

**MEETING AGENDA – Revised 01/31/2019**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**

Department of Labor & Regulation, 123 W Missouri Ave, Pierre, South Dakota  
Tuesday, February 12, 2018 2:00 pm CST

To join the meeting via conference call:  
Dial: (866) 410-8397 • Conference Code: 5816742095

- A. Call to Order..... Tammy Ugofsky
- B. Roll Call ..... Crystal Carlson
- C. Approval of Agenda..... Tammy Ugofsky
- D. Nov. 29 & Dec. 20, 2018 Commission Meeting Minutes ..... Crystal Carlson
- E. Treasurer’s Report..... Crystal Carlson
- F. Executive Director’s Report..... Kate Boyd
- G. Disciplinary Actions..... Violations Committee
  - 1. Lapsed Case 13-2017
- H. Open for Public Comment
- I. Transfer or Shared Hours for Cosmetology, Esthetics & Nail Technology
- J. Inspection Forms/Administrative Rules Changes
- L. Two-tier Esthetics Licensing
- K. Applications
  - 1. School License Renewal - Black Hills Beauty College
  - 2. Instructor Continuing Education Approval - Headlines Academy
  - 3. Microdermabrasion Provider Application - Ramona Reicherts
  - 4. Electric File Provider Application – Canada Satler (A Perfect 10)
  - 5. Eyelash Extension Provider Application - National Salon Resources
  - 6. Eyelash Extension Provider Application - Savannah McGillis, Lash Spa Boutique
  - 7. Apprentice Application - Jeniffer Derry (Revive Day Spa Apprentice Salon)
  - 8. Apprentice Application - Sharolyn Jondahl (Revive Day Spa Apprentice Salon)
- M. Other Business
- N. ADJOURN

*Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605-773-6193) by Friday, February 8, 2019 to make any necessary arrangements.*

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Pierre, South Dakota  
November 29, 2018 (CST)

President Tammy Ugofsky called the meeting to order at 2:05 pm on Thursday, November 29, 2018 at the Matthews Training Center located at 523 E. Capitol Avenue, Pierre, South Dakota.

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

**Members Absent:** N/A

**Others Present:** Graham Oey, Staff Attorney, Department of Labor & Regulation  
Executive Director Kate Boyd  
Joy Poloncic, Black Hills Beauty College  
Tom Poloncic, Black Hills Beauty College  
Angela Larson, LATI Cosmetology Program  
Diane Stiles, LATI (via teleconference)  
Peggy Sproat, Headlines Academy (via teleconference)  
Desaree Dargatz, Headlines Academy (via teleconference)  
Angela Taylor, Stewart School (via teleconference)  
Katie Ballegooyen, Stewart School (via teleconference)

Teresa Diederich, the new secretary in the Commission office in Pierre was introduced.

Executive Director Kate Boyd offered two new agenda items under Disciplinary Actions: Lapsed Case 22-2017 and Case D-2018. Tammy Ugofsky made a motion to accept these two new agenda items. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the agenda as amended. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Four typographical errors were noted in the September 20, 2018 meeting minutes. Crystal Carlson made a motion to approve the minutes of the September 20, 2018 as corrected and the minutes of the November 5, 2018 Administrative Rules Hearing as submitted. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Treasurer Crystal Carlson stated that as of October 31, 2018, the available funds balance was \$192,735.39 and the cash center balance was \$171,945.43.

Executive Director Kate Boyd reported (1) that she appeared before the Legislature's Interim Rules Review Committee on November 20, 2018 to present the proposed fee increases. The rule was approved as final. The fee increases will go into effect January 1, 2020; (2) Teresa Diederich joined the Commission office staff in October as the new secretary; and (3) Kelsey Skoglund began her 12-week maternity leave on November 26, 2018.

Case D-2017 - Tammy Ugofsky made a motion to approve the Consent Agreement for Case D-2017 with the following terms:

- a. Ms. Ngo license, Lic. #NT-12398, will be suspended for a period of 14 days beginning January 1, 2019.
- b. The 14 days of suspension will be held in abeyance for a period of one year, and Ms. Ngo's license will not be actively suspended, so long as the following conditions are met:
  - 1) Ms. Ngo 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 effective date of this Agreement;
  - 2) Ms. Ngo will successfully complete an educational course about South Dakota State Laws and Rules provided by the Commission Staff.
- c. Best Nail Salon's license, #NS-08359, will be suspended for a period of 14 days beginning January 1, 2019.
- d. The 14 days of suspension will be held in abeyance for a period of one year, and Best Nail Salon license will not be actively suspended, so long as the following conditions are met:
  - 1) Best Nail 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 effective date of this agreement; and
  - 2) Best Nails Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Ngo, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by January 1, 2019.
  - 3) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$300.00 to be paid prior to January 1, 2019.

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

Lapsed Case 24-2017 – Tammy Ugofsky made a motion to approve the Consent Agreement for Lapsed Case 24-2017 with the following terms:

- a. New Leaf Body Spa Salon license, Lic. #CS-06194, will be suspended for a period of 10 days with 10 days being held in abeyance; New Leaf Body Spa Salon'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:
  - 4) New Leaf Body Spa 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 effective date of this Agreement;
  - 5) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$125.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

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

Lapsed Case 13-2018 – Debbie Pageler made a motion to approve the Consent Agreement for Lapsed Case 13-2018 with the following conditions:

- a. Ms. Harrington's personal license, Lic. #CO-02051, will be suspended for a period of 5 days beginning January 1, 2019.
- b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Ms. Harrington's personal license will not be actively suspended, so long as the following conditions are met:
  - 6) Ms. Harrington 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
  - 7) Ms. Harrington pay a penalty in the amount of \$75.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Ms. Harrington's personal license pursuant to SDCL 36-15-58.5.
- c. Hair Unlimited Salon license, Lic. #CS-03097, will be suspended for a period of 10 days beginning January 1, 2019.
- d. The 10 days of suspension will be held in abeyance for a period of 1 year, and Hair Unlimited Salon license will not be actively suspended, so long as the following conditions are met:
  - 8) Hair Unlimited Salon 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
  - 9) Hair Unlimited Salon pay a penalty in the amount of \$125.00 to the Commission prior to January 1, 2019, as a condition for the

immediate reinstatement of Hair Unlimited Salon license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 14-2018 – Tami Stokes made a motion to approve the Consent Agreement for Lapsed Case 14-2018 with the following conditions:

- a. Ms. Luetjen's personal license, Lic. #CO-10888, will be suspended for a period of 5 days beginning January 1, 2019.
- b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Ms. Luetjen's personal license will not be actively suspended, so long as the following conditions are met:
  - 10) Ms. Luetjen 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
  - 11) Ms. Luetjen pay a penalty in the amount of \$100.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Ms. Luetjen's personal license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 15-2018 – Tammy Ugofsky made a motion to approve the Consent Agreement for Case 15-2018 with the following conditions:

- a. Ms. Anderson's personal license, Lic. #CO-03624, will be suspended for a period of 30 days beginning January 1, 2019.
- b. The 30 days of suspension will be held in abeyance for a period of 1 year, and Ms. Anderson's personal license will not be actively suspended, so long as the following conditions are met:
  - 12) Ms. Anderson 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
  - 13) Ms. Anderson pay a penalty in the amount of \$350.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Ms. Anderson's personal license pursuant to SDCL 36-15-58.5.
- c. Images by Sheila Salon license, Lic. #CS-02194, will be suspended for a period of 30 days beginning January 1, 2019.

- d. The 30 days of suspension will be held in abeyance for a period of 1 year, and Images by Sheila Salon license will not be actively suspended, so long as the following conditions are met:
  - 14) Images by Sheila Salon 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
  - 15) Images by Sheila Salon pay a penalty in the amount of \$350.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Images By Sheila Salon license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 16-2018 - Lori Little made a motion to approve the Consent Agreement for Lapsed Case 16-2018 with the following conditions:

- a. The Getaway Salon and Spa license, Lic. #CS-03758, will be suspended for a period of 10 days beginning January 1, 2019.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and The Getaway Salon and Spa license will not be actively suspended, so long as the following conditions are met:
  - 16) The Getaway Salon and Spa 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
  - 17) The Getaway Salon and Spa pay a penalty in the amount of \$150.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of The Getaway Salon and Spa license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 19-2018 – Debbie Pageler made a motion to approve the Consent Agreement for Lapsed Case 19-2018 with the following conditions:

- a. Wanda Gasper Booth license, Lic. #CB-01759, will be suspended for a period of 10 days beginning January 1, 2019.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Wanda Gasper Booth license will not be actively suspended, so long as the following conditions are met:
  - 18) Wanda Gasper 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
- 19) Wanda Gasper Booth pay a penalty in the amount of \$150.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Wanda Gasper Booth license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 20-2018 – Tammy Ugofsky made a motion to approve the Consent Agreement for Lapsed Case 20-2018 with the following conditions:

- a. The Cutting Edge Salon license, Lic. #CS-03979, will be suspended for a period of 15 days beginning January 1, 2019.
- b. The 15 days of suspension will be held in abeyance for a period of 1 year, and The Cutting Edge Salon license will not be actively suspended, so long as the following conditions are met:
  - 20) The Cutting Edge Salon 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
  - 21) The Cutting Edge Salon pay a penalty in the amount of \$275.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of The Cutting Edge Salon license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 21-2018 – Lori Little made a motion to approve the Consent Agreement for Lapsed Case 21-2018 with the following conditions:

- a. Ms. Sogge's personal license, Lic. #CO-07781, will be suspended for a period of 15 days beginning January 1, 2019.
- b. The 15 days of suspension will be held in abeyance for a period of 1 year, and Ms. Sogge's personal license will not be actively suspended, so long as the following conditions are met:
  - 22) Ms. Sogge 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
  - 23) Ms. Sogge pay a penalty in the amount of \$250.00 to the Commission prior to January 1, 2019, as a condition for the

immediate reinstatement of Ms. Sogge's personal license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 22-2018 – Tammy Ugofsky made a motion to approve the Consent Agreement for Lapsed Case 22-2018 with the following conditions:

a. Hollie Jeffery Booth license, Lic. #NB-06840, will be suspended for a period of 10 days beginning January 1, 2019.

b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Hollie Jeffery Booth license will not be actively suspended, so long as the following conditions are met:

24) Hollie Jeffery 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

25) Hollie Jeffery Booth pay a penalty in the amount of \$125.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Hollie Jeffery Booth license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 24-2018 – Debbie Pageler made a motion to approve the Consent Agreement for Lapsed Case 24-2018 with the following conditions:

a. Candice Geick Booth license, Lic. #CB-07315, will be suspended for a period of 30 days beginning January 1, 2019.

b. The 30 days of suspension will be held in abeyance for a period of 1 year, and Candice Geick Booth license will not be actively suspended, so long as the following conditions are met:

26) Candice Geick 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

27) Candice Geick Booth pay a penalty in the amount of \$375.00 to the Commission prior to January 1, 2019, as a condition for the immediate reinstatement of Candice Geick Booth license pursuant to SDCL 36-15-58.5.

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



Lapsed Case 22-2017 – Debbie Pageler made a motion to approve the Consent Agreement for Lapsed Case 22-2017 with the following conditions:

- a. Ms. Fletcher's personal license, Lic. #CO-05799, will be suspended for a period of 10 days with 10 days being held in abeyance; Ms. Fletcher's license will not actively be suspended.
- b. The 10 days of suspension for her 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:
  - c. Ms. Fletcher 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 effective date of this Agreement;
- 28) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.
- d. The Best Little Hair House Salon license, Lic. #CS-03295, will be suspended for a period of 15 days with 15 days being held in abeyance; The Best Little Hair House Salon's license will not actively be suspended.
- e. The 15 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:
  - 29) The Best Little Hair House 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 effective date of this Agreement;
  - 30) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$225.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to March 1, 2018.

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

Case D-2018 – Tami Stokes made a motion to amend the Consent Agreement for Case D-2018 to change the dates of completion of the terms of the agreement to February 1, 2019 and to approve the amended Consent Agreement, with the following conditions:

- a. Ms. Rankin's, Cosmetology Lic. #CO-04905 and Instructor Lic. #IC-13770, will be suspended for a period of 7 days beginning September 1, 2018.
- b. The 7 days of suspension will be held in abeyance for a period of one year, and Ms. Rankin's cosmetology license and instructor license will not be actively suspended, so long as the following conditions are met:
  - 31) Ms. Rankin 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 one year beginning on the day this agreement is signed by the Commission; and

32) Ms. Rankin pay a penalty in the amount of \$100.00 to the Commission prior to February 1, 2019; as a condition for the immediate reinstatement of her personal cosmetologist license and instructors license pursuant to SDCL 36-15-58.5.

33) Ms. Rankin will attend and successfully complete an educational course given by Commission Staff on Licensing Laws and Regulations. At the conclusion of this course Ms. Rankin will take the Instructors State Laws exam. This course is provided at a cost of \$50 to be paid and completed by February 1, 2019.

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

President Ugofsky stated the meeting was now open for Public Comment. She added that there will be a limit of two minutes for any member of the public to speak. During specific agenda items, there will also be a two-minute limit of time.

Angela Larson from Lake Area Technical Institute brought up the subject of display of student licenses in a school and asked for a clarification. The Commission responded that the student licenses may be displayed together in the lobby area of the school.

Lake Area Technical Institute had sent a letter to the Commission requested that the Commission revisit their position on (1) Administrative rule requiring completion of the 1500 hours of required cosmetology curriculum prior to completing additional hours; (2) would like the Commission to certify the actual hours completed, if it exceeds 1500, instead of only certifying the Commission-required 1500 hours; and (3) asked the Commission to put parameters on completion of a set percentage of hours before a student can test early. Cosmetology Instructor Angela Larson from LATI was present at the meeting and Vice President Diane Stiles joined the meeting via teleconference to request that the Commission reconsider these items.

These subjects were discussed and no action was taken by the Commission.

Tammy Ugofsky made a motion to approve the issuance of a student licensure for the applicant with a felony conviction that is currently under court supervision. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lori Little made a motion to accept Hannh Lane's 600 esthetics education hours earned at Aveda Institute in Minneapolis. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to accept the reciprocity application of Maria Tran. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the pre-approved microdermabrasion provider application of Black Hills Beauty College. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Attorney Graham Oey requested that the Commission deal with one more item that had not been on the original agenda. He recommended that the Commission give the Office of Hearing Examiner judge the authority to decide whether a violation occurred and what, if any, disciplinary action should occur as a result in the hearing for Case K-2018.

Debbie Pageler made a motion to allow the hearing judge in Case K-2018 to make the final decision on whether a violation occurred and what disciplinary action should occur. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Little yea; Pageler yea; Ugofsky yea; Carlson abstain; Stokes abstain;).

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

President Ugofsky adjourned the meeting at 3:15 pm.

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**November 29, 2018**

1. **Administrative Rules** – I appeared before the Legislature's Interim Rules Review Committee to present the proposed fee increases approved on Tuesday, November 20, 2018. The rules were approved as final and have been filed with the Secretary of State's office. The fee increases will go into effect January 1, 2020.
  
2. **Office Secretary** – Teresa Diederich joined the Commission office staff in October as our new secretary. Teresa recently moved to Pierre from Kansas, where she was a cosmetologist and salon owner. Teresa's cosmetology background is an asset to the office. She is responsible for license renewals, new salon and booth applications, recording inspection reports, and processing financial payables and travel vouchers.
  
3. **Kelsey Skoglund** – As I am writing this on November 20, Kelsey is getting ready to begin her three-month maternity leave. Her absence will temporarily reduce the office staff to two of us.

**Meeting Minutes – Revised 01/31/2019**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Meeting Held Via Teleconference  
December 20, 2018

President Tammy Ugofsky called the meeting to order at 10:05 am.

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

**Members Present:** Crystal Carlson  
Lori Little  
Debbie Pageler  
Tami Stokes  
Tammy Ugofsky

**Members Absent:** N/A

**Others Present:** Kate Boyd, Executive Director  
Graham Oey, Staff Attorney, Department of Labor & Regulation  
Tom Poloncic, Black Hills Beauty College  
Wendy Beaumont, Black Hills Beauty College

Tammy Ugofsky made a motion to add an agenda item for Public Comment and to approve the agenda as amended. Crystal Carlson seconded the motion A roll call vote was taken. **MOTION PASSED** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

There were no public comments.

Lori Little made a motion to approve Consent Agreement K-2018, with the following terms:

1. Headlines License will be suspended for a period of 30 days beginning the day agreement is signed by the Commission.
2. The 30 days of suspension will be held in abeyance until September 20, 2019 and Headlines school license will not be actively suspended, so long as the following conditions are met:
  - a. Headlines agrees to voluntarily close all operations for one day on January 21, 2019;
  - b. Headlines agrees to have all instructors attend a commission seminar put on by commission member Ugofsky outlining commission expectations under the statutes and administrative rules governing cosmetology;
  - c. All instructors employed by Headlines at the time of signing this agreement and that become employed prior to February 1, 2019 shall take the Online Barbicide Certification infection control course prior to February 1, 2019.
  - d. Headlines will be subject to four unannounced inspections between the seminar and expiration of this agreements.

