

Meeting Agenda
COSMETOLOGY COMMISSION

via [Microsoft Teams](#)

or Call: +1 605.679.7263, ID: 448 438 575

Thursday, January 26, 2022, 10:00 a.m. CST

A=Action

D=Discussion

I=Information

- A. 10:00 a.m. – Convene Tami Stokes
- B. Roll Call..... Zoe Hiller
- C. **A** – Approval of Agenda
- D. **A** – December 16, 2022, Meeting Minutes
- E. **I** – Treasurer’s Report.....Zoe Hiller
- F. **D** – Executive Director Report Tyler Evins
- G. **I** – Open for Public Comment
- H. **A** – Disciplinary Actions
 - 1. Lapsed Case 47-2022
 - 2. Lapsed Case 48-2022
 - 3. Lapsed Case 51-2022
 - 4. Lapsed Case 52-2022
 - 5. Lapsed Case 53-2022
 - 6. Lapsed Case 54-2022
 - 7. Lapsed Case 55-2022
 - 8. Lapsed Case 56-2022
 - 9. Lapsed Case 57-2022
 - 10. Lapsed Case 58-2022
 - 11. Lapsed Case 59-2022
 - 12. Lapsed Case 60-2022
 - 13. Lapsed Case 61-2022
- I. **A** – Field Trip Request Review
 - 1. Paul Mitchell, The School – Rapid City
 - 2. Appoise Esthetics School – Aberdeen
- J. **A** – Guest Speaker Request Review
 - 1. Appoise Esthetics School – Aberdeen

K. **A** – Application and Licensee Request Review

1. Education Certification Course Provider Application
Appoise Esthetics School – Aberdeen

L. **I** – Meeting & Exam Calendar for Remainder of 2022 & 2023

M. **I** – Other Business

N. **D** – Executive Session, pursuant to SDCL 1-25-2, as necessary

O. Adjourn

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
via Microsoft Teams or Call: +1 605.679.7263, ID 131 707 353#
Friday, December 16, 2022, 10:00 a.m. CST

Chairman Tami Stokes called the meeting to order at 10.00 a.m. Annette Petersen called the roll. A quorum was present.

Members Present: Tami Stokes
Annette Petersen
Renee Graf
Debbie Pageler

Members Absent: Zoe Hiller

Others Present: Melissa Miller, Executive Director Real Estate Commission
Jerry McCabe, Staff Attorney DLR
Debbie Jensen, Cosmetology and Barbering Staff
Mary Rasmussen, Inspector
Bob Mercer, KELOLAND News

Petersen made a motion to approve the agenda. Graf seconded the motion. **MOTION PASSED.**

Graf made a motion to approve the November 15, 2022, meeting minutes with the addition that Nicole Johnson left the meeting at 10:24 a.m.

Miller reported that as of November 30, 2022, the available funds' balance was 242,817.12 and the cash center balance was 214,796.50

The Executive Director Report was included in the meeting packet and included the following information: (3) Renewal and approvals.

There was no public comment.

The Commission reviewed the following applications:

New School Application – Appoise Esthetics School - Nicole Johnson, Aberdeen
Requesting a Guest Speaker, Dr. Kelly Ming from Sanford Medical Center on January 28, 2023, for 2 hours.

Eyelash Extension Provider Application – Kaylynn Slavick, Sioux Falls

Stokes made a motion to approve the above applications and requests. Graf seconded the motion. **MOTION PASSED.**

The 2023 meeting and exam dates were reviewed.

Petersen made a motion to adjourn the meeting at 10:26 a.m. Graf seconded the motion. **MOTION PASSED.**

BA20JB61

AVAILABLE FUNDS
AS OF: 12/31/2022
FY YEAR REMAINING: 49.9%
PAY DAYS REMAINING: 12

MONTHLY

PAGE 196

BUDGET UNIT 1033

DATE 12/31/2022

CENTER NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	403,790.00	0.00	0.00	11,311.40	181,090.45	211,388.15	203,698.91
BUDGETED TOT	403,790.00	0.00	0.00	11,311.40	181,090.45	211,388.15	
ALL COMP TOT	403,790.00	0.00	0.00	11,311.40	181,090.45	211,388.15	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
				MONTHLY	YEAR-TO-DATE		
5101 EMPLOYEE SALARIES	205,272.00	0.00	0.00	13,307.27	82,165.17	123,106.83	60.0
5102 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	3,132.61	19,836.76	49,478.24	71.4
5203 TRAVEL	42,268.00	0.00	0.00	2,592.75	15,750.93	26,517.07	62.7
5204 CONTRACTUAL SVCS	73,754.00	0.00	11,311.40	12,321.51	50,274.28	12,168.32	16.5
5205 SUPPLIES & MATRLS	13,181.00	0.00	0.00	39.38	12,086.64	1,094.36	8.3
5207 CAPITAL OUTLAY	0.00	0.00	0.00	35.45	976.67	976.67-	0.0
TOTALS	403,790.00	0.00	11,311.40	31,428.97	181,090.45	211,388.15	52.4

