from $40 to **$60**; two tests, from $50 to **$70**; three tests, from $60 to **$80**;

   (c) Cosmetologist, nail technician, or esthetician license renewal fee, from $20 to **$25**;

   (d) Instructor initial license fee and renewal fee, from $25 to **$35**;

   (e) Salon or booth license renewal fee, from $35 to **$40**;

The Commission staff is preparing a letter that will be mailed shortly to all salons reminding them about the fee increases and pertinent changes in the administrative rules. The fee increases were included in the 2019 annual Newsletter and the new license fees are printed at the bottom of the 2019 licenses. This will be an additional reminder of the fees and administrative rules changes.
SOUTH DAKOTA STATE BOARD OF COSMETOLOGY  
APPRENTICE APPLICATION

Please print or type

Name: Hallie Cranford
Address, City, State, Zip: 1524 S Lawson #301 Aberdeen, SD 57401

Date of Birth: ___________________________ Social Security Number: ____________

Education: Graduated Groton High 2017 (Name and City of High School or GED)

Date: May, 2017 (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): 10-13-19 to 12-7-2019

Name of Senior Instructor(s): Courtney Joseph

Name and address of Salon: Revive day spa 301 S main st
City: Aberdeen telephone: (605) 725-4242

SD 57401

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

(Signature of Applicant)

Subscribed and sworn to before me this 1st day of November 2019

(SEAL)

SUSAN EICHLER
NOTARY PUBLIC
SOUTH DAKOTA
Notary Public Signature

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

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only: Apprentice License Number: ___________________________
Start date: ________________

Apprent3.frm

NOV 07 2019
$25.00 10:12
SOUTH DAKOTA BOARD OF COSMETOLOGY
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

1. Harley Crawford, a licensed Manager-Operator and licensed Active Senior Instructor in the State of South Dakota, agree to instruct Harley Crawford as an apprentice in both the theory and practical work in the art of cosmetology or nail technology. I further agree to abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

(Signature of Instructor)

Subscribed and sworn to before me this 7th day of November 2019

(S Seal)

SUEZAN EICHLER
NOTARY PUBLIC

Return to: Cosmetology Commission, 500 E. Capitol, Pierre, South Dakota 57501

** each instructor must sign this statement.
Please print or type

Name: Mu Choy Chay

Address, City, State, Zip: 1519 3rd Ave. SE, Aberdeen, SD 57401

Date of Birth: ___________________ Social Security Number: ___________________

Education: Boxelder Job Corps Center, Aberdeen (Name and City of High School or GED)

Date: 12/18/2017 (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): 12/6/2019

Name of Senior Instructor(s): ___________________

Name and address of Salon: 301 S. Main St. Aberdeen. Telephone: 605-925-4242

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

(Signature of Applicant)

Subscribed and sworn to before me this 25th day of October 2019

(SEAL) My commission expires 05-16-2024 Notary Public Signature

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only:

Apprentice License Number: ___________________
Start date: ___________________

NOV 07 2019
25:00 10
SOUTH DAKOTA BOARD OF COSMETOLOGY
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, ____________________________, a licensed Manager-Operator and licensed Active Senior Instructor in the State of South Dakota, agree to instruct ____________________________ as an apprentice in both the theory and practical work in the art of cosmetology or nail technology. I further agree to abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

________________________________________
(Signature of Instructor)

Subscribed and sworn to before me this __________ day of _______________ 20____

(SEAL)

Notary Public

Return to: Cosmetology Commission, 500 E. Capitol, Pierre, South Dakota 57501

** each instructor must sign this statement.
EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Harmony Salon dba Harmony Esthetics Academy

Provider's Address: 4109 S Harmony Drive
STREET
Sioux Falls
CITY
SD
STATE
S 7110
ZIP

Contact Name: Jamie Larson
Tel: (605) 215-3990

Fax (______) _______ Email: harmonyestheticsacademy@gmail.com or corgan1970@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: Microdermabrasion Certification
Clock Hours: 16

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

Location of Course: Harmony Salon dba Harmony Esthetics Academy 4109 S Harmony Drive
BUSINESS NAME
Sioux Falls
CITY
SD
STATE
S 7110
ZIP

Initial Course Offering Date: November 14th & 15th 2019 Time: 8:00-5:00pm Both days

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: Jamie Larson

☑ 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 been doing microdermabrasion on clients for 7 1/2 years. I have over 485 regular clients and performed thousands of treatments. I love seeing the change in their skin. I feel it would be great if I could train and certificate students. We do not have many local places that students can be taught.

ATTENDANCE VERIFICATION: This is needed for this training.

Briefly explain the method of monitoring for course attendance. 

Paper Sign In Sheet

✓ 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): Jamie Larson

Signature: ____________________________ Date: 9/29/19

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
Harmony Esthetics Academy

Microdermabrasion Certification (16 hours)

South Dakota State Approved Certification

This course includes theory and hands on training, giving students the confidence they need to perform safe and successful treatments.