- e. Commissioner Ugofsky will be trained by Department of Labor attorney Graham Oey regarding the content of the administrative rules government cosmetology. This training includes how the inspection form used in the October 11, 2018 inspection does not, in places comport with the requirements of the administrative rules, and where historical interpretation of the inspection form by some inspectors did not comport with the administrative rules.
- f. The commission agrees that the seminar referenced in paragraph 13(b)(2) must be attended by all west river inspectors utilized by the commission. The commission expectations taught at this seminar shall be the administrative rules of cosmetology, and the commission shall not teach any commission expectations that are in addition to or different from the administrative rules governing cosmetology.
- g. The commission agrees to modify the school inspection form to ensure it comports with the administrative rules governing cosmetology.
- h. At its next opportunity to do so, the commission agrees to propose new or revised administrative rules to govern automatic failures in an inspection, how re-inspections are utilized, and the number of violations necessary to fail an inspection.

Debbie Pageler seconded the motion. A roll call vote was taken. **MOTION PASSED** (Little yea; Pageler yea; Ugofsky yea; Carlson abstain; Stokes abstain).

Tammy Ugofsky made a motion to adjourn. Crystal Carlson seconded the motion. A roll call vote was taken. **MOTION PASSED** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The meeting was adjourned at 10:15 am.

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer



AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	163,764.00	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			163,764.00	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			163,764.00	DR **	
BUDGET UNIT TOTAL 1033			163,764.00	DR ***	



STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 12/31/2018

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,035.00	59,245.00
103300061806	6503	4293969	COS-SALONS LICENSE	6,915.00	28,910.00
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	175.00	550.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	150.00	1,116.00
103300061806	6503	4293972	COS-PERMITS	2,490.00	11,226.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	600.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	840.00	5,940.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	23,605.00	107,622.00 *
ACCT: 42			LICENSES, PERMITS & FEES	23,605.00	107,622.00 **
103300061806	6503	4393903	COS-PENALTY'S	6,290.00	31,055.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	6,290.00	31,055.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	6,290.00	31,055.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	100.00	1,020.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,520.00	10,570.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	70.00	70.02
ACCT: 4896				1,690.00	11,660.02 *
ACCT: 48			OTHER REVENUE	1,690.00	11,660.02 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,365.75
ACCT: 4920			NONOPERATING REVENUE	.00	2,365.75 *
ACCT: 49			OTHER REVENUE	.00	2,365.75 **
CNTR: 103300061806				31,585.00	152,702.77 ***
COMB: 6503				31,585.00	152,702.77 ****
B UNIT: 1033				31,585.00	152,702.77 *****

STATE OF SOUTH DAKOTA  
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AGENCY 10 LABOR & REGULATION  
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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	CI109CC42	12/21/2018	204806L	12/19/2018	885.00	DR
6503	103300061806	4293901	CI109CC42	12/21/2018	204806L	12/19/2018	885.00	CR
6503	103300061806	4293901	CI109CC42	12/21/2018	204806L	12/19/2018	885.00	CR
6503	103300061806	4293969	CI109CC42	12/21/2018	204806L	12/19/2018	460.00	CR
6503	103300061806	4293972	CI109CC42	12/21/2018	204806L	12/19/2018	300.00	CR
6503	103300061806	4293984	CI109CC42	12/21/2018	204806L	12/19/2018	20.00	DR
6503	103300061806	4293984	CI109CC42	12/21/2018	204806L	12/19/2018	40.00	CR
6503	103300061806	4293901	CI109CC034	12/05/2018	203061AS	12/05/2018	820.00	DR
6503	103300061806	4293901	CI109CC034	12/05/2018	203061AS	12/05/2018	820.00	CR
6503	103300061806	4293901	CI109CC034	12/05/2018	203061AS	12/05/2018	820.00	CR
6503	103300061806	4293969	CI109CC034	12/05/2018	203061AS	12/05/2018	245.00	CR
6503	103300061806	4293970	CI109CC034	12/05/2018	203061AS	12/05/2018	25.00	CR
6503	103300061806	4293984	CI109CC035	12/05/2018	203097AS	12/05/2018	20.00	CR
6503	103300061806	4293901	CI109CC035	12/05/2018	203097AS	12/05/2018	805.00	DR
6503	103300061806	4293901	CI109CC035	12/05/2018	203097AS	12/05/2018	805.00	CR
6503	103300061806	4293969	CI109CC035	12/05/2018	203097AS	12/05/2018	805.00	CR
6503	103300061806	4293970	CI109CC035	12/05/2018	203097AS	12/05/2018	490.00	CR
6503	103300061806	4293972	CI109CC035	12/05/2018	203097AS	12/05/2018	25.00	CR
6503	103300061806	4293901	CI109CC036	12/14/2018	204101AS	12/14/2018	245.00	CR
6503	103300061806	4293901	CI109CC036	12/14/2018	204101AS	12/14/2018	1,245.00	DR
6503	103300061806	4293901	CI109CC036	12/14/2018	204101AS	12/14/2018	1,245.00	CR
6503	103300061806	4293969	CI109CC036	12/14/2018	204101AS	12/14/2018	1,245.00	CR
6503	103300061806	4293969	CI109CC036	12/14/2018	204101AS	12/14/2018	385.00	DR
6503	103300061806	4293972	CI109CC036	12/14/2018	204101AS	12/14/2018	385.00	CR
6503	103300061806	4293984	CI109CC036	12/14/2018	204101AS	12/14/2018	180.00	CR
6503	103300061806	4293901	CI109CC037	12/12/2018	203526AS	12/14/2018	40.00	CR
6503	103300061806	4293901	CI109CC037	12/12/2018	203526AS	12/14/2018	1,515.00	DR
6503	103300061806	4293901	CI109CC037	12/12/2018	203526AS	12/07/2018	1,515.00	CR
6503	103300061806	4293969	CI109CC037	12/12/2018	203526AS	12/07/2018	1,515.00	CR
6503	103300061806	4293970	CI109CC037	12/12/2018	203526AS	12/07/2018	1,050.00	CR
6503	103300061806	4293972	CI109CC037	12/12/2018	203526AS	12/07/2018	25.00	CR
6503	103300061806	4293984	CI109CC037	12/12/2018	203526AS	12/07/2018	378.00	CR
6503	103300061806	4293901	CI109CC038	12/12/2018	203655AS	12/07/2018	140.00	CR
6503	103300061806	4293901	CI109CC038	12/12/2018	203655AS	12/06/2018	1,720.00	DR
6503	103300061806	4293901	CI109CC038	12/12/2018	203655AS	12/06/2018	1,720.00	CR
6503	103300061806	4293969	CI109CC038	12/12/2018	203655AS	12/06/2018	1,720.00	CR
6503	103300061806	4293972	CI109CC038	12/12/2018	203655AS	12/06/2018	710.00	CR
6503	103300061806	4293984	CI109CC038	12/12/2018	203655AS	12/06/2018	300.00	CR
6503	103300061806	4293901	CI109CC039	12/14/2018	204137AS	12/06/2018	60.00	CR
6503	103300061806	4293901	CI109CC039	12/14/2018	204137AS	12/13/2018	1,295.00	DR
6503	103300061806	4293901	CI109CC039	12/14/2018	204137AS	12/13/2018	1,295.00	CR
6503	103300061806	4293969	CI109CC039	12/14/2018	204137AS	12/13/2018	1,295.00	CR
6503	103300061806	4293971	CI109CC039	12/14/2018	204137AS	12/13/2018	1,540.00	CR
6503	103300061806	4293972	CI109CC039	12/14/2018	204137AS	12/13/2018	48.00	CR
6503	103300061806	4293984	CI109CC039	12/14/2018	204137AS	12/13/2018	324.00	CR
6503	103300061806	4293984	CI109CC039	12/14/2018	204137AS	12/13/2018	20.00	CR

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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C109CC040	12/19/2018	204317M	12/12/2018	1,590.00	DR
6503	103300061806	4293901	C109CC040	12/19/2018	204317M	12/12/2018	1,590.00	CR
6503	103300061806	4293969	C109CC040	12/19/2018	204317M	12/12/2018	1,635.00	CR
6503	103300061806	4293970	C109CC040	12/19/2018	204317M	12/12/2018	25.00	CR
6503	103300061806	4293984	C109CC040	12/19/2018	204317M	12/12/2018	240.00	CR
6503	103300061806	4293901	C109CC041	12/21/2018	204771L	12/12/2018	60.00	CR
6503	103300061806	4293901	C109CC041	12/21/2018	204771L	12/20/2018	1,105.00	DR
6503	103300061806	4293969	C109CC041	12/21/2018	204771L	12/20/2018	1,105.00	CR
6503	103300061806	4293970	C109CC041	12/21/2018	204771L	12/20/2018	1,595.00	CR
6503	103300061806	4293971	C109CC041	12/21/2018	204771L	12/20/2018	75.00	CR
6503	103300061806	4293972	C109CC041	12/21/2018	204771L	12/20/2018	102.00	CR
6503	103300061806	4293984	C109CC041	12/21/2018	204771L	12/20/2018	276.00	CR
6503	103300061806	4293901	C109CC043	01/01/2019	205184AS	12/27/2018	320.00	CR
6503	103300061806	4293901	C109CC043	01/01/2019	205184AS	12/27/2018	880.00	DR
6503	103300061806	4293969	C109CC043	01/01/2019	205184AS	12/27/2018	880.00	CR
6503	103300061806	4293972	C109CC043	01/01/2019	205184AS	12/27/2018	315.00	CR
6503	103300061806	4293901	C109CC044	01/01/2019	205322AS	12/26/2018	66.00	CR
6503	103300061806	4293901	C109CC044	01/01/2019	205322AS	12/26/2018	1,175.00	DR
6503	103300061806	4293969	C109CC044	01/01/2019	205322AS	12/26/2018	1,175.00	CR
6503	103300061806	4293972	C109CC044	01/01/2019	205322AS	12/26/2018	1,490.00	CR
6503	103300061806	4293984	C109CC044	01/01/2019	205322AS	12/26/2018	180.00	CR
6503	103300061806	4293984	R109-023	12/07/2018	205322AS	12/26/2018	60.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							23,605.00	CR *
6503	103300061806	4393903	C109CC042	12/21/2018	204806L	12/19/2018	340.00	CR
6503	103300061806	4393903	C109CC034	12/05/2018	203061AS	12/05/2018	240.00	CR
6503	103300061806	4393903	C109CC035	12/05/2018	203097AS	12/05/2018	100.00	CR
6503	103300061806	4393903	C109CC036	12/05/2018	203097AS	12/05/2018	220.00	CR
6503	103300061806	4393903	C109CC037	12/14/2018	204101AS	12/14/2018	580.00	CR
6503	103300061806	4393903	C109CC038	12/12/2018	203526AS	12/07/2018	500.00	CR
6503	103300061806	4393903	C109CC039	12/12/2018	203655AS	12/06/2018	640.00	CR
6503	103300061806	4393903	C109CC040	12/14/2018	204137AS	12/13/2018	1,935.00	CR
6503	103300061806	4393903	C109CC041	12/19/2018	204317M	12/12/2018	620.00	CR
6503	103300061806	4393903	C109CC043	12/21/2018	204771L	12/20/2018	535.00	CR
6503	103300061806	4393903	C109CC044	01/01/2019	205184AS	12/27/2018	180.00	CR
6503	103300061806	4393903	C109CC044	01/01/2019	205322AS	12/26/2018	500.00	CR
6503	103300061806	4393903	R109-023	12/07/2018	205322AS	12/06/2018	100.00	DR
TOTAL ACCOUNT GROUP NET CHANGE							6,290.00	CR *
6503	103300061806	4896007	C109CC035	12/05/2018	203097AS	12/05/2018	80.00	CR
6503	103300061806	4896004	C109CC037	12/12/2018	203526AS	12/07/2018	100.00	CR
6503	103300061806	4896007	C109CC037	12/12/2018	203526AS	12/07/2018	400.00	CR

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6503	103300061806	4896007	C109CC039	12/14/2018	204137AS	12/13/2018	320.00	CR
6503	103300061806	4896020	C109CC039	12/14/2018	204137AS	12/13/2018	70.00	CR
6503	103300061806	4896007	C109CC041	12/21/2018	204771L	12/20/2018	640.00	CR
6503	103300061806	4896007	C109CC043	01/01/2019	205184AS	12/27/2018	80.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,690.00	CR *
6503	103300061806	52041800	DP910100	12/12/2018		12/12/2018	434.25	DR
6503	103300061806	52041800	DP911100	12/21/2018		12/14/2018	446.25	DR
TOTAL ACCOUNT GROUP NET CHANGE							880.50	DR *
6503	103300061806	82044900	REALES/COSMNT18	12/26/2018	622559	12/23/2018	1,041.75	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,041.75	CR *
TOTAL COMPANY--NET CHANGE							31,746.25	CR **

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CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
	COMPANY NO	6503								
	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	51010100	CSEX181212	12/14/2018					5,118.74	DR
	OBJSUB:	5101010	F-T EMP SAL & WAGES						5,118.74	DR *
6503	103300061806	51010200	CSEX181212	12/14/2018					1,464.20	DR
	OBJSUB:	5101020	P-T/TEMP EMP SAL & WAGES						1,464.20	DR *
6503	103300061806	51010300	CSEX181212	12/14/2018					360.00	DR
	OBJSUB:	5101030	BOARD & COMM MBRS FEES						360.00	DR *
	OBJECT:	5101	EMPLOYEE SALARIES						6,942.94	DR **
6503	103300061806	51020100	CSEX181206	12/07/2018	720171				3.37	DR
6503	103300061806	51020100	CSEX181212	12/14/2018					524.28	DR
6503	103300061806	51020100	CSEX181213	12/14/2018	724648				3.35	DR
6503	103300061806	51020100	CSEX181213	12/14/2018	724658				2.52	DR
6503	103300061806	51020100	CSEX181213	12/14/2018	724663				1.99	DR
6503	103300061806	51020100	CSEX181213	12/14/2018	721476				1.99	DR
6503	103300061806	51020100	CSEX181213	12/14/2018	724664				1.99	DR
	OBJSUB:	5102010	OASI-EMPLOYER'S SHARE						539.49	DR *
6503	103300061806	51020200	CSEX181212	12/14/2018					307.11	DR
	OBJSUB:	5102020	RETIREMENT-ER SHARE						307.11	DR *
6503	103300061806	51020600	CSEX181212	12/14/2018					1,118.63	DR
	OBJSUB:	5102060	HEALTH/LIFE INS.-ER SHARE						1,118.63	DR *
6503	103300061806	51020800	CSEX181212	12/14/2018					13.82	DR
	OBJSUB:	5102080	WORKER'S COMPENSATION						13.82	DR *
6503	103300061806	51020900	CSEX181212	12/14/2018					1.47	DR
	OBJSUB:	5102090	UNEMPLOYMENT COMPENSATION						1.47	DR *
	OBJECT:	5102	EMPLOYEE BENEFITS						1,980.52	DR **
	GROUP:	51	PERSONAL SERVICES						8,923.46	DR ***
6503	103300061806	52030200	CSEX181213	12/14/2018	721476				103.04	DR
	OBJSUB:	5203020	AUTO PRIV (IN-ST.) L/RTE						103.04	DR *
6503	103300061806	52030300	CSEX181206	12/07/2018	720171				336.84	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724648				312.48	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724661				260.82	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724664				208.32	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724658				204.12	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724663				160.44	DR
6503	103300061806	52030300	CSEX181213	12/14/2018	724659				159.60	DR
	OBJSUB:	5203030	AUTO-PRIV (IN-ST.) H/RTE						1,642.62	DR *
6503	103300061806	52031000	CSEX181213	12/14/2018	721470				99.92	DR