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000 EMPLOYEE SALARIES	205,272.00	0.00	0.00	13,307.27	82,165.17	123,106.83	60.0
5102000 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	3,132.61	19,836.76	49,478.24	71.4
5203000 TRAVEL	42,268.00	0.00	0.00	2,592.75	15,750.93	26,517.07	62.7
5204000 CONTRACTUAL SVCS	73,754.00	0.00	11,311.40	12,321.51	50,274.28	12,168.32	16.5
5205000 SUPPLIES & MATRLS	13,181.00	0.00	0.00	39.38	12,086.64	1,094.36	8.3
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	35.45	976.67	976.67-	0.0
PS SUBTOTALS	274,587.00	0.00	0.00	16,439.88	102,001.93	172,585.07	62.9
OE SUBTOTALS	129,203.00	0.00	11,311.40	14,989.09	79,088.52	38,803.08	30.0
COMPANY 6503-I TOT	403,790.00	0.00	11,311.40	31,428.97	181,090.45	211,388.15	52.4

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 12/31/2022AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	203,698.91	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			203,698.91	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			203,698.91	DR **	
BUDGET UNIT TOTAL 1033			203,698.91	DR ***	

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

January 26, 2022

South Dakota State Board Examinations

The State Board Examinations were postponed from January 19, 2023 to January 26, 2023 due to a weather forecast from the National Weather Service indicating heavy snowfall in the Southeast portion of the state on January 18, 2023. Additionally, the South Dakota Department of Transportation issued a travel advisory for the period between January 17, 2023 and January 19, 2023.

Examinees were provided with approximately 36 hours notice of cancellation and the Cosmetology Inspectors were alerted to the extenuating circumstances surrounding the cancellation.

NIC National License Verification Database (Pilot Program)

As a participant in the NIC National License Verification Database pilot program, South Dakota received a demonstration of the database and how it would operate for member states. The software is in beta phase, however there was a sufficient degree of functionality to gain a clear understanding of how the database would work.

Some of the features advertised were:

- Common sourcing of "truth" for license verification data
- Reduction in administrative burden for out-of-state applicants during the application process
- Quick verification of current out-of-state license(s) held by the applicant and any disciplinary action taken against licensee

Some of the questions posed by other member states were:

Q: How would states get the information into the database?

A: Participating states will be required to regularly and manually upload current licensee data into the database by inputting licensee data into a NIC formatted spreadsheet and uploading the spreadsheet into the admin portal of the database website.

Q: How would states be able to regularly upload thousands of licensee records into the database without adding new staff?

A: The spreadsheet is more targeted to smaller states, with fewer licensees. Larger states can have their IT departments work with NIC's IT department to push the data to the NIC Database on a scheduled basis. Smaller states may also do so if they desire.

There will be an additional fee, above the cost of the regular NIC membership fee, to gain access to the contents of the database.

Renewals and Approvals

December 17, 2022 – January 23, 2023:

Approved Providers (renewed): NA

Apprentice Students:

1. Shelby Simpson – Hollywood Style (starting 01/03/23)
2. Taylor Barry – Hollywood Style (starting 01/09/23)

Apprentice Salon (renewed): NA

Lapsed Cases for 1/26/2023 Commission Meeting

1. LC 47-2022 - Kelli Ford, Personal License, Pierre
2. LC 48-2022 - Michaela Cate and Booth, Sioux Falls
3. LC 51-2022 - Mary Stromseth and Hair Affair Salon, Watertown
4. LC 52-2022 - Haley Damm and Hair by Haley Salon, Watertown
5. LC 53-2022 - Kristi Larson and Revelations Salon, Sioux Falls
6. LC 54-2022 - Danielle Schwantes and Tru Massage Therapy Salon, Sioux Falls
7. LC 55-2022 - Amanda Putnam and Booth, Brandon
8. LC 56-2022 - Rebecca Schroeder, Wynie Maes Essentials LLC - Wynie Maes Salon, Vermillion
9. LC 57-2022 - Doug Burns, The Barnes Group LLC - SmartStyles Salon - Walmart #1483, Lincoln
10. LC 58-2022 - Alyssa Howard and Booth, Crooks
11. LC 59-2022 - Chloee Waiflien and Booth, Aberdeen
12. LC 60-2022 - Shana Nehls and Experience Salon RE LC 59-2022, Groton
13. LC 61-2022 - Brenda Boddicer and Hill Top Salon, Mitchell