Microdermabrasion is a mechanical form of exfoliation that uses a powerful vacuum to spray microcrystals of aluminum oxide across the skin’s surface. This procedure removes the outermost layer of skin cells (part of the stratum corneum) and stimulates cell growth in the underlying dermis. Microdermabrasion helps give a smoother, fresher appearance to the skin. It is also used to diminish the appearance of sun damage (hyperpigmentation), fine lines, wrinkles, enlarged pores, scars, acne, and coarse-textured skin.

In this course students will cover histology and physiology of the skin, skin conditions and contradictions, cleaning, disinfection, sterilization, safety and treatment procedures.

Cost $600, Required Deposit of $100 (includes $50 Administration fee that is non-refundable)

To register or for more information:

605-215-3990 or Harmonyestheticsacademy@gmail.com

Jamie Larson, Licensed Cosmetologist/Esthetician, Sioux Falls, SD
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<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14 8:00AM</td>
<td>12:00PM</td>
<td>4 Hours</td>
<td>Introduction to Microdermabrasion, brief anatomy of the skin, precautions, contraindications, and treating specific conditions.</td>
</tr>
<tr>
<td>11/14 12:00PM</td>
<td>1:00PM</td>
<td>1 Hour Lunch</td>
<td></td>
</tr>
<tr>
<td>11/14 1:00PM</td>
<td>5:00PM</td>
<td>4 Hours</td>
<td>Treatment procedures, types of Microdermabrasion treatments, sanitation/sterilization/safety, and laws, rules &amp; regulations.</td>
</tr>
<tr>
<td>11/15 8:00AM</td>
<td>12:00PM</td>
<td>4 Hours</td>
<td>Occupational Safety &amp; Health, and Pre and Post treatment instructions. Begin Hands On.</td>
</tr>
<tr>
<td>11/15 12:00PM</td>
<td>1:00PM</td>
<td>1 Hour Lunch</td>
<td></td>
</tr>
<tr>
<td>11/15 1:00PM</td>
<td>5:00PM</td>
<td>4 Hours</td>
<td>Hands On, summary, and Certificates.</td>
</tr>
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</table>

**Total:** 16 Hours
Objective: Become an Educator/Instructor for Microdermabrasion Treatment Certification

EXPERIENCE

NOVEMBER 2012 – PRESENT
COSMETOLOGIST/ESTHETICIAN/OWNER, HARMONY SALON/THE ULTIMATE STYLE SALON

MAY 2005 – PRESENT
CO-OWNER, W/SPouse, CUTTING EDGE BLINDS AND SHUTTERS
Give bids on custom blinds, order, install blinds, phone calls, and bookkeeping.

EDUCATION

OCTOBER 2012
COSMETOLOGIST/ESTHETICIAN DIPLOMA, STEWART SCHOOL OF COSMETOLOGY
Certified in Microdermabrasion, eyelash extensions, shellac manicures, and spray tans.

JUNE 2009
DENTAL ASSISTANT, SOUTHEAST TECHNICAL INSTITUTE
Graduated from the Dental Assistant Apprenticeship Program

SKILLS

- Certified for Microdermabrasion Treatments, I have over 485 Microdermabrasion clients, and performed thousands of microdermabrasion treatments on my clients. I also perform many of Chemical Peels also. I am completely qualified to be training Microdermabrasion treatments, this is my most busy service I offer. I love helping clients improve their skin!
- Certified Permanent Makeup/Microblading
- Certified Eyelash Extension Technician
- Certified Shellac manicures and spray tans
- Certified CPR
- Salon Owner for 7 years
- Talented Color Artist
- Waxing Specialist
- Skilled in Sign Language
ACTIVITIES

LOVE to learn new things, I would say one of my hobbies would be taking continuing classes and learning new techniques. Read books, yoga, taking care of my children, Madisen, 13 years old and Corgan, 18 years old.
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Instructor</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
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<tr>
<td></td>
<td>Jamie Larson</td>
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</tbody>
</table>
Name of Recipient

This document certifies that

MICRODERMAPASSION

Harmony Esthetics Academy

16 Credit Hours
Perform Microdermabrasion on clients.
has successfully completed training in the usage, techniques, protocols, and maintenance to

Date

Title/Position
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: Ayla Archer
Provider's Address: 3301 E 26th St Suite 113
City: Sioux Falls
State: SD
Zip: 57103
Contact Name: Ayla Archer
Tel: (406) 336-8910
Fax: Email: ayala.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 Classic 3D Volume
Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation
Do not include breaks and meals
Location of Course: Hollywood Style, Sioux Falls
City: Sioux Falls
State: SD
Zip: 57103
Initial Course Offering Date: Dec 15/16    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: Ayla Archer

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.

SD COSMETOLOGY PROVIDER APPLICATION

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

It's a rubric-based course, self-paced, 100% online, with weekly exams, and a comprehensive final exam. I have been teaching since 2013 and educating since 2014.