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CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APFVL # / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52031000	CSEX181213	12/14/2018	724661				59.95	DR
	OBJSUB: 5203100	LODGING/IN-STATE								
6503	103300061806	52031400	CSEX181206	12/07/2018	720171				159.87	DR *
6503	103300061806	52031400	CSEX181213	12/14/2018	724648				44.00	DR
6503	103300061806	52031400	CSEX181213	12/14/2018	724658				33.00	DR
6503	103300061806	52031400	CSEX181213	12/14/2018	724663				26.00	DR
6503	103300061806	52031400	CSEX181213	12/14/2018	721476				26.00	DR
6503	103300061806	52031400	CSEX181213	12/14/2018	724664				26.00	DR
	OBJSUB: 5203140	TAXABLE MEALS/IN-STATE								
6503	103300061806	52031500	CSEX181213	12/14/2018	721470				94.00	DR
6503	103300061806	52031500	CSEX181213	12/14/2018	724661				43.00	DR
6503	103300061806	52031500	CSEX181213	12/14/2018	724659				43.00	DR
	OBJSUB: 5203150	NON-TAXABLE MEALS/IN-ST								
6503	103300061806	52041800	DP910100	12/12/2018					180.00	DR *
6503	103300061806	52041800	DP911100	12/21/2018					2,284.53	DR **
	OBJSUB: 5204180	COMPUTER SERVICES-STATE								
6503	103300061806	52044900	REALEA/COSMRNT18	12/26/2018	02276296	HYDEHOLDIN	12028880		880.50	DR *
	OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.								
6503	103300061806	52045300	1744342437	12/14/2018	00548961	WESTUNIFIE	12142271		1,041.75	DR *
6503	103300061806	52045300	8381416X11242018	12/14/2018	00011862	ATTMOBILIT	12279233		19.53	DR
	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							66.11	DR
6503	103300061806	52045400	415031401 1118	01/01/2019	02276617	MUNICIPALU	12054968		85.64	DR *
	OBJSUB: 5204540	ELECTRICITY							99.25	DR
6503	103300061806	52045500	1184557	12/05/2018	00546329	ENVIROTECH	12037175		8.88	DR
6503	103300061806	52045500	1190901	12/14/2018	00548718	ENVIROTECH	12037175		8.88	DR
	OBJSUB: 5204550	GARBAGE & SEWER								
6503	103300061806	52049600	19SC100020 1072	12/21/2018	00550367	ISOQUALITY	12358629		17.76	DR *
6503	103300061806	52049600	19SC100020 1082	12/21/2018	00550367	ISOQUALITY	12358629		1,155.00	DR
6503	103300061806	52049600	6495	01/01/2019	00550919	NATLINTERS	12114840		135.00	DR
6503	103300061806	52049600	6542	01/01/2019	00550919	NATLINTERS	12114840		18.00	DR
	OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							1,620.00	DR
	OBJSUB: 5204960	CONTRACTUAL SERVICES								
6503	103300061806	52050280	IN2302267	12/12/2018	02274621	INNOVATIVE	12550348		2,928.00	DR *
6503	103300061806	52050280	IN2316619	12/19/2018	02275648	INNOVATIVE	12550348		5,052.90	DR **
6503	103300061806	52050280	18382 DEC18	12/26/2018	00550561	INMANSWATE	12037639		180.99	DR
	OBJSUB: 5205028	OFFICE SUPPLIES							99.98	DR
6503	103300061806	52053500	CGEX181206	12/07/2018	720171				16.18	DR
6503	103300061806	52053500	CGEX181213	12/14/2018	724658				297.15	DR *
	OBJSUB: 5205350	OFFICE SUPPLIES							5.89	DR
	OBJSUB: 5205350	OFFICE SUPPLIES							3.10	DR

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CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
		5205350	POSTAGE						8.99	DR *
		5205	SUPPLIES & MATERIALS						306.14	DR **
6503	103300061806	52079010	114219	12/05/2018	02273901	HIGHPOINTN	12295610		884.00	DR
		5207901	COMPUTER HARDWARE						884.00	DR *
		5207	CAPITAL OUTLAY						884.00	DR **
		52	OPERATING EXPENSES						8,527.57	DR ***
		6503							17,451.03	DR ****
		103300061806							17,451.03	DR *****
		B. UNIT: 1033							17,451.03	DR *****

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MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 12/31/2018

AGENCY	10	LABOR & REGULATION	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
BUDGET UNIT	1033	COSMETOLOGY COMMISSION	6503	51010100	F-T EMP SAL & WAGES	5,118.74	51,635.31
CENTER-5	10330	COSMETOLOGY COMMISSION	6503	51010200	P-T/TEMP EMP SAL & WAGES	1,464.20	26,625.69
			6503	51010300	BOARD & COMM MBR FEES	360.00	5,280.00
<b>ACCT: 5101</b>							
			6503	51020100	EMPLOYEE SALARIES	6,942.94	83,541.00
			6503	51020200	OASI-EMPLOYER'S SHARE	539.49	6,392.88
			6503	51020300	RETIREMENT-ER SHARE	307.11	3,296.09
			6503	51020600	HEALTH/LIFE INS.-ER SHARE	1,118.63	12,062.02
			6503	51020800	WORKER'S COMPENSATION	13.82	140.35
			6503	51020900	UNEMPLOYMENT COMPENSATION	1.47	23.12
<b>ACCT: 5102</b>							
			6503	52030100	EMPLOYEE BENEFITS	1,980.52	21,914.46
			6503	52030200	PERSONAL SERVICES	8,923.46	105,455.46
<b>ACCT: 51</b>							
			6503	52030300	AUTO-STATE OWNED-IN STATE	.00	149.83
			6503	52030400	AUTO PRIV (IN-ST.) L/RTE	103.04	379.50
			6503	52030500	AUTO-PRIV (IN-ST.) H/RTE	1,642.62	10,034.64
			6503	52031000	LODGING/IN-STATE	159.87	2,687.42
			6503	52031400	TAXABLE MEALS/IN-STATE	199.00	1,177.00
			6503	52031500	NON-TAXABLE MEALS/IN-ST	180.00	1,618.00
			6503	52032300	AUTO-PRIV (OUT-STATE) H/R	.00	129.36
			6503	52032600	AIR-COMM-OUT-OF-STATE	.00	2,361.40
			6503	52032800	OTHER-PUBLIC-OUT-OF-STATE	.00	133.00
			6503	52033000	LODGING/OUT-OF-STATE	.00	3,200.64
			6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	360.12
			6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	452.00
<b>ACCT: 5203</b>							
			6503	52040200	TRAVEL	2,284.53	22,682.91
			6503	52040500	DUES & MEMBERSHIP FEES	.00	310.00
			6503	52040600	COMPUTER CONSULTANT	.00	690.60
			6503	52041600	ED & TRAINING CONSULTANT	.00	2,500.00
			6503	52041800	WORKSHOP REGISTRATION FEE	.00	1,880.00
			6503	52041900	COMPUTER SERVICES-STATE	880.50	2,617.50
			6503	52042000	COMPUTER SERVICES-PRIVATE	.00	1,340.40
			6503	52042300	CENTRAL SERVICES	.00	2,794.60
			6503	52042400	JANITORIAL & MAINT SERV	.00	31.38
			6503	52044900	RENTS-PRIVATE OWNED PROP.	1,041.75	6,250.50
			6503	52045100	RENTS-OTHER	.00	442.96
			6503	52045300	TELECOMMUNICATIONS SRVCS	85.64	1,171.93
			6503	52045400	ELECTRICITY	99.25	721.23
			6503	52045500	GARBAGE & SEWER	17.76	53.26
			6503	52049600	OTHER CONTRACTUAL SERVICE	2,928.00	9,368.68
<b>ACCT: 5204</b>							
			6503	52050200	CONTRACTUAL SERVICES	5,052.90	30,173.04
			6503	52050280	OFFICE SUPPLIES	.00	300.08
			6503	52053100	OFFICE SUPPLIES	297.15	689.54
			6503	52053100	PRINTING-STATE	.00	1,721.60



STATE OF SOUTH DAKOTA  
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
 FOR PERIOD ENDING: 12/31/2018

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
 CENTER-5 10330 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	6503	52053500	POSTAGE	8.99	1,844.15	
103300061806	6503	52055180	HEATING & COOKING FUELS	.00	48.91	
ACCT: 5205		SUPPLIES & MATERIALS		306.14	4,604.28	*
103300061806	6503	52074910	TELEPHONE EQUIPMENT	.00	1,001.00	
103300061806	6503	52079010	COMPUTER HARDWARE	884.00	884.00	
ACCT: 5207		CAPITAL OUTLAY		884.00	1,885.00	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	.00	4,201.98	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		.00	4,201.98	*
ACCT: 52		OPERATING EXPENSES		8,527.57	63,547.21	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		17,451.03	169,002.67	***
CENTER: 103300061806				17,451.03	169,002.67	****
B UNIT: 1033				17,451.03	169,002.67	*****

November 2018

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MONTHLY  
 PAGE 1,509  
 DATE 12/01/2018

AVAILABLE FUNDS  
 AS OF: 11/30/2018  
 FY YEAR REMAINING: 58.4%  
 PAY DAYS REMAINING: 13

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	31,774.05	147,349.66	153,150.29	147,892.78
BUDGETED TOT	332,274.00	0.00	0.00	31,774.05	147,349.66	153,150.29	
ALL COMP TOT	332,274.00	0.00	0.00	31,774.05	147,349.66	153,150.29	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	160,340.00	0.00	0.00	25,082.82	76,598.06	83,741.94	52.2
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	6,440.53	19,933.94	27,565.06	58.0
5203 TRAVEL	40,074.00	0.00	0.00	6,437.45	20,398.38	19,675.62	49.1
5204 CONTRACTUAL SVCS	73,880.00	0.00	31,774.05	2,040.25	25,120.14	16,985.81	23.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	895.80	4,298.14	6,182.86	59.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	1,001.00	1,001.00-	0.0
TOTALS	332,274.00	0.00	31,774.05	40,896.85	147,349.66	153,150.29	46.1

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	160,340.00	0.00	0.00	25,082.82	76,598.06	83,741.94	52.2
5102000 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	6,440.53	19,933.94	27,565.06	58.0
5203000 TRAVEL	40,074.00	0.00	0.00	6,437.45	20,398.38	19,675.62	49.1
5204000 CONTRACTUAL SVCS	73,880.00	0.00	31,774.05	2,040.25	25,120.14	16,985.81	23.0
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	895.80	4,298.14	6,182.86	59.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	1,001.00	1,001.00-	0.0
PS SUBTOTALS	207,839.00	0.00	0.00	31,523.35	96,532.00	111,307.00	53.6
OE SUBTOTALS	124,435.00	0.00	31,774.05	9,373.50	50,817.66	41,843.29	33.6
COMPANY 6503-I TOT	332,274.00	0.00	31,774.05	40,896.85	147,349.66	153,150.29	46.1

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STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 11/30/2018

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	147,892.78	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			147,892.78	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			147,892.78	DR **	
BUDGET UNIT TOTAL 1033			147,892.78	DR ***	

STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 11/30/2018

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	8,020.00	46,210.00
103300061806	6503	4293969	COS-SALONS LICENSE	2,975.00	21,995.00
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	75.00	375.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	24.00	966.00
103300061806	6503	4293972	COS-PERMITS	1,326.00	8,736.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	600.00
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	820.00	5,100.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	13,240.00	84,017.00 *
ACCT: 42			LICENSES, PERMITS & FEES	13,240.00	84,017.00 **
103300061806	6503	4393903	COS-PENALTY'S	3,190.00	24,765.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	3,190.00	24,765.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	3,190.00	24,765.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	250.00	920.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	960.00	9,050.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	.02
ACCT: 4896				1,210.00	9,970.02 *
ACCT: 48			OTHER REVENUE	1,210.00	9,970.02 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,365.75
ACCT: 4920			NONOPERATING REVENUE	.00	2,365.75 *
ACCT: 49			OTHER REVENUE	.00	2,365.75 **
CNTR: 103300061806				17,640.00	121,117.77 ***
COMP: 6503				17,640.00	121,117.77 *****
B UNIT: 1033				17,640.00	121,117.77 *****

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 11/30/2018

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								
6503	103300061806	4293901	C109CC027	11/02/2018	200757L	11/02/2018	525.00	DR
6503	103300061806	4293901	C109CC027	11/02/2018	200757L	11/02/2018	525.00	CR
6503	103300061806	4293969	C109CC027	11/02/2018	200757L	11/02/2018	280.00	CR
6503	103300061806	4293970	C109CC027	11/02/2018	200757L	11/02/2018	25.00	CR
6503	103300061806	4293901	C109CC028	11/07/2018	200870AS	11/01/2018	2,000.00	DR
6503	103300061806	4293901	C109CC028	11/07/2018	200870AS	11/01/2018	2,000.00	CR
6503	103300061806	4293969	C109CC028	11/07/2018	200870AS	11/01/2018	2,000.00	CR
6503	103300061806	4293972	C109CC028	11/07/2018	200870AS	11/01/2018	665.00	CR
6503	103300061806	4293984	C109CC028	11/07/2018	200870AS	11/01/2018	540.00	CR
6503	103300061806	4293901	C109CC029	11/09/2018	201361AS	11/09/2018	40.00	CR
6503	103300061806	4293901	C109CC029	11/09/2018	201361AS	11/09/2018	1,600.00	DR
6503	103300061806	4293901	C109CC029	11/09/2018	201361AS	11/09/2018	1,600.00	CR
6503	103300061806	4293969	C109CC029	11/09/2018	201361AS	11/09/2018	1,455.00	DR
6503	103300061806	4293969	C109CC029	11/09/2018	201361AS	11/09/2018	455.00	CR
6503	103300061806	4293971	C109CC029	11/09/2018	201361AS	11/09/2018	455.00	CR
6503	103300061806	4293972	C109CC029	11/09/2018	201361AS	11/09/2018	24.00	CR
6503	103300061806	4293984	C109CC029	11/09/2018	201361AS	11/09/2018	78.00	CR
6503	103300061806	4293901	C109CC030	11/14/2018	201460L	11/09/2018	620.00	CR
6503	103300061806	4293901	C109CC030	11/14/2018	201460L	11/08/2018	1,335.00	DR
6503	103300061806	4293901	C109CC030	11/14/2018	201460L	11/08/2018	1,335.00	CR
6503	103300061806	4293969	C109CC030	11/14/2018	201460L	11/08/2018	1,335.00	CR
6503	103300061806	4293972	C109CC030	11/14/2018	201460L	11/08/2018	525.00	CR
6503	103300061806	4293901	C109CC031	11/23/2018	201865AS	11/16/2018	240.00	CR
6503	103300061806	4293901	C109CC031	11/23/2018	201865AS	11/16/2018	965.00	DR
6503	103300061806	4293901	C109CC031	11/23/2018	201865AS	11/16/2018	965.00	CR
6503	103300061806	4293969	C109CC031	11/23/2018	201865AS	11/16/2018	965.00	CR
6503	103300061806	4293969	C109CC031	11/23/2018	201865AS	11/16/2018	350.00	DR
6503	103300061806	4293972	C109CC031	11/23/2018	201865AS	11/16/2018	350.00	CR
6503	103300061806	4293984	C109CC031	11/23/2018	201865AS	11/16/2018	350.00	CR
6503	103300061806	4293901	C109CC032	11/23/2018	201966L	11/16/2018	132.00	CR
6503	103300061806	4293901	C109CC032	11/23/2018	201966L	11/16/2018	20.00	CR
6503	103300061806	4293901	C109CC032	11/23/2018	201966L	11/16/2018	985.00	DR
6503	103300061806	4293969	C109CC032	11/23/2018	201966L	11/16/2018	985.00	CR
6503	103300061806	4293969	C109CC032	11/23/2018	201966L	11/16/2018	985.00	CR
6503	103300061806	4293969	C109CC032	11/23/2018	201966L	11/16/2018	350.00	DR
6503	103300061806	4293969	C109CC032	11/23/2018	201966L	11/16/2018	350.00	CR
6503	103300061806	4293972	C109CC032	11/23/2018	201966L	11/16/2018	25.00	CR
6503	103300061806	4293984	C109CC032	11/23/2018	201966L	11/16/2018	120.00	CR
6503	103300061806	4293901	C109CC033	11/23/2018	202303AS	11/16/2018	20.00	CR
6503	103300061806	4293901	C109CC033	11/23/2018	202303AS	11/21/2018	610.00	DR
6503	103300061806	4293901	C109CC033	11/23/2018	202303AS	11/21/2018	610.00	CR
6503	103300061806	4293969	C109CC033	11/23/2018	202303AS	11/21/2018	510.00	CR
6503	103300061806	4293970	C109CC033	11/23/2018	202303AS	11/21/2018	350.00	CR
6503	103300061806	4293970	C109CC033	11/23/2018	202303AS	11/21/2018	25.00	CR