1. **LC 47-2022 - Kelli Ford, Personal License, Pierre.** Violation: Allowed personal license to lapse for 5 months while continuing to work in salon. Consent Agreement- 10 days active suspension of the personal license or a fee of \$125.00 for the immediate reinstatement of the personal license. **RCVD \$125**
2. **LC 48-2022 - Michaela Cate and Booth, Sioux Falls.** Violation: Allowed personal license to lapse for 6 months while continuing to work in booth. Consent Agreement- 10 days active suspension of the personal license or a fee of \$150.00 for the immediate reinstatement of the personal license. **RCVD \$150.**
3. **LC 51-2022 - Mary Stromseth and Hair Affair Salon, Watertown.** Violation: Allowed salon license to lapse for over 7 months while still open for business. Consent Agreement- 10 days active suspension of the salon or a fee of \$175.00 for the immediate reinstatement of the salon license. **RCVD \$175**
4. **LC 52-2022 - Haley Damm and Hair by Haley Salon, Watertown.** Violation: Allowed salon license to lapse for over 4 months while open for business. Consent Agreement- 5 days active suspension of the salon or a fee of \$100.00 for the immediate reinstatement of the salon license. **RCVD \$100**
5. **LC 53-2022 - Kristi Larson and Revelations Salon, Sioux Falls.** Violation: Allowed personal license to lapse for 10 months while continuing to work in salon. Consent Agreement- 15 days active suspension of the personal license or a fee of \$250.00 for the immediate reinstatement of the personal license. **RCVD \$250**

6. **LC 54-2022 - Danielle Schwantes and Tru Massage Therapy Salon, Sioux Falls.** Violation: Allowed salon license to lapse for 6 months while open for business. Consent Agreement- 10 days active suspension of the salon or a fee of \$150.00 for the immediate reinstatement of the salon license. **RCVD Letter of Explanation.**
7. **LC 55-2022 - Amanda Putnam and Booth, Brandon.** Violation: Allowed booth license to lapse for 6 months while continuing to work. Consent Agreement- 10 days active suspension of the booth or a fee of \$150.00 for the immediate reinstatement of the salon license. **RCVD \$150**
8. **LC 56-2022 - Rebecca Schroeder, Wynie Maes Essentials LLC - Wynie Maes Salon, Vermillion.** Violation: Allowed salon license to lapse for 9 months while still open for business. Consent Agreement- 15 days active suspension of the salon or a fee of \$225.00 for the immediate reinstatement of the salon license. **RCVD \$225**
9. **LC 57-2022 - Doug Burns, The Barnes Group LLC - SmartStyles Salon - Walmart #1483, Lincoln.** Violation: Allowed salon license to lapse for 5 months while open for business. Consent Agreement- 5 days active suspension of the salon or a fee of \$100.00 for the immediate reinstatement of the salon license. **RCVD \$100**
10. **LC 58-2022 - Alyssa Howard and Booth, Crooks.** Violation: Allowed booth license to lapse for 6 months while continuing to work. Consent Agreement- 10 days active suspension of the booth or a fee of \$150.00 for the immediate reinstatement of the salon license. **RCVD \$150**
11. **LC 59-2022 - Chloe Waiflien and Booth, Aberdeen.** Violation: Allowed booth license to lapse for 7 months while continuing to work. Consent Agreement- 10 days active suspension of the booth or a fee of \$175.00 for the immediate reinstatement of the salon license. **RCVD \$175**
12. **LC 60-2022 - Shana Nehls and Experience Salon RE LC 59-2022, Groton.** Violation: Allowed a booth renters license to lapse for 7 months while continuing to work in salon. Consent Agreement- 10 days active suspension of the booth or a fee of \$175.00 for the immediate reinstatement of the salon license. **RCVD \$175**
13. **LC 61-2022 - Brenda Boddicer and Hill Top Salon, Mitchell.** Violation: Allowed salon license to lapse for 4 months while open for business. Consent Agreement- 5 days active suspension of the salon or a fee of \$100.00 for the immediate reinstatement of the salon license. **RCVD \$100**

Dear SD Cosmetology Board

RE: LC 54-2022

I own Tru Massage Therapy since 2008. I never went to cosmetology school. I graduated from NAU for massage.

I only have Salon license when I find esthetician to work for me.