ATTENDANCE VERIFICATION


☐ 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, date 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): Ayto Archer

Signature: __________________________ Date: 11/19/19

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: ___/___/___

Our Cosmetology Provider Application 8/2018
CLASSIC LASH TRAINING COURSE SCHEDULE

DAY 1

Check In and Go Over Tools and Materials

Theory of Eyelashes - The Basic Difference

- Safety
- Contaminations
- Skin Effects
- Reaction
- Client Pressure Issues - Causes
- Infection Prevention
- Occlusion
- Anesthesia
- Lid Care
- Eyelash Removal
- Fold Protection
- Apparatus Care
- Eye Air
- Mapping for Gel Extensions
- Wipe Bell Lash Wipes and/or Professional Prep Products

Lunch Break

Students Practice Gel Extensions - Beginner to Intermediate Level

Practice Picking up Lashes with Tips and Practice Lifting or Making a Cluster

Lunch Break

Model Arrives and Client Takes Out Eyelash Extensions

- The Client Consultation
- Normal Consultation Form

Students Prep Client

- Make Sure Client Is Prepped and Ready to Go
- Apply Gel Eyelash Adhesive
- Mapping and Grid Points
- Wiping Areas
-Applying Lashes

Lunch Break

Model Leaves
DAY 2

Welcome

Overview from Day 1

Written Time Line

Current Mission Objectives

Written Review, Fill Blank Activity

Review Set Up Procedures and Application Process

Break for Lunch

Written Time Line

Written Review, Fill Blank Activity

Review Set Up Procedures and Application Process

Break for Lunch

Written Time Line

Written Review, Fill Blank Activity

Review Set Up Procedures and Application Process
CERTIFICATE OF COMPLETION

BELLA LASH CERTIFIES THAT

ALLISON STEMPER

HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN CLASSIC LASHING BY BELLA LASH EXTENSIONS, LLC OF VINEYARD, UT

JUNE 5, 2017

DATE

SIGNATURE
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 4 years.

EXPERIENCE

COSMETOLOGIST
Cosmetologist at Hair by Stewarts (Aberdeen) April 06 - Sept 06
Barber at Fokit Air Force Base (Fokit AFB, HI) Oct 06 - Jul 08
Cosmetologist at J.R. Foreman (Hiwachs and Sioux Falls, SD) Jul 08 - Mar 13

COSMETOLOGIST, HOLLYWOOD STYLE: SIOUX FALLS, SD

Perform services in a full service salon and spa, specializing in eyelash extension application.

LASH EXTENSION EDUCATOR, SHAVASANA LASH, CA
2014 - 2016
Educated students on the theory and practice of eyelash extensions through a 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 Barbering and Esthetics in Omaha, NE. Shavasana also supports students in completing the training at IBS in Las Vegas June of 2016.

LASH EXTENSION EDUCATOR, BELLA LASH, UT

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

Lash Anatomy and Physiology - London College of Beauty
2013

Henna Class

MIC ANDガイド, CARRIE, NE
Class, Lash Extension Training, NL, Con Ed
<table>
<thead>
<tr>
<th>Name</th>
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<th>Time Out</th>
<th>License #</th>
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</table>
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
Rapid City, SD 57701
Contact Name: Peggy Sprout
Tel: (605) 718-8723
Fax: (605) 348-5462
Email: psprout@headlinesacademy.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 Class
Clock Hours: 16
Do not include breaks and meals

All continuing education in South Dakota must emphasize safety and sanitation

Location of Course: Headlines Academy
333 Omaha Street
Rapid City, SD 57701

Initial Course Offering Date: 11/10/2018
Continuous all year

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 Vecchiarazzi

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. 

We have offered this course for many years, and each year it is reviewed and improved if needed. Each instructor teaching is well qualified and also certified.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. We use an attendance sign-in out sheet. Students are strictly regulated to attend all required hours.

☐ 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 Sproat

Signature: ____________________________________________ Date: 11/12/2019

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

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- 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: __________/________/________
Caroline Vettorazzi  
South Dakota License # EO 12767-2020  
South Dakota Instructor License # 1E-13702-2020  

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 dermabrasion 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
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Headlines Academy  
333 Omaha Street  
Rapid City, SD 57701  
605-718-8723
# Eyelash Extension Certification Class

**Dates:**

**Instructor:**

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**Student Signature:**

**Instructor Signature:**

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**Student Signature:**

**Instructor Signature:**

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Student Signature:
Instructor Signature:
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.

**Y whereof we hereunto affix our signatures this 21st day of May, 2013.**

Director of Student Services

President
We have been requested to attend the LNI College Fair Dec 19th in Rapid City.  
We would like to put in a request that we can use these couple hours as a field trip for 5-6 selected students so that they can do braids on any students interested in the Cosmetology Field. Peggy Sproat, myself, will be the instructor that will be supervising the students.  

This will be a great opportunity for the students to share their skills and passion for our industry as well as get experience with braiding hair.  

We have quite a few unused field trip hours for these students to use.  

Thank you for your consideration  

Peggy Sproat  
President  
Headlines Academy  
333 Omaha Street  
Rapid City, SD 5770
Lakota Nation Invitational

COLLEGE FAIR 2019

Thursday, December 19th
11AM to 1PM @ Rushmore Civic Center Room C-D

Table for students/parents to ask questions
Financial Aid information available

All students welcome to come
All parents welcome

Continue your education

Contact Info
Nakina Mills
nakinamills3@gmail.com