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 11/30/2018

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
6503	103300061806	4293972	C109CC033	11/23/2018	202303AS	11/21/2018	276.00	CR
6503	103300061806	4293984	C109CC033	11/23/2018	202303AS	11/21/2018	120.00	CR
6503	103300061806	4293972	R3219RC118	11/16/2018	R19118	11/16/2018	60.00	DR
6503	103300061806	4293972	R3219RC118	11/16/2018	R19118	11/16/2018	60.00	DR
6503	103300061806	4293972	R3219RC118	11/16/2018	R19118	11/16/2018	60.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4393903	C109CC027	11/02/2018	200757L	11/02/2018	120.00	CR
6503	103300061806	4393903	C109CC028	11/07/2018	200870AS	11/01/2018	1,140.00	CR
6503	103300061806	4393903	C109CC029	11/09/2018	201361AS	11/09/2018	550.00	CR
6503	103300061806	4393903	C109CC030	11/14/2018	201460L	11/08/2018	580.00	CR
6503	103300061806	4393903	C109CC031	11/23/2018	201865AS	11/16/2018	200.00	CR
6503	103300061806	4393903	C109CC032	11/23/2018	201966L	11/16/2018	440.00	CR
6503	103300061806	4393903	C109CC033	11/23/2018	202303AS	11/21/2018	160.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4896007	C109CC027	11/02/2018	200757L	11/02/2018	160.00	CR
6503	103300061806	4896007	C109CC029	11/09/2018	201361AS	11/09/2018	160.00	CR
6503	103300061806	4896007	C109CC031	11/23/2018	201865AS	11/16/2018	400.00	CR
6503	103300061806	4896004	C109CC033	11/23/2018	202303AS	11/21/2018	250.00	CR
6503	103300061806	4896007	C109CC033	11/23/2018	202303AS	11/21/2018	240.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	52053100	CD910040	11/07/2018		11/01/2018	731.85	DR
6503	103300061806	52041800	DP909100	11/23/2018		11/23/2018	434.25	DR
6503	103300061806	52045300	TL909052	11/02/2018		11/02/2018	176.76	DR
6503	103300061806	5228000	TI09-056	11/16/2018		11/07/2018	795.80	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALES/COSMRNT18	11/23/2018	622559	11/23/2018	1,041.75	CR
6503	103300061806	82040500	19SC100028 296	11/23/2018	19SC100028	11/20/2018	270.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							1,311.75	CR *
							16,813.09	CR **

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 11/30/2018

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX181026	11/02/2018					5,453.46	DR
6503	103300061806	51010100	CGEX181114	11/16/2018					5,156.83	DR
6503	103300061806	51010100	CGEX181128	11/30/2018					6,297.54	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX181026	11/02/2018					16,907.83	DR *
6503	103300061806	51010200	CGEX181114	11/16/2018					1,987.47	DR
6503	103300061806	51010200	CGEX181128	11/30/2018					2,945.43	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX181026	11/02/2018					6,794.99	DR *
6503	103300061806	51010300	CGEX181128	11/30/2018					660.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX181026	11/02/2018					1,380.00	DR *
6503	103300061806	51020100	CGEX181108	11/09/2018	701064				25,082.82	DR **
6503	103300061806	51020100	CGEX181114	11/16/2018					612.90	DR
6503	103300061806	51020100	CGEX181115	11/16/2018					6.19	DR
6503	103300061806	51020100	CGEX181128	11/16/2018					614.16	DR
6503	103300061806	51020100	CGEX181115	11/16/2018	704599				4.51	DR
6503	103300061806	51020100	CGEX181128	11/30/2018	707382				1.88	DR
6503	103300061806	51020100	CGEX181129	11/30/2018	712192				670.70	DR
6503	103300061806	51020100	CGEX181129	11/30/2018	707379				5.35	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX181026	11/02/2018					1,917.17	DR *
6503	103300061806	51020200	CGEX181114	11/16/2018					327.20	DR
6503	103300061806	51020200	CGEX181128	11/30/2018					309.42	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX181026	11/02/2018					1,014.49	DR *
6503	103300061806	51020600	CGEX181114	11/16/2018					1,138.73	DR
6503	103300061806	51020600	CGEX181128	11/30/2018					1,075.86	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX181026	11/02/2018					3,453.86	DR *
6503	103300061806	51020800	CGEX181114	11/16/2018					15.61	DR
6503	103300061806	51020800	CGEX181128	11/30/2018					17.03	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX181026	11/02/2018					49.77	DR *
6503	103300061806	51020900	CGEX181114	11/16/2018					1.62	DR
6503	103300061806	51020900	CGEX181128	11/30/2018					1.81	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
									5.24	DR *
									6,440.53	DR **

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 11/30/2018

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
			GROUP: 51							
			PERSONAL SERVICES							
6503	103300061806	52030300	CGEX181108	11/09/2018	701064				31,523.35	DR ***
6503	103300061806	52030300	CGEX181108	11/09/2018	701066				326.34	DR
6503	103300061806	52030300	CGEX181108	11/09/2018	701067				295.68	DR
6503	103300061806	52030300	CGEX181108	11/09/2018	701063				180.60	DR
6503	103300061806	52030300	CGEX181108	11/09/2018	701065				149.52	DR
6503	103300061806	52030300	CGEX181115	11/16/2018	704599				67.20	DR
6503	103300061806	52030300	CGEX181115	11/16/2018	707382				420.84	DR
6503	103300061806	52030300	CGEX181129	11/30/2018	712192				259.98	DR
6503	103300061806	52030300	CGEX181129	11/30/2018	707379				406.14	DR
			OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE							
6503	103300061806	52031000	CGEX181108	11/09/2018	701067				2,369.64	DR *
6503	103300061806	52031000	CGEX181108	11/09/2018	701066				124.08	DR
6503	103300061806	52031000	CGEX181108	11/09/2018	701063				123.92	DR
6503	103300061806	52031000	CGEX181115	11/16/2018	707382				62.50	DR
			OBJSUB: 5203100 LODGING/IN-STATE							
6503	103300061806	52031400	CGEX181108	11/09/2018	701064				370.45	DR *
6503	103300061806	52031400	CGEX181115	11/16/2018	704599				81.00	DR
6503	103300061806	52031400	CGEX181115	11/16/2018	707382				59.00	DR
6503	103300061806	52031400	CGEX181129	11/30/2018	712192				22.00	DR
6503	103300061806	52031400	CGEX181129	11/30/2018	707379				70.00	DR
			OBJSUB: 5203140 TAXABLE MEALS/IN-STATE							
6503	103300061806	52031500	CGEX181108	11/09/2018	701067				254.00	DR *
6503	103300061806	52031500	CGEX181108	11/09/2018	701066				79.00	DR
6503	103300061806	52031500	CGEX181108	11/09/2018	701063				75.00	DR
6503	103300061806	52031500	CGEX181115	11/16/2018	707382				32.00	DR
			OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST							
6503	103300061806	52032300	CGEX181108	11/09/2018	701890				229.00	DR *
			OBJSUB: 5203230 AUTO-PRIV. (OUT-STATE) H/R							
6503	103300061806	52032800	CGEX181108	11/09/2018	701891				74.76	DR *
6503	103300061806	52032800	CGEX181108	11/09/2018	701890				88.00	DR
			OBJSUB: 5203280 OTHER-PUBLIC-OUT-OF-STATE							
6503	103300061806	52033000	CGEX181108	11/09/2018	701891				133.00	DR *
6503	103300061806	52033000	CGEX181108	11/09/2018	701890				1,333.60	DR
			OBJSUB: 5203300 LODGING/OUT-OF-STATE							
6503	103300061806	52033200	CGEX181108	11/09/2018	701891				1,066.88	DR
6503	103300061806	52033200	CGEX181108	11/09/2018	701891				2,400.48	DR *
6503	103300061806	52033200	CGEX181108	11/09/2018	701891				110.00	DR
6503	103300061806	52033200	CGEX181108	11/09/2018	701890				79.12	DR
			OBJSUB: 5203320 INCIDENTALS-OUT-OF-STATE							
6503	103300061806	52033500	CGEX181108	11/09/2018	701890				262.12	DR *
6503	103300061806	52033500	CGEX181108	11/09/2018	701891				184.00	DR
6503	103300061806	52033500	CGEX181108	11/09/2018	701891				160.00	DR



STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 11/30/2018

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
		OBJSUB: 5203350	NON-TAXABLE MEALS/OUT-ST						344.00	DR *
		OBJECT: 5203	TRAVEL						6,437.45	DR **
6503	103300061806	52040500	19SC100028 296	11/28/2018	02273045	SMARTSOFTW	12221150		270.00	DR **
		OBJSUB: 5204050	COMPUTER CONSULTANT						270.00	DR *
		OBJECT: 5204050	DP909100	11/23/2018					434.25	DR
		OBJSUB: 5204180	COMPUTER SERVICES-STATE						434.25	DR *
		OBJECT: 5204180	REALES/COSMRNT18	11/23/2018	622559	HYDEHOLDIN	12028880		1,041.75	DR *
		OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.						1,041.75	DR *
		OBJECT: 5204490	TL909052	11/02/2018					176.76	DR
		OBJECT: 5204530	1744332839	11/09/2018	00542239	WESTUNIFIE	12142271	02	7.61	DR
		OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS						184.37	DR *
		OBJECT: 5204530	415031401 1018	11/23/2018	02272209	MUNICIPALU	12054968	01	109.88	DR
		OBJSUB: 5204540	ELECTRICITY						109.88	DR *
		OBJECT: 5204540	CONTRACTUAL SERVICES						2,040.25	DR **
		OBJECT: 52050280	IN2290661	11/28/2018	00545179	INNOVATIVE	12550348		118.71	DR
		OBJECT: 52050280	18382 NOV18	11/14/2018	00542721	INMANSWATE	12037639		16.18	DR
		OBJSUB: 5205028	OFFICE SUPPLIES						134.89	DR *
		OBJECT: 5205028	CD910040	11/07/2018					731.85	DR
		OBJSUB: 5205310	PRINTING-STATE						731.85	DR *
		OBJECT: 5205310	CGEX181108	11/09/2018	701064				11.78	DR
		OBJECT: 52053500	CGEX181129	11/30/2018	707379				1.42	DR
		OBJECT: 52053500	CGEX181129	11/30/2018	712192				1.21	DR
		OBJSUB: 5205350	POSTAGE						14.41	DR *
		OBJECT: 5205350	68870010003OCT18	11/28/2018	00544504	MONTANADAK	12020954	12	14.65	DR
		OBJSUB: 5205518	HEATING & COOKING FUELS						14.65	DR *
		OBJECT: 5205518	SUPPLIES & MATERIALS						895.80	DR **
		OBJECT: 5209000	T109-056	11/16/2018					795.80	DR
		OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT						795.80	DR *
		OBJECT: 5228000	NONOP EXP/NONBCTD OF TR						795.80	DR **
		GROUP: 52	OPERATING EXPENSES						10,169.30	DR ***
		CONTR: 6503							41,692.65	DR ****
		CNTR: 103300061806							41,692.65	DR *****
		B. UNIT: 1033							41,692.65	DR *****

AGENCY BUDGET CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
<b>COMPANY NO 6503</b> <b>COMPANY NAME PROFESSIONAL &amp; LICENSING BOARDS</b>					
103300061806	6503	51010100	F-T EMP SAL & WAGES	16,907.83	46,516.57
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	6,794.99	25,161.49
103300061806	6503	51010300	BOARD & COMM MBR'S FEES	1,380.00	4,920.00
<b>ACCT: 5101</b> <b>EMPLOYEE SALARIES</b>					
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	25,082.82	76,598.06
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,917.17	5,853.39
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	1,014.49	2,988.98
103300061806	6503	51020800	WORKER'S COMPENSATION	3,453.86	10,943.39
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	49.77	126.53
				5.24	21.65
<b>ACCT: 5102</b> <b>EMPLOYEE BENEFITS</b>					
103300061806	6503	52030100	PERSONAL SERVICES	6,440.53	19,933.94
				31,523.35	96,532.00
<b>ACCT: 51</b>					
103300061806	6503	52030200	AUTO-STATE OWNED-IN STATE	.00	149.83
103300061806	6503	52030300	AUTO PRIV (IN-ST.) L/RTE	.00	276.46
103300061806	6503	52031000	AUTO-PRIV (IN-ST.) H/RTE	2,369.64	8,392.02
103300061806	6503	52031400	LODGING/IN-STATE	370.45	2,527.55
103300061806	6503	52031500	TAXABLE MEALS/IN-STATE	254.00	978.00
103300061806	6503	52032300	NON-TAXABLE MEALS/IN-ST	229.00	1,438.00
103300061806	6503	52032600	AUTO-PRIV (OUT-STATE) H/R	74.76	2,129.36
103300061806	6503	52032800	AIR-COMM-OUT-OF-STATE	.00	2,361.40
103300061806	6503	52033000	OTHER-PUBLIC-OUT-OF-STATE	133.00	133.00
103300061806	6503	52033200	LODGING/OUT-OF-STATE	2,400.48	3,200.64
103300061806	6503	52033500	INCIDENTALS-OUT-OF-STATE	262.12	360.12
			NON-TAXABLE MEALS/OUT-ST	344.00	452.00
<b>ACCT: 5203</b> <b>TRAVEL</b>					
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	6,437.45	20,398.38
103300061806	6503	52040500	COMPUTER CONSULTANT	.00	310.00
103300061806	6503	52040600	ED & TRAINING CONSULTANT	270.00	690.60
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	.00	2,500.00
103300061806	6503	52041800	COMPUTER SERVICES-STATE	434.25	1,880.00
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	.00	1,737.00
103300061806	6503	52042000	CENTRAL SERVICES	.00	1,340.40
103300061806	6503	52042300	JANITORIAL & MAINT SERV	.00	2,794.60
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	1,041.75	31.38
103300061806	6503	52045100	RENTS-OTHER	.00	5,208.75
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	184.37	442.96
103300061806	6503	52045400	ELECTRICITY	109.88	1,086.29
103300061806	6503	52045500	GARBAGE & SEWER	.00	621.98
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	35.50
				2,040.25	6,440.68
<b>ACCT: 5204</b> <b>CONTRACTUAL SERVICES</b>					
103300061806	6503	52050200	OFFICE SUPPLIES	.00	25,120.14
103300061806	6503	52050280	OFFICE SUPPLIES	134.89	300.08
103300061806	6503	52053100	PRINTING-STATE	731.85	392.39
					1,721.60

MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 11/30/2018

AGENCY	10	LABOR & REGULATION	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
BUDGET UNIT	1033	COSMETOLOGY COMMISSION	52053500	POSTAGE	14.41	1,835.16
CENTER-5	10330	COSMETOLOGY COMMISSION	52055180	HEATING & COOKING FUELS	14.65	48.91
CENTER	COMP					
	5205	SUPPLIES & MATERIALS	52074910	TELEPHONE EQUIPMENT	895.80	4,298.14 *
	5207	CAPITAL OUTLAY			.00	1,001.00 *
	5207			OPER TRANS OUT -NON BUDGT	795.80	4,201.98
	5228	NONOP EXP/NONBGTD OP TR			795.80	4,201.98 *
	52	OPERATING EXPENSES			10,169.30	55,019.64 **
COMP:	6503	PROFESSIONAL & LICENSING BOARDS			41,692.65	151,551.64 ***
CENTER:	103300061806				41,692.65	151,551.64 ****
B UNIT:	1033				41,692.65	151,551.64 *****

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**February 12, 2019**

1. **2019 NIC Meetings** – I have been notified by NIC Executive Director Debra Norton that there will not be an All Region Meeting in 2019. The Annual NIC Conference is scheduled for September 7-9, 2019 in Milwaukee, Wisconsin. The Executive Directors will meet the two preceding dates September 5-6, 2019.
  
2. **National Database** – For a number of years there has been discussion at NIC meetings about the creation of a national database for cosmetology, barbering and related fields. NIC is in the process of conducting a survey of all the states and territories who are affiliated with NIC. Some of the benefits of a national database are: (1) enable mobility of licensing from state to state, and (2) try to eliminate individuals working with false identities, (3) identify individuals with serious disciplinary action, such as hiring unlicensed workers or working unlicensed. However, there may be obstacles: (1) all states would need to participate or there will be missing data, (2) social security numbers and dates of birth are necessary to help identify cases where more than one individual is working under the same identify. I do believe a national database would help all State Board of Cosmetology if we can overcome the obstacles of what data is sharable.
  
3. **Legislative Update** – The 2019 Legislative Session has been a quiet one so far in terms of cosmetology. As I write this, January 25, no bills have been introduced that directly affect cosmetology. The final date for introduction of individual bills by a Legislator is January 30, 2019. This will be updated at the February 12 meeting if any cosmetology legislation gets introduced.