I did not realize I needed to renew my salon license if I did not have an esthetician currently working for me. I applied for my salon license 2021 when a cosmetologist Taylor Adams inquired about working for us. She only worked for us 2/8/2021 to 03/06/2021. We found Lana Hofer to replace her in Nov but due to personality conflict she only worked for us 11/05/2021 to 12/07/2021.

Our receptionist we had at that time Alysa Jacobsen had her Esthetician degree but hadn't put it to use so we had convinced her to study and take her boards. She passed her boards in January 2022. Once she passed her boards, we added facials back to our menu the following week but I let her go 03/24/2022 leaving us without esthetician for several months.

I didn't know if I would find anyone to re-hire for Esthetician at the time that my license was expiring so I didn't renew since I wasn't a Salon unless an Esthetician was going to work for me as we only had massage therapists and infrared sauna at that time.

I renewed my license when I found Jessie Hawthorne while she was still in Omaha for school. Jessie Hawthorne does part time reception and part time esthetician. She got trained to do reception starting 10/28/2022 but couldn't do any skin care until after she took her boards on November 3rd and started performing facials at our office November 7th.

I am asking for a one time waive on my lapse as I was not aware I needed to have a salon license when I did not have an esthetician.

I am ready to renew my license again now and have it in my calendar to ensure I do not miss the date in future regardless of whether we have an esthetician at that time or not now that I am aware not let go of salon license when even if only massage therapists at office at time of renewal.

As soon as I hear back, I am ready to pay my next renewal at earliest date can. I sincerely thought I just had to pay late fee if found new esthetician to be good to renew like I did when I renewed.

Sincerely,
Danielle Schwantes, LMT and owner

Tru Massage Therapy

7640 S Louise Ave
Sioux Falls, SD 57108
605-941-2747

www.trumassage.com

DEC 09 2022

February

SCHOOL FIELD TRIP PLANS for school license year ~~Sept~~, 2023 through June, 2023.

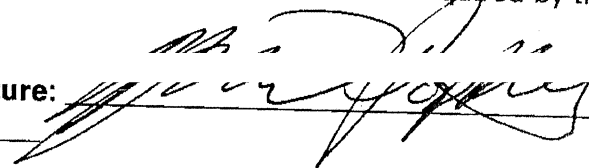
1. **School Name:** Paul Mitchell The School Rapid City

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. Main Street Menswear Prom Fashion Show Rushmore Mall	Feb 18 2023	4	Hair and makeup for 2023 Prom fashion show. Max of 10 students. Instructor goes with them.
2. Black Hills wedding Market Fashion Show Rushmore Mall	March 5 2023	4	Hair and Makeup for 2023 wedding fashion show. Max of 9 students. Instructor goes with them.
3. Enchanted Nights Prom for students with special needs. Bethel Church	March 24, 2023	2	Hair and Makeup for students with special needs Prom Event. Max of 9 students. Instructor goes with them.
4.			

If more space is required, please use the additional space on page two.

I realize that if these field trips need to be changed or dropped, I must write to the Board for prior approval. All those involved shall follow all the requirements as required by the Board. (see reverse side).

School representative's signature: 
Date: 1-16-23

Date received by Board: JAN 16 2023

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

JAN 18 2023

LESSON PLAN

SUBJECT UNIT: Community Service - Enchanted Nights

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 2 hours

BEHAVIORAL OBJECTIVE: To help our community and offer free hairstyles and makeup applications for special needs students.

THEORY: _____

DEMO: _____

PARTICIPATION: 1 _____

EXPERIENCES: 1 _____

CLASSROOM: Bethel Church

TOOLS AND EQUIPMENT: combs, hot tools, makeup brushes, makeup

RESOURCE MATERIAL: _____

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

To help our community by volunteering in school and networking with other stylists in the Black Hills area. This promotes personal growth in school and as a stylist.

PRESENTATION OUTLINE:

SUMMARY:

Learning how to create special event upstyles, learn how to work as a team to create Prom looks and complete them.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

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

Group oral discussion on how to create Prom looks and how to create an experience their client will love.

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT: Black Hills Wedding Market Fashion Show

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 4 hours

BEHAVIORAL OBJECTIVE: To learn how to create wedding hairstyles, makeup applications, learn how to work as a team to create a fashion show, to network with salon owners, wedding vendors, and stylists to promote personal and professional growth as a student and as a stylist once they transition to a salon.

THEORY: _____

DEMO: _____

PARTICIPATION: 3

EXPERIENCES: 1

CLASSROOM: Rushmore Mall

TOOLS AND EQUIPMENT: combs, hot tools, makeup brushes, makeup

RESOURCE MATERIAL: _____

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

Learning wedding looks, creating a teamwork atmosphere, networking with salon owners, stylists, and wedding vendors.