**South Dakota Cosmetology Commission -- Worksheet for Transfer or Dual Hours -- February 2019**

<b>Cosmetology</b>		<b>Esthetics to Cosmetology</b>	<b>Nails to Cosmetology</b>
150	Infection control, professional standards, business practices, state law	90	60
200	Science, including health safety & infection control, anatomy, diseases, chemistry	90	60
300	General Cosmetology, hair design, scalp care, shampooing, haircutting, styling, braiding		
280	Chemical hair services		
200	Esthetics	200	
120	Nail technology		120
250	Flexible for each individual student		
<b>1500</b>	<b>TOTAL HOURS</b>	<b>380</b>	<b>240</b>
		<b>TOTAL TRANSFER</b>	<b>TOTAL TRANSFER</b>
<b>Esthetics</b>		<b>Cosmetology to Esthetics</b>	<b>Nails to Esthetics</b>
90	Infection control, safety procedures, disinfection, diseases, state law	90	60
90	Scientific concepts, skin analysis, chemistry, anatomy, physiology	90	
240	Skin treatments, consultations, analysis, chemical facial treatment, body treatments	200	
30	Massage manipulations to include facial and body		
30	Makeup and eyelash applications		
30	Hair removal and eyebrow shaping		
60	Business practices regarding salon and booth management, salesmanship, ethics, state law	60	60
30	Flexible for each individual student		
<b>600</b>	<b>TOTAL HOURS</b>	<b>440</b>	<b>120</b>
		<b>TOTAL TRANSFER</b>	<b>TOTAL TRANSFER</b>
<b>Nail Technology</b>		<b>Cosmetology to Nails</b>	<b>Esthetics to Nails</b>
60	Infection control, safety procedures, disinfection, diseases, state law	60	60
60	Scientific concepts, to include chemistry, bacteriology, anatomy and physiology	60	
90	Manicure, pedicure, hand, lower arm, feet and lower leg massage manipulations	120	
130	Artificial nails to include electric files, sculptured nails, nail tips, nail wraps and gel nails (8 of them ours must be electric file)		
60	Business practices regarding salon and booth management, salesmanship, ethics, state law	60	60
<b>400</b>	<b>TOTAL HOURS</b>	<b>300</b>	<b>120</b>
		<b>TOTAL TRANSFER</b>	<b>TOTAL TRANSFER</b>

## **Salon and School Inspection Forms/Administrative Rules**

Preliminary review of the salon/booth and school inspection forms has shown that we need to update our administrative rules to more clearly define Commission expectations. I would like to suggest that the Commission form a task force of two Commission members, staff members, including our three inspectors, to review and develop administrative rules changes and updates to the inspection forms to coincide with the updated rules. If we hold this task force meeting within the next month, we could have proposed administrative rules ready for one of the early 2019 Interim Rules Review Committee. We could begin using the new inspection forms when the new rules become effective later in the late Spring or early Summer.

-- Kate Boyd

# Inspection Report

South Dakota Cosmetology Commission  
500 E Capitol Ave Pierre, SD 57501  
605-773-6193 cosmetology@state.sd.us

A. SALON OR BOOTH NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
OWNER NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
SALON or BOOTH LICENSE NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

B. TYPE OF SALON: 1. Salon Booth Rental Home Limited  
TYPE OF INSPECTION: 2. Cosmetology (all) Hair Esthetics Nails Other \_\_\_\_\_  
3. New Routine Re-Inspection Investigation

- C. During all working hours. YES is satisfactory NO is NOT satisfactory SDCL 36-15 ARSD 20:42
- YES NO 1. Current licenses; Rules/Regulations, Unregulated Services Sign – Displayed \_\_\_\_\_
  - YES NO 2. Certified for microdermabrasion and/or electric nail files and/or eyelash extensions \_\_\_\_\_
  - YES NO 3. Fire Extinguisher, ABC type, 5 lbs., easily accessible, charged \_\_\_\_\_
  - YES NO 4. First aid kit that contains adhesive dressings, gloves, antiseptic, gauze, tape, blood spill procedures \_\_\_\_\_
  - YES NO 5. Disinfecting agent(s) available at station \_\_\_\_\_
  - YES NO 6. Disinfecting agent meets virucidal, fungicidal, and bactericidal requirements \_\_\_\_\_
  - YES NO 7. Disinfectant container available (large enough) \_\_\_\_\_
  - YES NO 8. Disinfectant (if mixed) fresh, clean and free from contaminants \_\_\_\_\_
  - YES NO 9. Clean closed containers - to store only cleaned or disinfected tools \_\_\_\_\_
  - YES NO 10. Closed, labeled containers for soiled towels, linens, tools \_\_\_\_\_
  - YES NO 11. Pedicure station and tools clean and disinfected after each use \_\_\_\_\_
  
  - YES NO 12. Floors clean (no hair or nail clippings) and in good repair \_\_\_\_\_
  - YES NO 13. Walls, ceilings, fixtures, vents clean and in good repair \_\_\_\_\_
  - YES NO 14. Plumbing, hot/cold running water and central sewage system \_\_\_\_\_
  - YES NO 15. Electrical, appliance cords and outlets safe and in good repair \_\_\_\_\_
  - YES NO 16. Ventilation in work area \_\_\_\_\_
  - YES NO 17. Restroom, clean with disposable towels, liquid soap \_\_\_\_\_
  - YES NO 18. Storage room or cabinet for harmful supplies \_\_\_\_\_
  
  - YES NO 19. Hair work stations clean and disinfected \_\_\_\_\_
  - YES NO 20. Nail work stations clean and disinfected \_\_\_\_\_
  - YES NO 21. Esthetics work stations clean and disinfected \_\_\_\_\_
  - YES NO 22. Waste Containers emptied at least daily \_\_\_\_\_
  - YES NO 23. Sinks clean and disinfected, no hair or soap scum \_\_\_\_\_
  - YES NO 24. Hand sanitizer or hand-washing facilities available for use \_\_\_\_\_
  
  - YES NO 25. Hair tools new and/or clean and disinfected \_\_\_\_\_
  - YES NO 26. Nail tools new and/or clean and disinfected \_\_\_\_\_
  - YES NO 27. Esthetics tools new and/or clean and disinfected \_\_\_\_\_
  - YES NO 28. All single-use items disposed after each use \_\_\_\_\_
  - YES NO 29. All products are clean, closed, and labeled correctly, includes wax \_\_\_\_\_
  - YES NO 30. Dispersal tools or equipment is used for products \_\_\_\_\_
  - YES NO 31. Electrical equipment clean and disinfected (electric clippers, electric files or curling irons) \_\_\_\_\_
  - YES NO 32. Attachments for electrical equipment clean and disinfected \_\_\_\_\_
  
  - YES NO 33. Private Residences – separate exit – separate from residential area \_\_\_\_\_
  - YES NO 34. Other laws and/or rules that apply (list) \_\_\_\_\_

D. List of Personal Licensees (first & last)

_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____

Use additional sheet if more space is needed.

E. Comments:  
\_\_\_\_\_  
\_\_\_\_\_

F. Date: \_\_\_\_\_ Time \_\_\_\_\_  
Signature: \_\_\_\_\_ Inspector signature \_\_\_\_\_  
Licensee reviewed inspection report with Inspector YES NO (if "no" why not) \_\_\_\_\_  
RECHECK \_\_\_\_\_ FAIL \_\_\_\_\_ PASS \_\_\_\_\_

# SCHOOL INSPECTION REPORT

South Dakota Cosmetology Commission  
 500 E Capitol Ave Pierre SD 57501  
 605/773-6193 cosmetology@state.sd.us

Section A

1. Name of School:

2. Address:

3. City:

4. Telephone Number:

5. School License Number:

6. Expiration Date:

7. Type of school (circle one only)      **Cosmetology**      **Nails**      **Esthetics**

8. Programs Taught (circle all that apply)      Cosmetology (hair, nails, skin)  
    Nails (separate)  
    Esthetics (separate)

**Yes=in compliance; No=Not in compliance; NA=not applicable**  
**If a Bolded No is circled it is an automatic overall failure.**

- |     |    |  |
|-----|----|--|
| Yes | No | 9. School sign clearly posted SDCL 36-15-38  |
| Yes | No | 10. Sign on clinic floor designating that all services are performed by students SDCL 36-15-38 |
| Yes | No | 11. Student Price List on Display 20:42:06:30  |
| Yes | No | 12. Infection Control Rules & Regulations Display 20:42:06:31                                  |
| Yes | No | 13. Blood Spill procedures posted in the dispensary 20:42:06:32                                |
| Yes | No | 14. Unregulated Services Sign Display 20:42:06:33  |

15. TOTAL ENROLLMENT OF STUDENTS IN SCHOOL | (Attach list of official current students)

Section B

## INSTRUCTOR LICENSES

(SDCL 36-15-25; 36-15-26 ARSD 20:42:06:29; 20:42:06:10)

Yes No **1. All licensees current and licenses displayed. Instructors listed below.**

Yes No **2. Minimum number of instructors for students enrolled.** (1 instructor for each 15 or less students)

3. Last Name	Instructor License Number	Expiration	Personal License Number	Expiration	On Duty	Identified
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No



Section C		<b>General Requirements and Equipment</b> (20:42:06:01; 20:42:06:02)
Yes	No	1. Sufficient lockers for all enrolled students
Yes	No	2. Time clock for student hours    Type of clock -
		3. Classrooms
Yes	No	Separated from public areas
Yes	No	Instruction board or chalkboard
Yes	No	Sufficient tables/desks and chairs
Yes	No	Sufficient reference materials
Yes	No	Audiovisual materials
Yes	No	Observation of theory course. Lesson plans available when requested
		Course title observed:
Yes	No	Textbooks and SD law/rule books
		Name of textbook:
Yes	No	Student notebooks or workbooks
		4. Clinic Floor
Yes	No	Student licenses posted 20:42:06:29
Yes	No	Student services checked by instructor 20:42:06:07
Yes	No	Only students are doing services (Instructors cannot do services on the clinic floor) 20:42:06:11
Section D		<b>Required Minimum Equipment and Supplies</b> <b>COSMETOLOGY</b> (also includes esthetics and nail technology below) (20:42:06:01.01)
Yes	No	1. Work Station for each working student that includes:
		Mirror
		Table top or counter
		Client chair
		Clean covered container to store clean implements
Yes	No	2. Sufficient cold wave or perm rods
Yes	No	3. Sufficient combs and brushes per working student
Yes	No	4. Simulated human head with real or synthetic hair
Yes	No	5. One shampoo bowl per 5 working students
Yes	No	6. One hooded hair dryer per 5 working students
Yes	No	7. One curling iron for each working student
Yes	No	8. One hand-held hair dryer for each working student
		Required equipment for esthetics below (20:42:06:01.02)
		Required equipment for nail technology below(20:42:06:01.03)
Section E		<b>Required Minimum Equipment and Supplies</b> <b>ESTHETICS</b> (20:42:06:01.02)
Yes	No	1. Work station for each working student that includes:
		facial chair or massage table
		table top
		mirror
		covered waste receptacle
		clean, covered container to store clean implements
Yes	No	2. Sufficient steamer, vaporizer or pulverizer machines
Yes	No	3. Sufficient galvanic current machines
Yes	No	4. Sufficient suction or vacuum machines
Yes	No	5. Sufficient high frequency Tesla or violet ray units and a facial electrode
Yes	No	6. Sufficient magnifying lamp
Yes	No	7. Sufficient therapeutic lamps
Yes	No	8. Simulated human head forms
Yes	No	9. Make-up station with mirror for each working student
Yes	No	10. Sufficient equipment and supplies for waxing, chemical, and physical depilatories
Optional		11. Microdermabrasion equipment (20:42:06:21.01) (OPTIONAL) – a closed loop system

**Section F**

**Required Minimum Equipment and Supplies**  
**NAIL TECHNOLOGY (20:42:06:01.03)**

Yes	No	1. Work station for each working student that includes: Nail technology table or pedicure station Client chair Chair for student Adjustable light for table Covered waste container Clean, covered container to store clean implements
Yes	No	2. Adequate filter ventilation system 20:42:06:20
Yes	No	3. Simulated human hands
Yes	No	4. Sufficient pedicure stations with foot baths
Yes	No	5. Sufficient electric nail files with attachments
Yes	No	6. Electric nail files designed to use on the human nail 20:42:06:21

**Section G**

**Minimum Requirements for Premises and Facilities**  
**(20:42:06:19)**

Yes	No	1. Space – Main cosmetology school Main esthetics school Main nail technology school
Yes	No	2. Plumbing - connected to central sewer system - hot/cold running water
Yes	No	3. Restrooms – minimum of two with liquid soap dispenser, disposable towels or hand air dryer, and safe and sanitary.
Yes	No	4. Supply/Storage dispensary room – safe and clean – separate from the public areas
Yes	No	5. Ventilation in work area (separate system for nails or in nail table)

**Section H**

**Infection Control Requirements**  
**(20:42:06:24; 20:42:04:05.01; and 20:42:06)**

Yes	No	1. Disinfecting agent(s), labeled, available at stations
Yes	No	2. Disinfecting agents used meets virucidal, fungicidal, and bactericidal requirements
Yes	No	3. Wet disinfection container (large enough) available to completely cover all soiled implements
Yes	No	4. Wet disinfection fresh, clean, and free from contaminants
Yes	No	5. Dry Sanitizers – clean closed containers that store only new, cleaned or disinfected tools, towels, linens
Yes	No	6. Closed labeled containers for used (soiled) tools, towels and/or linens
Yes	No	7. Pedicure station(s) and tools clean and disinfected after each use
Yes	No	8. Hand sanitizer or hand-washing facilities available for use
Yes	No	9. Floors clean (with no excessive dust or debris) and in good repair
Yes	No	10. Walls, ceilings, fixtures, vents clean and in good repair
Yes	No	11. Sinks clean and disinfected, no hair or soap scum
Yes	No	12. Waste containers emptied at least daily
Yes	No	13. Closed powders, lotions, creams, products containers
Yes	No	14. Dispersal tools or equipment is used to dispense products
Yes	No	15. Care and condition of capes or neck strips 20:42:06:25
Yes	No	16. Wigs: protective head coverings 20:42:06:26
Yes	No	17. Hair work stations clean and disinfected
Yes	No	18. Nail work stations clean and disinfected
Yes	No	19. Esthetics work stations clean and disinfected



For office use only: License number: \_\_\_\_\_  
 Date processed: \_\_\_\_\_ Date expires: \_\_\_\_\_

Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193	<b>SOUTH DAKOTA COSMETOLOGY COMMISSION</b> <b>SCHOOL LICENSE RENEWAL FORM</b>
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**Instructions**  
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

**1. TYPE OF LICENSE RENEWING**

Cosmetology School      
 Nail School      
 Esthetics School      
 Branch School

**2. SCHOOL INFORMATION**

School Name: Black Hills Beauty College – Rapid City  
 Current On-site Director: Holly Keszler  
 School Address: 623 St. Joe Street  
 City/State/Zip Rapid City SD 57701  
 Telephone: 605-342-0697      Fax: 605-342-6886      Email: holly@bhbeautycollege.com

Programs Offered:	Cosmetology <input checked="" type="checkbox"/> YES    NO	Number of clock hours 2100/1500
	Nail Technology <input checked="" type="checkbox"/> YES    NO	Number of clock hours 400
	Esthetics <input checked="" type="checkbox"/> YES    NO	Number of clock hours 600

Are the courses in clock or credit hours? CLOCK  CREDIT  If in credit hours, attach the conversion.  
 Days/Times Open: Attach a separate sheet with this information  
 Days and Times of Theory Classes: Attach a separate sheet with this information  
 Days and Times of Clinic: Attach a separate sheet with this information  
 What months are programs started? Attached on a separate sheet of paper  
 Current Enrollment in - - - -    Cosmetology Program: 60    Nails Program: 0    Esthetics Program: 3  
 Approximate Square Footage of school physical premises: 11,000

**3. SCHOOL OWNER INFORMATION**

Ownership (check one): Sole Proprietorship     Partnership     Corporation   
 List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Tom Poloncic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-3503
Joy Poloncic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-4633

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. \_\_\_\_\_  
 \_\_\_\_\_

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. \_\_\_\_\_  
 \_\_\_\_\_

**4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH** a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 students or a fraction thereof. **IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.**

**5. REQUIRED ATTACHMENTS** – the following need to be attached.

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

**6. AGREEMENT AND SIGNATURE**

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

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

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

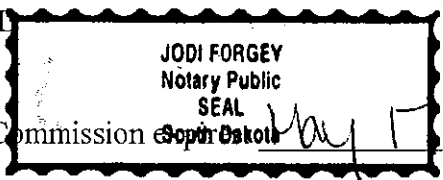
It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation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

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

Owner or School Director Signed: *Jody Forgey* Dated: 12/12/18  
Owner or School Director Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Notary  
Subscribed and sworn to before me this 12 day of December, 2018.