PRESENTATION OUTLINE:

SUMMARY:

By participating our students will gain insight to our
industry in the wedding and special events world.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

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

Group oral discussion on how to create various
wedding looks and how to work as a team to complete
fashion show ready looks.

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT: Main Street Mens wear Prom Fashion Show

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 4 hours

BEHAVIORAL OBJECTIVE: To learn how to create Prom hairstyles, makeup applications, learn to work as a team to create a fashion show, to network with salons, stylists + Prom vendors.

THEORY: _____

DEMO: _____

PARTICIPATION: 3

EXPERIENCES: 1

CLASSROOM: Rushmore Mall

TOOLS AND EQUIPMENT: hot tools, combs, makeup brushes, makeup

RESOURCE MATERIAL: _____

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

Learn Prom looks, create a teamwork atmosphere, networking with several salon owners, stylists + vendors to promote personal growth as a student and as a stylist once they transition to a salon.

PRESENTATION OUTLINE: _____

SUMMARY:

By participating our students will gain insight to
our industry in the Prom + special events world.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

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

Group oral discussion on how to create teamwork,
Prom LOOKS and to create completed LOOKS for Fashion Shows.

METHOD OF MEASURING:

SCHOOL FIELD TRIP PLANS for school license year Jan, 2023 through Dec., 2023

1. School Name: Appoise Esthetics School

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. SPA & SALON VISITS COSMO/ESTHETICIAN BUSINESSES	March 2023	4	Collaborate with local spas & salons so students get to see opportunities for careers. 15 total w/ instructor
2. Volunteer work Local Organization	when possible March-June	5	Group gathering to help a local organization All students present helping
3. Local Supply Store Visits	Feb 2023	1	Show the students where to go to purchase products. 15:1 student/teacher
4. Myke Park Class	May 2023	6	Team building opportunity outdoors weekend. Sales mentoring All students present w/ instructor

If more space is required, please use the additional space on page two.

I realize that if these field trips need to be changed or dropped, I must write to the Board for prior approval. All those involved shall follow all the requirements as required by the Board. (see reverse side).

School representative's signature: [Signature]
Date: 1/12/2023

.....
Date received by Board: JAN 12 2023

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

The Board recognizes and approves off-premise field trips under a present school license provided the school meets the following requirements:

1. completes a School Field Trip plan which lists:
 - a. name and location of field trip;
 - b. approximate date(s);
 - c. number of hours;
 - d. educational objectives (important);
 - e. number of students involved.
2. submit appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. 32 hours allowed for barber students;
5. instructor(s) directly supervise the students at all times on the field trip;
6. students and instructors wear identification nametags while on field trip.

(hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
5.			
6.			

Field Trip

Appoise Esthetics School

Lesson Plan Class in the Park

OVERVIEW & PURPOSE

The goal is for the students to develop confidence, people skills, selling skills and community work through teamwork, mentoring, role playing, and learning soft skills. This is meant to be fun, positive and rewarding for all team members.

EDUCATION STANDARDS

1. Team building opportunities: helping one another succeed.
2. How to sell to anyone.
3. Why it's important to prebook clients or recommend your clients to someone else if you are not the right person to help them.
4. What soft skills are and how you incorporate them into your business.
5. Leadership skills in a business where many dominant people work.

MATERIALS NEEDED & Time Allotted

1. Water Bottles and Snacks
2. Travel to the location.
3. Books/Workbooks/pens/notepads.
4. Blankets to sit
5. Cell phones/videos for videoing body language/scripts.
6. All students present with instructor

*This will take 6 hours in total.

Field Trip

Appoise Esthetics School

Lesson Plan Volunteer Work

OVERVIEW & PURPOSE

The goal is for the students to develop confidence, people skills, selling skills and community work through volunteering in their community. This is critical when new graduates need to get themselves out into the community to network and build relationships, in order to gain the trust and respect of their fellow neighbors.

EDUCATION STANDARDS

1. Team building opportunities: helping one another succeed.
2. Putting yourself out there: building confidence in what they sell/do
3. Personal Hygiene and Sanitation principles and the importance of how you present yourself.

MATERIALS NEEDED & Time Allotted

1. Water Bottles
2. Travel to the location(s).
3. Based on the volunteer work, additional supplies may be needed: plain-clothes, gloves, garbage bags, etc.
4. All students present with instructor

*This will take 5 hours in total. It may be broken down into 2.5 hour splits based on the organization's needs. We will follow up after we get back to the school with further comments.