SEAL



*Jodi Forgey*  
Notary Public – South Dakota

## **#2 School Information**

**Days/times open: In the school catalog**  
**Page 4 in the white insert**

**Day/times of theory classes: In the school catalog**  
**Page 4 in the white insert**

**Day/times of clinic: In the school catalog**  
**Page 4 in the white insert**

**What months are programs started:**  
**Cosmetology: January, April, July & September**  
**Nail Technology: January, June & December**  
**Esthetics: March & August**  
**We will add extra start dates if needed.**

## **4 Instructors & Qualifications**

### **Senior Instructors:**

**Holly Keszler: Instructor license # IC-06066-2019  
Cosmetologist license# CO-01521-2019  
Holly is Electric File Certified  
Expires: 12-01-2019**

**Linsy Saenz: Instructor license #IC-09759-2019  
Cosmetologist license #CO-07939-2019  
Linsy is Electric File Certified  
Expires: 1-20-2019**

**Wendy Beaumont: Instructor License #IC-04848-2019  
Cosmetologist license #CO-03751-2019  
Wendy is certified in Microdermabrasion,  
Electric File & EyeLash Extensions  
Expires: 4-01-2017**

**Martha MacDonald: Instructor License# IC-12641-2019  
Cosmetologist license #CO-28898-2019  
Martha (Martie) is certified in Microdermabrasion &  
Electric File  
Expires: 8-21-2019**

**Taylor Kauffman: Instructor license #IC-13998-2019  
Cosmetologist license #CO-13449-2019  
Taylor is certified in eyelash extensions &  
Microdermabrasion  
Expires: 10-10-2019**

**Rhyanna Schleuning: Instructor license: # 14127-2019  
Expires: 2-21-2019  
Cosmetologist # CO-13139-2019  
Rhyanna is certified in Electric Files  
Expires: 5-20-2019**

## **#5 Required Attachments**

**List of required and non-required equipment.**

**On the sheet taken from the State Law book. I have highlighted the ones we are in compliance with. We do have all the required equipment.**

**School's current catalog.**

**Most of the required information will be in the school's catalog.**

**List of textbook and workbook:**

**Pivot Points Cosmetology Fundamentals – Main textbook**

**Milady Standard Cosmetology**

**Pivot Point Library for Pivot Point Schools:**

**Salon Success**

**Scientific Approach: Sculpture**

**Texture**

**Hair Design**

**Color**

**Nail Tech Program: Pivot Point Nail Tech Fundamentals**

**Esthetics Program: Pivot Point Esthetics Fundamentals**

**Advertising Brochure: Small handout in the catalog**

**Website Address: [bhbeautycollege.com](http://bhbeautycollege.com)**

**School rules and regulations: In the school catalog.**

**Page 7&8 in the white insert**

**Student policies & procedures: In the school catalog.**

**Enrollment Policy - Page B**

**Attendance Policy - Page B**

**Graduation Policy - Page C**



## **Explanation of procedure to track student hours &**

### **Explanation of how student records are kept and stored.**

The students are given a time card each day when they arrive to school. During the day, they have to scan themselves in using their fingerprint . Then the hours are recorded on the time sheets provided by the commission. At the beginning of each month, the monthly time sheets are signed by the student and then mailed to the Commission by the 10<sup>th</sup> of each month. Before we send the monthly totals to the Commission, we make a copy and place in the students file.

After the students have signed the monthly sheet, they are put into the computer for a running total. Each month the student will receive a copy of this running total and the students are expected to keep track of their hours.

## **Schedule of days & times open, showing theory & practical times, holidays closed:**

The times and days we are open and when we are in class on  
Page 4 in the white insert of the school catalog.

### **Days scheduled to be closed:**

July 4<sup>th</sup>

November 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>

December 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>

**Field trips - On the Commission provided sheet.**

## **Listing of substitute instructors & guest instructors.**

**Guest speakers: Teresa Jahner - Matrix Rep**

**Anita Keester – Smart Styles Manager**

**Mandi May – Great Clips Manager**

**Lisa Jenner - Cosmetologist**

**Changes in the last year.**

We have implemented the new 1500 hour curriculum.

20:42:06:09.02	Required minimum curriculum for esthetics course.
20:42:06:09.03	Branch school curriculum requirement for a partial program.
20:42:06:10	Minimum number of instructors.
20:42:06:11	Restrictions on instructor's services.
20:42:06:12	Required records and reports.
20:42:06:13	Repealed.
20:42:06:14	School records.
20:42:06:15	Repealed.
20:42:06:16	Transfer of student from out-of-state.
20:42:06:17	Field trips.
20:42:06:18	General safety requirements for all schools.
20:42:06:19	School minimum requirements for premises and facilities.
20:42:06:20	School equipment requirements.
20:42:06:21	Electric nail file or drill requirements.
20:42:06:21.01	Microdermabrasion machine requirements.
20:42:06:22	Prohibited equipment and procedures.
20:42:06:23	Repealed.
20:42:06:24	Required school infection control and safety procedures.
20:42:06:25	Care of capes and towels in schools.
20:42:06:26	Procedure for handling wigs and hairpieces in cosmetology schools.
20:42:06:27	Storage for harmful supplies.
20:42:06:28	Prohibited products.
20:42:06:29	Display of licenses.
20:42:06:30	Display of student prices.
20:42:06:31	Display of health, safety, and infection control rules.
20:42:06:32	Display of blood spill rules.
20:42:06:33	Display of unregulated services sign in school clinics.

**20:42:06:01. Required basic equipment and educational supplies for all schools.** Each school must have the following basic minimum equipment and educational supplies on hand and in good working condition at all times:

- (1) ~~One current South Dakota Cosmetology Commission law and rule book for each enrolled student;~~
- (2) ~~One textbook, as applicable, for each enrolled student;~~ *Salon Fundamentals*
- (3) ~~Sufficient lockers for all enrolled students;~~
- (4) ~~One time clock for student hours;~~ *Scan w/ their finger*
- (5) ~~One large wet disinfectant container for all soiled implements used by all students or a separate wet disinfectant container for each student's soiled implements; and~~
- (6) ~~A covered container for soiled towels and linens.~~

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. General Authority: SDCL 36-15-13(4)(10). Law Implemented: SDCL 36-15-13(4)(10), 36-15-46.

**20:42:06:01.01. Required minimum equipment and educational supplies for a cosmetology course.** In addition to the equipment required in § 20:42:06:01, each school that offers a cosmetology course must have the following:

- (1) ~~Work station for each student working on clients that includes:~~

- (a) A mirror;

- (b) A table top or counter;
- (c) A client chair; and
- (d) A clean, covered container to store clean tools and implements;

- (2) ~~Chemical wave rods;~~
- (3) ~~Sufficient combs and brushes per student working on clients;~~
- (4) ~~Simulated human heads with real or synthetic hair;~~
- (5) ~~One shampoo bowl per five working students;~~
- (6) ~~One stationary hooded hair dryer per five working students;~~
- (7) ~~One marcel iron for each student working on clients;~~
- (8) ~~One hand-held hair dryer for each student working on clients;~~
- (9) ~~Required equipment in § 20:42:06:01:02 for esthetics instruction;~~
- (10) ~~Required equipment in § 20:42:06:01:03 for nail technology instruction; and~~
- (11) ~~For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.~~

Source: 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. General Authority: SDCL 36-15-13(4)(10). Law Implemented: SDCL 36-15-13(4)(10), 36-15-46.

**20:42:06:01.02. Required minimum equipment and educational supplies for an esthetics course.** In addition to the basic school equipment required in § 20:42:06:01, each school that offers an esthetics course must have the following:

- (1) ~~Work station for each student working on clients that includes:~~
  - (a) A facial chair or massage table;
  - (b) A table top;
  - (c) A mirror;
  - (d) A covered waste receptacle; and
  - (e) A clean covered container to store clean tools and implements;

- (2) ~~At least one steamer, vaporizer, or pulverizer machine;~~
- (3) ~~At least one galvanic current machine;~~
- (4) ~~At least one suction or vacuum machine;~~
- (5) ~~At least one high frequency, Tesla or violet ray unit and a facial electrode;~~
- (6) ~~At least one magnifying lamp;~~
- (7) ~~At least one therapeutic lamp;~~
- (8) ~~Simulated human head forms;~~
- (9) ~~Make-up station with lighted mirror for each student working on clients; and~~
- (10) ~~For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.~~

Source: 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. General Authority: SDCL 36-15-13(4)(10). Law Implemented: SDCL 36-15-13(4)(10), 36-15-46.

**20:42:06:01.03. Required minimum equipment and educational supplies for a nail technology course.** In addition to the equipment required in § 20:42:06:01, each school that offers a nail technology course must have the following minimum equipment:

- (1) ~~Work station for each student working on clients that includes:~~
  - (a) A nail technology table;
  - (b) A client chair;

- (c) A chair for the student;
- (d) An adjustable light for the table;
- (e) A covered waste container; and
- (f) A clean, covered container to store disinfected tools and implements;

~~(2) Simulated human hands with stands;~~

~~(3) Pedicure foot-spa station for each student working on a client that includes a foot bath large enough to completely immerse both feet of the client;~~

~~(4) At least one electric file or drill with appropriate attachments.~~

Source: 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 32 SDR 32, effective August 29, 2005; 39 SDR 129, effective January 28, 2013. General Authority: SDCL 36-15-13(4)(10). Law Implemented: SDCL 36-15-13(4)(10), 36-15-46.

**20:42:06:01.04. Branch school exception.** If a school is teaching theory classes only, the branch school is exempt from the requirements of §§ 20:42:06:01.01 to 20:42:06:01.03, inclusive.

Source: 39 SDR 129, effective January 28, 2013. General Authority: SDCL 36-15-13(4)(10). Law Implemented: SDCL 36-15-13(4)(10), 36-15-46.

**20:42:06:02. Classrooms.** In each school, classrooms for the teaching of theory and for classroom demonstrations must be separate from areas used by the general public. Each classroom must contain:

- (1) An instruction board or chalkboard;
- (2) Sufficient tables or desks and chairs to meet the instructional needs of scheduled students;
- (3) Sufficient reference materials relating to the subjects taught;
- (4) Lesson plans relating to the subjects taught; and
- (5) Audiovisual equipment and aids relating to the subject taught.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 29 SDR 176, effective July 1, 2003. General Authority: SDCL 36-15-13(4)(10) Law Implemented: SDCL 36-15-46.

**20:42:06:03. Projection equipment.** Repealed.

Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.

**20:42:06:04. Library.** Repealed.

Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.

**20:42:06:05. Approved textbooks for basic course of study.** The school shall use one or more of the following textbooks for a basic course of study:

- (1) **Milady's Standard Cosmetology**, Milady Publishing Corporation, 2012;
- (2) **Milady's Standard Nail Technology**, 6<sup>th</sup> edition, Milady Publishing Corporation, 2011;
- (3) **Salon Fundamentals: Cosmetology**, Pivot Point International, Inc., 2009-2010;
- (4) **Milady's Standard Esthetics Fundamentals** 10<sup>th</sup> or 11<sup>th</sup> edition, Milady Publishing Corporation, 2009 or 2012;
- (5) **Salon Fundamentals: Esthetics**, Pivot Point International, Inc., 2004;
- (6) **Salon Fundamentals: Nails**, Pivot Point International, Inc., 2010; or
- (7) **Cosmetology Fundamentals**, Pivot Point International, Inc., 2010.

Other materials and books may be used to supplement these textbooks.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 24 SDR 2, effective July 23, 1997; 26 SDR 18, effective

**Field trips - On the Commission provided sheet.**

**Listing of substitute instructors & guest instructors.**

**Guest Speakers: Teresa Jahner - Matrix Rep**

**Anita Keester – Smart Styles Manager**

**Mandi May – Great Clips Manager**

**Changes in the last year.**

In June 2015 decided to go use the Salon Fundamentals from Pivot Point. I have provided the lesson plans for these classes. We will incorporate the Milady Standard Cosmetology into both our basics program and theory.

**SCHOOL FIELD TRIP PLANS for school license year February, 2019 through January, 2020.**

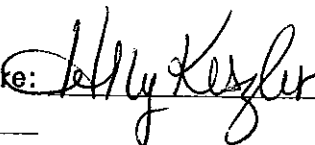
**1. School name: Black Hill Beauty College**

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. Salon Visits: JC Penneys, Spa Med, The Man Salon Great Clips, Perfect 10, Cost Cutters, Smart Styles House of Nails	January April June September November	7 hours	This gives the students the opportunity to visit the salons & visit with the managers/salon owners & to hand in their resumes. It also helps them to find the right salon for them. 8-15 students
2. Supply House Salon Centric CosmoProf Life of Riley	January April June September November	2 hours	This will give the students just starting school the opportunity to visit the supply house & get signed up so they can buy professional products & what products that they carry. 10-25 students
3. CosmoProf Fall Hair Show Deadwood	October	6 hours	This gives the students the opportunity to go to a hair show and see the new trends and products that the suppliers have to offer. 10-15 students
4. Corner Stone Rescue Mission & WAVI Career Day	June	4 hours	Corner Stone & WAVI puts on a career day & we help provide free haircuts to their clients. This gives the students extra practice on haircutting while helping those in need. 8-10 students

If more space is required, please use the reverse side.

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

School representative's signature:   
 Date: 12-12-18

.....  
 Date received by Commission: \_\_\_\_\_

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

The Commission recognizes and approves off-premise field trips under a present school license as long as the beauty school meets the following requirements:

1. completes a School Field Trip plan which lists:
    - a. name and location of field trip;
    - b. approximate date(s);
    - c. number of hours;
    - d. educational objectives (important);
    - e. number of students involved.
  2. attaches appropriate lesson plans;
  3. submits this plan with the renewal of the school license;
  4. requests no more than 16 hours per year;
  5. has instructor(s) directly supervise the students at all times on the field trip;
  6. has students and instructors wear identification nametags while on field trip.
- (hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
5.Night to Shine The Tim Tebow Foundation Program	February	4 hours	The students will be applying makeup, nail polish on the fingernails only & styling hair for their special night. This gives the students the opportunity to show off their talents and to help with a wonder cause. 8 students
6.			



# Black Hills Beauty College

## UNIT OR SUBJECT

TLC – Salon Visits

## TOPIC

Salon Visits and Resumes

## LESSON OBJECTIVE

To have the students go out to meet the salon owners/managers and to help decide what type of salon would best fit their personalities.

## FACILITY USED

NA

## TIME ALLOTMENT

7 hours

## MATERIALS & EQUIPMENT

Job Applications

Resume

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

Meet with the students to see what salons they are interested in and then call the salons to schedule times for the visits.

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

## MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

## MOTIVATION TO BE USED

Being able to meet with salon owners/managers and learn about their salons and seeing which salons would best fit their personalities and goals.

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

TLC – Supply House Visits

## TOPIC

Supply House Visits

## LESSON OBJECTIVE

This will give the students just starting school the opportunity to visit the supply houses and get signed up to get cards so they can purchase professional products to use on their hair.

## FACILITY USED

NA

## TIME ALLOTMENT

2 hours

MATERIALS & EQUIPMENT

Driver license

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

NA

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses to schedule the visits.

MATERIALS STUDENTS SHOULD BRING TO CLASS

Driver license

MOTIVATION TO BE USED

This will give the students and idea of what products they will be learning about and what the supplies houses have to offer the students in professional products and classes.

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

CosmoProf Fall Hair Show

## TOPIC

Hair Show

## LESSON OBJECTIVE

To have the students be able to attend a hair show to help motivate them by seeing the new trends and products that are offered to them. The new techniques they learn at the show can be brought back to the school for them to use and to also use in the salon.

## FACILITY USED

The Lodge - Deadwood

## TIME ALLOTMENT

6 hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

SPECIAL RESEARCH

Check for the time, dates and cost of the tickets.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

NA

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

To get the students excited to learn new creative hairstyles and how to use the new products and tools.

## Black Hills Beauty College

### UNIT OR SUBJECT

Cornerstone Mission & Wavi Career Day

### TOPIC

Haircuts

### LESSON OBJECTIVE

The students will be providing haircuts to Cornerstone Mission & WAVI clients

### FACILITY USED

Location to be determined at this time.

### TIME ALLOTMENT

4 hours

### MATERIALS & EQUIPMENT

Shears          Clippers      Disinfectant          Capes          Combs  
Mirror          Clips

### PRINTED MATERIALS

NA

### AUDIO & VISUAL AIDS

### SPECIAL RESEARCH

Check with Cornerstone Mission for the location of the event.

### PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies

### MOTIVATION TO BE USED

The students will be giving haircuts to the clients of the Cornerstone Mission and WAVI. This will help them perfect their haircuts and giving back to the community all at the same time.

## Black Hills Beauty College

### UNIT OR SUBJECT

Night to Shine

### TOPIC

Tim Tebow Foundation Prom Night for People with Special Needs

### LESSON OBJECTIVE

The students will be styling hair and applying makeup to the girls going to the prom night. The students will be able to apply their skills and talents and all for a good cause.

### FACILITY USED

To be determined

### TIME ALLOTMENT

4 hours

### MATERIALS & EQUIPMENT

Curling Irons	Combs	Clips	Hairspray
Makeup	Disposable applicators	Hand mirror	



PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Check for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

The students will be able to show off their talents of hair styling and the application on makeup for a good cause.

**Boyd, Kate**

Instructor conEd - Headlines Academy

**From:** Desaree Dargatz <desareed@headlinesacademy.com>  
**Sent:** Wednesday, January 23, 2019 11:47 AM  
**To:** Boyd, Kate  
**Subject:** Re: [EXT] 12 hr Instructor training

This will take place at Headlines academy March 31st 2019 8 hours, April 1st, 2019 4 hours

On Jan 23, 2019, at 9:53 AM, Boyd, Kate <Kate.Boyd@state.sd.us> wrote:

Hi Desaree,

Will you please let me know where and when this training will occur so I can present a complete picture to the Commission for their consideration on February 12.

Thanks -- Kate

## KATE BOYD

Executive Director  
Board of Barber Examiners | Cosmetology Commission

Tel: 605.773.6193 | Fax: 605.773.7175 | 221 W Capitol Avenue Suite 101 • Pierre | cosmetology.sd.gov  
<image001.jpg>  
<image002.gif>

---

**From:** Desaree Dargatz <desareed@headlinesacademy.com>  
**Sent:** Tuesday, January 22, 2019 9:59 AM  
**To:** Boyd, Kate <Kate.Boyd@state.sd.us>  
**Subject:** [EXT] 12 hr Instructor training

Hi Kate here is the agenda for our Instructor training to be approved. If you need anything else just let me know.

Thanks,

Desaree'

## Boyd, Kate

---

**From:** Boyd, Kate  
**Sent:** Wednesday, January 16, 2019 8:42 AM  
**To:** 'Psproat'  
**Subject:** RE: [EXT] Carol Woodard » Blog Archive » Bueller? Bueller? Bueller?

Hi Peggy,

Yes, you will need to have this preapproved by the Commission. Please send a letter or email, together with a copy of the agenda for the meeting for the Commission to consider at their February 12, 2019 meeting. The agenda or other course information will need to show that it is at least 12 hours of continuing education on teaching methodology.

Thanks -- Kate

**KATE BOYD**

Executive Director  
Board of Barber Examiners | Cosmetology Commission

Tel: 605.773.6193 | Fax: 605.773.7175 | 221 W Capitol Avenue Suite 101 • Pierre | [cosmetology.sd.gov](http://cosmetology.sd.gov)



**LABOR  
REGULATION**



-----Original Message-----

From: Psproat <[psproat@headlinesacademy.com](mailto:psproat@headlinesacademy.com)>  
Sent: Wednesday, January 16, 2019 7:46 AM  
To: Boyd, Kate <[Kate.Boyd@state.sd.us](mailto:Kate.Boyd@state.sd.us)>  
Subject: [EXT] Carol Woodard » Blog Archive » Bueller? Bueller? Bueller?
















We have went as a group in the past- do we need this pre-approved?









<http://speakercarol.com/events/beuller-beuller-beuller-2/>

Sent from my iPhone

# Agenda

## Twelve Hour Teaching Methods

Day One	
8:00 – 8:30	Welcome and Icebreaker
8:30 – 10:30	Why Facilitate? <ul style="list-style-type: none"> <li> Are you grounded?</li> <li> The C-O-R-E</li> <li> Traveling the path to success</li> <li> Mistakes?</li> </ul>
10:30 – 10:45	Break
10:45 – 12:00	Learning Principles <ul style="list-style-type: none"> <li> What's your style?</li> <li> Sizing them up</li> <li> Left Brain-vs- right brain</li> <li> NLP – What does it mean?</li> </ul>
12:00 – 1:00	Lunch
1:00 – 2:45	Facilitating Change <ul style="list-style-type: none"> <li> RAS – how it plays a part in your stress</li> <li> Are you sympathetic or empathic?</li> </ul>
2:45 – 3:00	Break
3:00 – 4:30	Be the Winning Coach <ul style="list-style-type: none"> <li> Running your race for the student</li> <li> Effective communication</li> <li> As the world turns</li> </ul>
4:30 -5:00	Wrap up <ul style="list-style-type: none"> <li> Q and A</li> <li> Adjourn</li> </ul>

Day Two	
9:00 – 9:20	Reconnect and Review
9:20 – 10:00	Generations <ul style="list-style-type: none"> <li> Who are they?</li> <li> Why do they react like they do?</li> <li> How do we blend a multi – generational class?</li> </ul>
10:00 – 10:30	Baby Boomers
10:30 – 11:00	Gen X - Xennials
11:00 – 11:15	Break
11:15 – 11:45	Generation Y - Millennials
11:45 – 12:30	Generation Z <ul style="list-style-type: none"> <li> Technology in the classroom -challenges and solutions</li> </ul>
12:30 – 12:45	Tying it all together <ul style="list-style-type: none"> <li> Making it effective in the classroom</li> <li> Q and A</li> </ul>
12:45 – 1:00	Wrap up <ul style="list-style-type: none"> <li> Everybody has a Story</li> <li> Adjourn</li> </ul>


  
 Carol Woodward
   
 Change is the new black®

# Carol Woodard

Change is the new *black*®

Carol Woodard has helped thousands of students reach their dream of becoming successful in their chosen career—while continuing to inspire the teachers who educate them. Carol has served as Executive School Director and Education Director for a large private school and currently serves on the Board of Directors for Private Career Colleges and Schools as their Education Advisor. Carol is the Chairperson for the Career Educators Alliance (CEA), where she serves a role in planning annual events, leading various committees and teaching workshops. Awarded the prestigious Spirit of Service Award in 2015, Carol is the CEO of Change is the new black. Licensed in the state of Texas, Carol is certified as a National Educator by the American Medical Certification Association.

Carol's public speaking engagements have gained international attention, and she was featured on Oprah.com as an education expert. She's been published multiple times in *BeautyLink* magazine. She published the groundbreaking book, *The Educator's Diet: Teaching With 21st Century Recipes*. Her latest book *Personal Reflections: A Journaling Companion* was released in May 2016.



Carol Woodard

SpeakerCarol.com  
Carol@SpeakerCarol.com  
817.999.5959

Speaker Carol Woodard, CEO of Change is the new black

CHANGE IS THE NEW BLACK

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**

500 E Capitol Ave, Pierre, SD 57501  
Tel: 605.773.6193 Fax: 866.326.7175 cosmetology.sd.gov

**CONTINUING EDUCATION COURSE PROVIDER APPLICATION**

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

**GENERAL PROVIDER INFORMATION**

Provider's Name: Ramona Reicherts

Provider's Address: 807 E Main St  
STREET  
Albert Lea MN 56007  
CITY STATE ZIP

Contact Name: Ramona Reicherts Tel: (641) 590 - 1505

Fax ( ) - Email: microdermmona@gmail.com

Check one:  Individual Provider  Company Provider

www.microdermeducation.com *website coming soon*

**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: 16 hr. Microdermabrasion Certification Course Credit Hours: 16  
*All continuing education in South Dakota must emphasize safety and sanitation* *Do not include breaks and meals*

Location of Course: Onsite TBD & Mona's Style Salon & Spa LLC 807 E Main St  
BUSINESS NAME STREET  
Albert Lea MN 56007  
CITY STATE ZIP

Initial Course Offering Date: To be determined Time: TBD

**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: Ramona Reicherts

**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

*ECVD - \$100.00 #6306*

List any relevant information you feel is necessary to assist the Commission in determining approval of this course.  
To learn safety & sanitation, understanding microdermabrasion. How to perform a proper microdermabrasion. To teach proper documentation, including release forms. I have taught and educated people for microdermabrasion for several years and enjoy educating others.

**ATTENDANCE VERIFICATION**

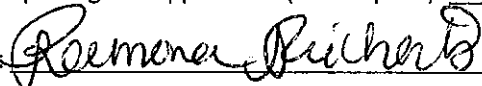
Briefly explain the method of monitoring for course attendance. Sign in sheet, also take copies of thier id and license  
(cosmetologist or esthetician)

✓ **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): Ramona Reicherts

Signature:  Date: 11 / 24 / 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

*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."*

# Microdermabrasion Technician Certificate of Merit

*This is to certify that*

“Certificate Holder Name”

*has successfully completed the sixteen-hour course of study and instruction in the principles and usage of microdermabrasion and has demonstrated proficiency in the microdermabrasion techniques with excellent precision, thereby better qualifying said person to fulfill the requirements of a properly qualified microdermabrasion technician.*

*Therefore Ramona Reicherts*

*Presents this Certificate of Meritorious Recognition.*

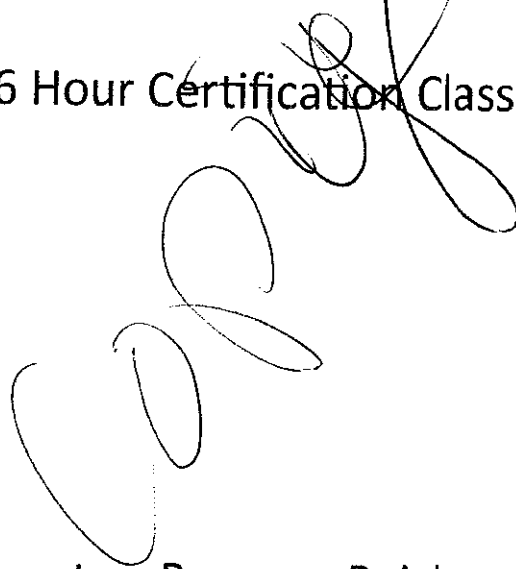
Dated this 3rd & 4th day of October 2017

Ramona Reicherts, Instructor- MCE-0004-2017



# MICRODERMABRASION

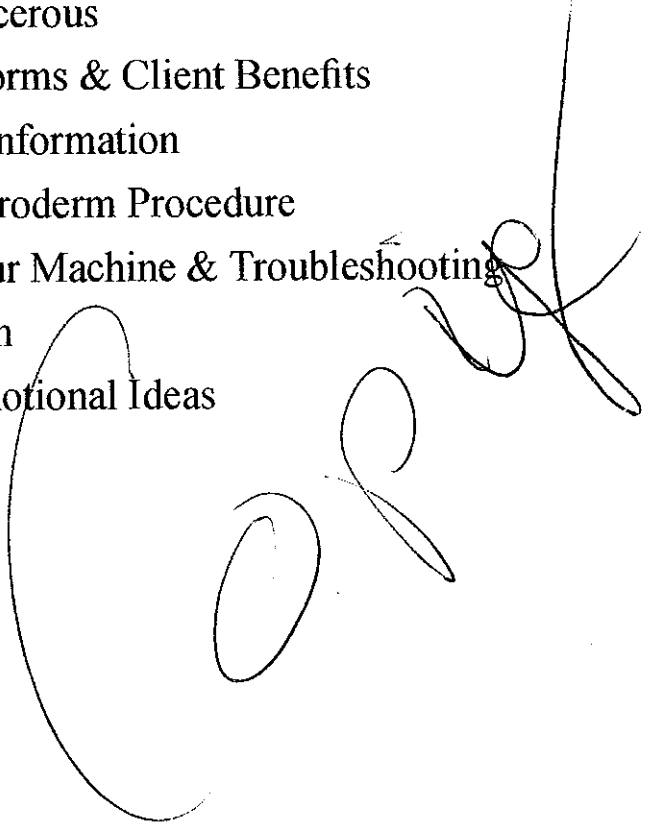
16 Hour Certification Class

A handwritten signature in black ink, appearing to read 'Ramona Reicherts', is written over the text '16 Hour Certification Class'.

Instructor: Ramona Reicherts

Provider Number: MCE-0004-2017  
December 2, 2016 - December 1, 2017

## TABLE OF CONTENTS

1. Introduction to Microdermabrasion
  2. Treatment of Aging Skin
  3. Cancer & Pre-Cancerous
  4. Documentation/ Forms & Client Benefits
  5. General Working Information
  6. Preparation & Microderm Procedure
  7. Understanding Your Machine & Troubleshooting
  8. Safety & Sanitation
  9. Marketing & Promotional Ideas
- 
- A large, stylized handwritten signature in black ink is written over the lower right portion of the table of contents. The signature is cursive and appears to be the name 'C. R. ...'.

# Ramona Reicherts

## Licensed Educator

---

### Ramona Reicherts

86690 130th St  
Glenville, MN 56036

641.590.1505  
microdermmona@gmail.com

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### Skills/ Licenses

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#### Aesthetics Medical Dallas Tx

Microdermabrasion Certified & MicroCurrent Certified

Aquage Academy Graduate 2008 (2 day course- business Eric Fisher & photography training with Luis Alvarez)

American Crew Cutting Class

Cosmetologist Manager MN, #17025013 exp. 03/31/2020

Instructor MN, #17000721 exp. 03/31/2019

Cosmetologist IA, #59444 exp. 03/31/2019

Instructor IA, #594444 exp. 03/31/2019

Educator for South Dakota Cosmetology Board

Microdermabrasion 16 hr course #MCE-004-2017

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### Experience

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#### Mona's Style Salon & Spa LLC / Co-Owner/ Stylist/ Manager

January 2001 - PRESENT, 807 E Main St Albert Lea, Mn 56007

Responsibilities include manager positions, office duties, salon educator. Working behind the chair, assisting clients with hair and skin care needs.

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### Education

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#### CTC- Rochester / Cosmetologist

May 1987 - March 1988, Rochester, MN

#### Carolyn Krouskie / Minnesota Instructor License Program

2005, Minneapolis, MN

#### TSP-Ames / Iowa Instructor License Program

2007, Ames, IA

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### Continuing Education

Cosmetology Education Group MN (online)

NCEA member

MNSSPA

Iowa Spa Association

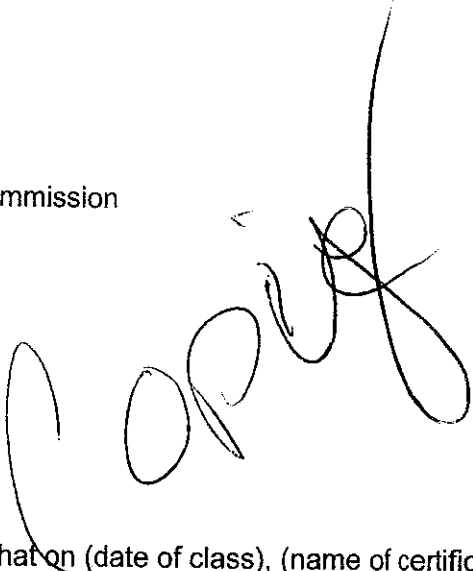
Iowa Cosmetology Group

All Star Education Group (online)



October 14,2017

South Dakota Cosmetology Commission  
500 E. Capitol Ave  
Pierre, SD 57501

A large, stylized handwritten signature in black ink, appearing to read 'Ramona Reicherts', is written over the address and extends into the 'To whom it may concern' section.

To whom it may concern:

This letter is to confirm that on (date of class), (name of certificate holder) completed a 16 hour instructional and hands on training course, which consisted of, 16 hour on Microdermabrasion.

Should you have any questions please do not hesitate to contact me at 641-590-1505.

Sincerely

A handwritten signature in cursive script, reading 'Ramona Reicherts', is written in black ink.

Ramona Reicherts- Instructor  
Provider # MCE-0004-2017  
641-590-1505  
86690 130 th st  
Glenville,MN 56036  
reichertsmona@gmail.com

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: Canada Sauter  
Provider's Address: 712 S Highline Pl  
STREET,  
Sioux Falls SD 57110  
CITY STATE ZIP  
Contact Name: Canada Sauter Tel: (702) 334-1675  
Fax ( ) - - Email: Canada@aperfectionnailbar.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 Certification Clock Hours: 8  
*All continuing education in South Dakota must emphasize safety and sanitation* *Do not include breaks and meals*

Location of Course: A Perfect 10 nail + beauty bar 712 S Highline Pl  
BUSINESS NAME STREET  
Sioux Falls SD 57110  
CITY STATE ZIP

Initial Course Offering Date: 2-15-18 Time: 8:00 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: Canada Sauter

**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 been a licensed cosmetologist since 1994. I am the sole active owner of 5 soon to be 6 South Dakota nail bar locations.

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. Roll call before class begins based on sign in sheet.

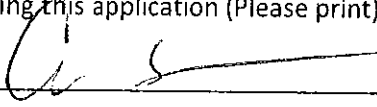
**ATTACH** a sample of the sign-in sheet. After the course, submit a copy to the Commission.

**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): Canada Salter

Signature:  Date: 12/20/18

**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: \_\_\_/\_\_\_/\_\_\_

# Canada Salter

## Summary

---

I started in the beauty industry in 1994 working for a large chain and growing into a district manager position within 5 years. I have been an entrepreneur and business woman since 1999 owning my own insurance agency and now 5 soon to be 6 nail bars throughout South Dakota.

## Experience

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8/2011- Present                      A Perfect 10 Nail & Beauty Bar                      Rapid City, SD

### Owner/Operator

- Oversee daily operations and finances
- Strategic planning of separating us from the "known"
- Personally developed all of our training programs and operation manuals
- Utilize my cosmetology license to experiment, introduce and train with new products
- Work directly with 5 managers, the marketing director, HR direction and graphic designer
- Oversee between 60-70 employees

---

11/1999 – 4/2009                      GLG Insurance Professionals                      Las Vegas, NV

### Insurance Agent/Owner

- Writing insurance policies in person and commercial lines
- Manage daily staff and business finances
- Marketing and Advertising

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8/1994 – 8/1999                      Regis Corporation                      TX- NV- CO

### District Manager

- Began as a stylist servicing clients
- Worked as a shift leader, manager, area manager then district manager
- Oversaw 15 locations throughout the Colorado market at the age of 21
- Responsible for profit, growth, retention, recruitment and employee moral

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## Education

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1989-1993                      Rifle High School                      Rifle, CO

1993-1994                      Pueblo School of Cosmetology                      Pueblo, CO

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References are available on request.