Field Trip

Appoisse Esthetics School

Lesson Plan Spa and Salon Visits

OVERVIEW & PURPOSE

The goal is for the students to understand the different salons and spas in our area, what they offer, how much they charge for their services and what unique opportunities exist in each business. Our goal is to connect with each owner and someone of the team, to learn about their mission, staff goals, commission or employment status, overall look and feel of the business and more.

EDUCATION STANDARDS

1. Learn what each business has to offer for employment/independent contractor options.
2. Understand the job opportunities available and pay structure.
3. Develop an understanding of how each team member has unique skills and perhaps different pricing structures, and what that looks like.
4. Learn about events and CEU's available if the spa/salon offers those.
5. Look at each spa/salon's decorations, marketing, brochures and services offered.

MATERIALS NEEDED & Time Allotted

1. Notepad and pen
2. Travel to and from each location. Dates may be varied based on the owner's request of our visit. No more than one hour at each location.
3. Meet at salons/spas with no more than 15 students total with instructor

*This will take 4 hours total with a goal of visiting 4-5 total. We will follow up after we get back to the school with further questions. We also have some owners visiting our school for further details on how they manage their spa/salon via guest speakers.

Field Trip

Appoise Esthetics School

Lesson Plan Cosmetology Supply Stores

OVERVIEW & PURPOSE

The goal is for the students to understand that these stores exist for their local needs. This is a great way to keep the orders locally for Esthetic supplies.

EDUCATION STANDARDS

1. Learn what products, specials and tools each store has to offer.
2. Understand the job opportunities available at these stores as well.
3. Learn about events that the brands hold nationally for the Estheticians to gain CEU credits if applicable.

MATERIALS NEEDED & Time Allotted

1. Notepad
2. Temporary License
3. Meet at stores with no more than 15 students total with instructor

*This will take 1 hour total with only two stores in our community. We will follow up after we get back to the school with further questions and look into what products are wonderful for the success of their careers.

JAN 18 2023

Appoise Esthetics School Guest Speakers 2023

Listed in no specific order

Dr. Kelly Ming: Botox: when to avoid facials and when facial treatments are acceptable with facial massage. Already Approved Jan 2023

2 hours

Dr. Harvey Hart: physician with two specialties. He will cover years of practice addressing skin care issues, cancer, anatomy, muscle movement and overall health of a client. March 2023

2 hours

Dr. Larissa Kempf: Acupuncturist. She will address facial muscles and facial needling. This will be very educational as she also owns a rock and gem shop and knows bountiful information on teas, nutrition, diseases, pain management and more. March 2023

2.5 hours

Dr. Sanjay Mukerji: Plastic Surgeon/MD. He owns four medical clinics, including one in Beverly Hills, CA. He will talk about fillers and skin diseases as well as medical skin care. He uses Obagi skin care, which is medical grade, which is very helpful for Estheticians to learn what treatments can be used with medical grade skincare. Date TBD based on his schedule

2 hours

Scott Ertyl: Radionics: already approved Feb 2023

17 hours

Audra Arampatzis: Audra Day Spa. She owns a salon/spa in Aberdeen and she does lots of costume makeup and bridal makeup for our community. We will have her talk about where she trained in costume makeup and what products she likes to use. April 2023

3 hours

Dr. Ryann Waage: Dermatologist. She will address skin allergies, skin care, medical practices and what it's like working in a dermatologist office. Date TBD based on her schedule

1.5 hours

Melissa Kampa: HIP Salon Owner. She will address independent contracts and working in a salon/spa environment. She has a great business that is strictly independent contractors. And I want them to hear from someone who has been in the business for many years. March 2023

1 hour

Dixie Mattern: Salon Owner. Addressing lymphatic services since her salon offers a specific lymph treatment. We will go over how the lymphatic system works and how it plays a vital role in facial massage and overall health. April/May 2023

1.5 hours

Appoise Esthetics School Guest Speakers (page 2)

Natasha Jorgensen: Licensed Counselor. Natasha brings a lot of value when it comes to mental health in the workplace. It can be challenging working with many different females in a small environment, so she has a lot of education and background to help us all find boundaries and be respectful. She has been working in mental health for over 20 years. Feb 2023
2 hours

Megan Johnson: PMU/Tattoo Artist. She is a great speaker for sanitation and cleanliness. Permanent makeup artists have special training and I know the girls all want to learn what she knows about color theory and understanding makeup in relation to color theory. She will also address sanitation, since Tattoo Artists have very high blood-borne pathogen standards.
April 2023
2 hours

LuAnne Cunningham: Salon Owner/PMU Artist. LuAnna owns her own studio/spa/salon in town and we want her to talk about going from employee to owner status. How long that takes, when to do it, how to price your services and find your value. April 2023
2 hours

Susan Hoffman, LMT. Susan is a massage therapist educator in the Aberdeen area. She has extensive knowledge on injury, muscle pain, movement, anatomy and more. She also can share her knowledge on how to become an educator and instructor, which is important for those that strive to be educators someday. April 2023
2 hours

Janis Heier: Administrative Director Bethlehem Lutheran Church. She asked me if she could come in and talk about leadership, leading with confidence, addressing ways to stand out, concepts to believe in yourself and more. She helps manage a very large church in our area and she helps facilitate a program called "Spark Joy." This allows anyone to attend free education seminars in our community. June 2023
1.5 hours

Melia Mouna: Eyelash Artist: I submitted her information separately, but as a note she will provide eyelash training as well as eyelash/brow tinting overview and lash and brow lamination. Her eyelash training will be the longest, as the other two she will just touch base on and talk about where she purchases her products from and which brands are a good deal based on quality. March/April 2023
16-20 hours

Appoise Esthetics School Guest Speakers 2023 (page 3)

**Live Meaux Co skin training. Dates tbd, but there are specific dates of training on the skincare line that we use. Those dates may not be during our regular hours. They have 15 hours of training that Meaux Co's owner, Sash Moreaux will be facilitating. These may be outside our regular hours but I want them to attend if they can via zoom. If they are recorded, we will watch during class hours. Free training sessions are found online under education.

www.meauxcopro.com

Total hours: 15-17

***Milady offers multiple training courses online. Do other schools utilize their free training? For example: January is Human Trafficking month and they have two training sessions that are available. Are those allowed to be watched on their own time outside of class, or do they need to have the certification during school hours? One is 3.5 hours and the other is 2 hours.

If they add more throughout the year, how do we plan for hours and times? Does any school offer these advanced trainings as options to their students?

**Do these trainings count as outside educators if it's Milady which is the company we all use their books and workbooks?

Finally, if I have two sessions in 2023, do I need to ask for the same people to be approved twice for different sessions or how does that work? The goal is for me to submit this prior to the school being renewed, but if my school date doesn't need renewing, before my next session starts, how does that work (if they were already approved?)

Thank you
Nicole Johnson
651-336-9684

JAN 18 2023

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri, 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: Micole Johnson / Appoise Esthetics School

Provider's Address: [Redacted]
STREET: [Redacted]
CITY: [Redacted] STATE: [Redacted] ZIP: [Redacted]

Contact Name: Micole Johnson Tel: [Redacted]

Fax: [Redacted] Email: [Redacted]

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: 35
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: Appoise Esthetics School 701 N. Main Street
BUSINESS NAME STREET
Aberdeen 57401
CITY STATE ZIP

Initial Course Offering Date: April 2023 Time: 9-5 / 5PM-9PM (both)

ADDITIONAL OFFERINGS 3 weeks * December 2023

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: Micole Johnson

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.

SD license & instructor license
CO-licensed NY-licensed MN-licensed

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance.

Sign in manual only by student. I'll watch them sign in.

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): Nicole Johnson

Signature: *Nicole Johnson*

Date: 1/18/23

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: ___/___/___

Eyelash Extension Course Appoise Esthetics School

Course Outline

Beginner Classic Class Syllabus

A. COURSE DESCRIPTION: our training program places special emphasis on theory, the science behind the application process, safety, sanitation, adhesive knowledge and advanced techniques that are known to enhance the bond in the application process.

B. METHOD OF INSTRUCTION: Theory, lecture/ Q&A for eight hours. Applying extensions to a mannequin for 3 hours.. Working on a live model for four hours.

C. COURSE OBJECTIVES:

1. Understanding all lash products and how they work. Including allergic reactions and irritations caused by cyanoacrylate use
2. Proper application of all products to maintain proper lash health. Understanding sanitation and contraindications of chemicals used, with attention to glue and lash irritants.

D. COURSE TOPICS

Lecture and Q&A

- Eyelash Anatomy
- Eyelash Disorders
- Three Phases of Eyelash Growth
- Safety and Sanitation
- Eyelash Extension Curls & Lengths
- Determining Lash Curl, Length and Design
- Working Position and Prep
- Allergic Reactions vs. Irritations
- Our Products
- Common Reason Lashes Fall Off
- Aftercare & Marketing
- Client Expectations
- Record Keeping & Insurance
- Isolating on Strip Lashes
- Marketing and Retail

Practical On live model x 4 = 4 hours each person



Nicole Johnson

651-336-9684

nicole3yogas@gmail.com

'Above the Line'

Acknowledgements:

- *Managing 400+ employees in a Corporate Franchise INC.
- *Marketing and fundraising with over 30 non-profit organizations
- *Growth of a Corporate Franchise- Top 5% out of 410 stores
- *Analyzing Community Involvement and neighborhood business growth
- *SaveYour.Town affiliate
- *Licensed with 4 technical trades
- *National Award for top performing clinic: 2015
- *National Award YOY Sales Growth 2015/ 1st out of 849 locations
- *National Award Top upsells Highland Indiana/ 1st out of 849 locations
- *Philanthropy leader with 5 national foundations
- *SCORE national member
- *BNI team member
- *1Million Cups Lead

EXPERIENCE:

Appoise: Owner/Founder

I am the owner and founder of Appoise Wellness Spa. I've been a licensed Esthetician since 2003 across the country, and have worked for large Fortune 500 companies in the skin and beauty industry.

Regional Director of Operations and Sales:

Massage Envy: Chicago Region, IL & IN
2013-2015

Executive Level Director to implement high volume sales, protocols, KPI metrics MOM/YOY.

Regional Director of Operations and Sales:

European Wax Center: Denver Region, CO
2009-2013

Trainer: waxer for all of Colorado. Skin care enthusiast and director for a huge company.

Medical Esthetician:

Haven Spa: New York, 2006-2009

I operated laser equipment for laser hair removal treatments. I also had a very busy, high-end skin care practice in a high-end spa.

Assistant Operations Manager and Spa Team Lead:

Life Time Fitness: Minneapolis, MN 2003-2006

I worked in the operations sector and the LifeSpa for many years across all of MN.

Esthetician

The Day Spa:, Edina, MN 2003-2005

Very busy high-end spa providing all levels of treatments to clients.

VOLUNTEER WORK:

***SCORE:**

Professional Entrepreneur Speaker/Counselor
for Small Business Administration (SBA)
2015-2020

*** TPAN:**

Chicago, IL 2015: Raised \$1300+ personally for
TPAN

*Chamber of Commerce: Volunteer Chicago, IL:
2013-2014: Event planning for Business after
Hours

*Habitat for Humanity: Minneapolis, MN:
2006-2009: Volunteer for building/recruiting

*Humane Society:
Active Volunteer 2016-Current

*1 Million Cups:
Lead Organizer 2017-2018

References:

Available upon request

Education/Skills & Awards:

Predictive Index (PI) Certified: Chicago, IL
Excel and Quickbooks certified
Yoga Alliance RYT 200 & YACEP (Continuing
Education Provider)
Yoga Alliance Teacher Training Program National
Computer Coding/Programming
Pilates Mat and Reformer Certified: Las Vegas
Yoga 500 Hours Certified: Minneapolis, MN
Reiki Level 1 Certified: Minneapolis, MN
Normandale Community College: **AS** Business:
Bloomington, MN
Esthetician Certificate/License: Scot Lewis,
Bloomington, MN 2003.

Eyelash Extensions Training Sign in Sheet					
April 2023			Nicole Johnson Training		
Date	Full Name	Time In	Time Out	Total Hours	Signature



EYELASH EXTENSION CERTIFICATE

PROUDLY PRESENT TO

Name Here

*This certifies completion of Eyelash Extensions in the state of
South Dakota. 2023*

SAMPLE

SIGNATURE
STUDENT

SAMPLE

SIGNATURE
INSTRUCTOR

S
A
M
P
L
E



2023 CALENDAR

COSMETOLOGY COMMISSION

January	19	Thursday	State Board Exams	Pierre
January	26	Thursday	Commission Meeting (video-conference)	10:00 am CT
March	16	Thursday	State Board Exams	Pierre
March	23	Thursday	Commission Meeting (video-conference)	10:00 am CT
April		NIC Mid-Year Conference		
May	18	Thursday	State Board Exams	Pierre
May	26	Friday	Commission Meeting & School Visits	Watertown/SF
July	20	Thursday	State Board Exams	Pierre
July	27	Thursday	Commission Meeting (video-conference)	10:00 am CT
September	22	Friday	Commission Meeting & School Visits	Rapid City
September	29	Thursday	State Board Exams	Pierre
September/ October		NIC Annual Conference		
November	16	Thursday	State Board Exams	Pierre
November	30	Thursday	Commission Meeting (video-conference)	10:00 am CT

Note: Calendar is subject to change throughout the year