**8 HOUR ELECTRIC FILING SIGN IN SHEET**

<b>NAME</b>	<b>TIME IN</b>	<b>OUT</b>	<b>IN</b>	<b>OUT</b>	<b>TOTAL</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**VERIFIED BY:**

\_\_\_\_\_

**CANADA SALTER**

**DATE:**

\_\_\_\_\_

# Certificate of Completion

\_\_\_\_\_ has successfully completed 8 hours of electric file training

Date \_\_\_\_\_ Instructor \_\_\_\_\_

## **8 HOUR ELECTRIC FILING AGENDA FOR TRAINING AND CERTIFICATION**

PROVIDED BY CANADA SALTER/OWNER & OPERATOR OF A PERFECT 10 NAIL BAR

- Demonstrations will be made with each topic

### **I. REMOVING LIFTED ACRYLIC**

- Lifted product is one of the most common complaints associated with artificial nails.
- Here's how to get rid of the pesky problem.

Type of bit to use: Tapered

1. Thin down the regrowth of acrylic that's closest to the cuticle.
2. Keeping the bit flat, use complete horizontal side-to-side motions. After the product has been refined, use a one-stroke method along the acrylic where the sealed and loose acrylic join and remove any remaining product.
3. If a small white shadow appears around the sealed product, it won't show underneath the newly applied acrylic. Continue with the fill as usual.

### **II. REPAIRING A CRACK**

- Cracks appear too often on acrylic nails, but with the help of an electric file they can easily be removed and repaired.

Type of bit to use: Mini French-filled diamond

1. Begin work on the crack before prepping the nail. While the nail is still shiny and smooth and you can still see the definition of the crack.
2. Drill out the crack using a low speed ranging from 3,500-6,000 RPM, depending on the machine. If you go too slowly, it can cause the machine to vibrate and send air pockets into the nail.
3. Hold the bit parallel to the nail. Apply even pressure starting from the outer perimeter of the nail, going in toward the crack. Only remove enough material to make your repair and move on.

### **III. PREPPING FOR A FULL SET**

- Getting the nails ready for a full set is one of the most important steps in artificial or gel nail application. Doing a proper prep ensures the nails will adhere longer and prevents the possibility of any product lifting.

Type of bit to use: Either a fine sanding band, medium to fine diamond, or a coarse silicone

1. Push back the cuticles so the bit doesn't grab onto the skin.
2. Using a speed of 2,000 RPM, hold the bit flat against the nail. Using minimal pressure, go over the entire surface from left to right and back again, making sure you have not left any part of the nail untouched. Always lift the bit off the nail after a few strokes so that heat doesn't build up.
3. Do not angle the bit on the nail. Come up on the cuticle to remove any dead excess skin.
4. Adjust the client's hand to fit your needs. Do not attempt to maneuver the electric file around the client's nails.

### **IV. SHORTENING THE NAIL**

- An electric file is the perfect tool to use on a nail when you're trying to shorten a good amount.

Type of bit to use: Either medium barrel, diamond, or carbide; extra-fine diamond or safety bit

1. Support the nail by holding it tightly. This helps eliminate extra vibrations and is more comfortable for the client. Apply pressure across the free edge of the nail to the desired length. Use horizontal motions when shaping the nail, going from sidewall to sidewall. The bit should float across the nail. Stick to a speed between 5,000-12,000 RPM.

### **V. WORKING ON THE NATURAL NAIL**

- As long as it's done properly and with the right tools, an electric file on the natural nail can be just as safe as a regular nail file.

Type of bit to use: Extra-fine diamond, extra-fine sanding band, or safety bit

1. Gently push back the cuticle, exposing any dead excess skin. Then, using the bit along with a drill-friendly oil, remove any ridges and smooth the nail's texture. Oil helps make contact across the skin so the bit goes nice and smooth around the nail.
2. Use a speed ranging from 2,500-6,000 RPM. Keep the bit flat to the nail. Holding it horizontally, move it from one lateral fold to the other. Remove the dead excess skin by circling over it with the bit. You also can use a cuticle bit for the cuticle area that easily removes dead skin as well.

3. Next, use an extra-fine sanding band along with the drill oil. Hold the bit horizontally going from one lateral fold to the other. Come up on the cuticle, keeping the bit flat.

## VI. BACKFILLS

- Doing a backfill with an electric file can help you achieve faster and more accurate results. Backfills should only be done along a client's natural free edge.

Type of bit to use: French-filled diamond, carbide straight barrel, or specialized backfill

1. Use the inside portion of a nail form and a pencil to draw a smile line. This is especially good for beginners. Use the drawn line as a guide for where to drill on the nail.
2. Using a speed between 5,000-9,000 RPM, position the hand at a 10° angle and cut a new smile line. White acrylic dulls in color as it ages. The new white tip powder is whiter in color and will make a strip of lighter white if you do not remove the entire white tip when doing your backfill. Remove a minimum of 80%-90% pink and 60%-70% white.
3. Instead of a diamond barrel bit, you can also use a carbide straight barrel bit. If you do use this type of bit, start at the right side of the nail and go toward the left side for right handed and opposite for left handed stylist, holding the bit parallel to the nail. Hold the electric file securely without too much pressure on the nail. Do not cut too deep. You can always go back over the area if your cut isn't deep enough.

## VII. HOW TO CLEAN AND DISINFECT YOUR E-FILE

Cleaning and disinfecting bits is probably the most ignored yet the most important procedure when using an electric file. The care you take to keep your bits disinfected should be at the same level as your other professional implements.

Would you ever use a dirty nail file on a client? The same logic applies to electric file bits, which can be easily cleaned and disinfected between clients.

Drill bits (carbide or diamond) should first be scrubbed with a brush and soapy water to loosen dust and particles. You can also soak the bits in acetone to dissolve acrylic dust and build-up.

Disinfect the bits in a disinfecting solution specifically formulated for use with metal instruments. Be sure to follow the manufacturer's instructions on soaking time.

After soaking the bits, allow them to air dry thoroughly. Keep bits in a dry, covered container when they're not in use.

### **These items CANNOT be disinfected:**

Sandpaper bits, or sanding bands, for example, are one-use items that must be discarded. Rubberized abrasive attachments, abrasive stones, and porous accessories and attachments

cannot be disinfected. Chamois and fabric buffing attachments are also considered one-use items.

Keep in mind that bits may rust in the disinfection process. Some carbide bits have a tendency to rust, but a high-quality diamond should not. The disinfectant you use may also be the culprit. If you are using a high-quality bit and are disinfecting it for the proper amount of time, then you shouldn't have any problems.

## **VIII. HOW TO PURCHASE AN E-FILE**

Most importantly, go with an electric file that feels comfortable in your hand and do your research. Make sure the bit turns true so it doesn't wobble or hammer on the nail. If the bit vibrates, it can damage the client's nail matrix. It is important the e-file you choose has a good warranty and repair service. If you spend hundreds of dollars on a machine only to have it break down and there's no repair service, you're stuck. Most machines come with one-year warranties and some have the option to purchase additional coverage.

Variable speed is also important. It's nice to be able to turn the machine slower when doing delicate, intricate work or faster when doing bulk reduction.

Also think about purchasing an electric file with standard size shanks. If you buy a machine that doesn't take standard size bits you're limited to purchasing what that manufacturer has to offer.

Here are other things to consider:

- Look for hand-pieces that do not vibrate excessively.
- Make sure the electric file has enough power. When a machine lacks power it forces the nail tech to work at a higher speed or apply unnecessary pressure which causes client discomfort and can cause damage to the nail.
- Ask about the manufacturer's technical support. A good support system means you'll have quick answers to any problems.

## **IX. E-FILE TECHNIQUE TIPS**

Here are some tips to help simplify your electric-filing techniques:

- Do not push the bit too hard when cleaning the underside of the nails. Doing so can damage the hyponychium.
- In general, use a lower speed for the cuticle area, a medium speed for backfills and refining the concave/convex shape at the tips, and a faster speed on top for shaping. Speeds in excess of 15,000 RPM can be potentially dangerous.
- Always angle the client's hand instead of maneuvering the electric file around the nail.
- To determine how much heat is building up, put your thumb on the hand that is holding the client's nail and as you work periodically feel the top of the nail. The nail is hotter on top than underneath, so you'll be able to lift the bit before your client becomes uncomfortable.
- Have a firm grip on your client's fingers. This will eliminate any unnecessary vibrations from the electric file that can cause some discomfort. Proper balancing requires that you use your pinky or ring finger braced against your other hand for balance as you work. This is often referred to as a "fulcrum finger."
- Remember to apply the proper amount of pressure. If you use too much pressure, the nail can be affected. Also remember to periodically lift the bit from the nail to prevent heat build-up.

## **X. E-FILE MAINTENANCE DOS AND DON'TS**

If you have an electric file, but aren't sure about the proper way to maintain it, here are some tips to help your new machine achieve a long, healthy life.

- Do cleanse the electric file regularly with a soft cloth or brush to remove any dust and debris that can settle in cracks and crevices. Make sure to unplug the machine before cleaning it.
- Don't apply lubricant anywhere on the machine. Most electric files feature bearings inside the hand-piece that are self-lubricating. Adding more oil can actually damage the bearings, not to mention heat them up, causing friction and heating the entire machine.
- Do hold your electric file's cord properly. Try to avoid constantly bending it, as the cord can become loose from the power supply or the hand-piece. Hold the cord at a natural angle.
- Don't place the hand-piece in disinfectant. You don't want to cause interior damage to it.
- Do remove the bit from the hand-piece when you're done using it.

- Don't switch your electric file to the reverse option while it's in forward motion and in use.
- Do make sure the bits are centered properly. If not, the electric file stem will wobble and loosen, damaging the hand-piece.

**XI. CLASS CLOSING**

- Recap all sections we covered
- Address any questions
- Demonstrate any additional items individuals may want to see or practice
- Hand out certificates

**CLASS NOTES:**

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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: National Salon Resources

Provider's Address: 3109 Louisiana Ave. N.  
STREET  
New Hope MN 55427  
CITY STATE ZIP

Contact Name: Katie Laughlin Tel: ( 763 ) 582 - 0232

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: klaughlin@nationalsalon.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: Lash Certification Course Clock Hours: 16.5  
*All continuing education in South Dakota must emphasize safety and sanitation* *Do not include breaks and meals*

Location of Course: Holiday Inn Express 2501 S. Shirely Ave.  
BUSINESS NAME STREET  
Sioux Falls SD 57106  
CITY STATE ZIP

Initial Course Offering Date: May 19th & 20th 2019 Time: 8:00am - 5:00pm

**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: Crystal Anderson

**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.

We have developed this course to cover all necessary information to meet the qualifications required.

If any additional information is required, please let us know and we will work with our Educator to ensure all requirements are met.

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. Sign-in & Out Sheets with Educator monitoring.

**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): Katie Laughlin

Signature: *Katie Laughlin* Date: 12 / 19 / 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."

<b>COMMISSION USE ONLY</b>	
<input type="checkbox"/> Approved	Hours: _____ Course Approval Number: _____
<input type="checkbox"/> Denied	Reason: _____
Reviewed by: _____	Date: _____ / _____ / _____

## National Salon Resources

### Eyelash Extension Class Description

Technicians will learn all they need to know in this 8.75 hour class for classic eyelash extensions. Participants will learn about the theory and growth cycle associated with natural eyelashes as well as proper placement and technique. Participants will learn several different styles for placing classic eyelashes and the safety and hygiene associated with application. The participants will demonstrate on artificial lashes, as well as have model(s) for the entire class to take turns applying.

Day 2 will focus on volume lashes. After a review of Day 1 material and confirmation of understanding technicians will begin learning theory, growth cycle, safety, hygiene, and technique for Volume lashes. This 2-day course is a very technical, hands-on training program.

### Eyelash Extension Agenda

#### Day 1:

##### 8:00am – 9:00am (1 hour)

- Eyelash Growth Cycles
- Anatomy & Physiology of the eyelashes

##### 9:00am – 10:00am (1 hour)

- Chemical Composition of Eyelash Adhesives
- Proper storage, usage, and types of adhesives

##### 10:00am – noon (2 hours)

- Safety & Hygiene
- Proper Client consultation & state regulations to observe

#### Break

##### Noon – 12:45pm (45 mins.)

- Classic Eyelash Applications
- Proper placement of the classic eyelash extensions

##### 1:00pm – 3:30pm (2.5 hours)

- Hands-on Practical Applications
- Practice on mannequins & models, covering applications questions

##### 3:30pm – 4:30pm (1 hour)

- Eyelash Removal
- Proper removal without causing breakage

##### 4:30pm – 5:00pm (30 mins.)

- Aftercare of Eyelash Extensions
- Proper at home care techniques

**Day 1: 8.75 Hours**

## **National Salon Resources**

### **Day Two:**

#### **8:00am – 10:00am (2 hours)**

Review Material From Day One

Check for understanding of all important material

#### **10:00am – 11:30am (1.5 hours)**

Volume Eyelash Application

Proper placement of the volume eyelash extensions

### **Break**

#### **Noon – 2:00pm (2 hours)**

Hands on Practical Applications

Practice on mannequins & models, covering applications questions

#### **2:00pm – 3:00pm (1 hour)**

Eyelash Removal

Proper Removal without causing breakage

#### **3:45pm – 5:00pm (1.25 hours)**

Pricing The Service

Business building strategies

**Day 2: 7.75 Hours**

**TOTAL: 16.5 Hours**

National Salon Resources

# Crystal Anderson

crystal@babethings.com • 14630 Sumter Ave., Savage, MN 55378 • 952-457-7396

## Career Focus

International Educator & Brand Specialist for Babe Hair Advanced Hair Designer

## Profile

Offering 15 years of experience in the beauty industry.

*Maintaining a comprehensive understanding of the beauty industry. A passion for education to help others grow success in their business!*

Creative, artistic, highly skilled & knowledgeable, passionate, ambitious, hardworking, self-motivated, team-spirited, people-orientated

## Experience

### Product Knowledge & Education

| Advanced Education Attendance:

***Moroccan Oil, Sexy Hair, Redken, Wella***

***Brazilian Blowout Certified in 2013***

***Babe Hair Certified in 2015***

***Babe Eyelash Extension Certified in 2015***

## Education

- Salon Manager's License, Bloomington, MN, 2006
- Cosmetology License, Scot Lewis Schools, Bloomington, MN, Feb. 2002-Nov. 2003
- High School Diploma, New Prague High School, MN, 2001

## Employment History

- Hairstylist/Independent Contractor
  - Vanity Hair Salon, Savage, MN March 2016-Present
  - Babe Hair National Education Specialist July 2015-Present
  - Studio 4 Hair Designers, Eagan, MN March 2006-March 2016
  - JeBo Hair, Eagan, MN 2003-2006

PLEASE PRINT - SIGNATURE REQUIRED NATIONAL SALON RESOURCES

<b>Manufacturer:</b>		<b>Class:</b>		<b>SIGN-IN SHEET</b>	
<b>Distributor:</b>	<b>NSR</b>	<b>Item#</b>	<b>Event City/ST:</b>	<b>Date:</b>	
→					
First Name	Last Name	License#	MN Only-Exp. Date	Email	
Address, City, State Zip		Phone#		Salon Name	
Signature: <input type="text"/>					
I AGREE that I will attend this class in its entirety before credit is issued. SIGNATURE REQUIRED					
→					
First Name	Last Name	License#	MN Only-Exp. Date	Email	
Address, City, State Zip		Phone#		Salon Name	
Signature: <input type="text"/>					
I AGREE that I will attend this class in its entirety before credit is issued. SIGNATURE REQUIRED					
→					
First Name	Last Name	License#	MN Only-Exp. Date	Email	
Address, City, State Zip		Phone#		Salon Name	
Signature: <input type="text"/>					
I AGREE that I will attend this 4-hour class in its entirety before credit is issued. SIGNATURE REQUIRED					
→					
First Name	Last Name	License#	MN Only-Exp. Date	Email	
Address, City, State Zip		Phone#		Salon Name	
Signature: <input type="text"/>					
I AGREE that I will attend this class in its entirety before credit is issued. SIGNATURE REQUIRED					

**NSI**  
INTERNATIONAL  
SALON RESOURCES

# Certificate OF COMPLETION

Presented to:

Name

License Number

*~* Congratulations on Completing *~*

Brand & Class

Program Number

Date

Hours

Educator Signature

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**

500 E Capitol Ave, Pierre, SD 57501  
Tel: 605.773.6193 Fax: 866.326.7175 cosmetology.sd.gov

**CONTINUING EDUCATION COURSE PROVIDER APPLICATION**

**APPLICATION FEE \$100 - Non-refundable**  
Check or money order  
Make payable to: Cosmetology Commission

**GENERAL PROVIDER INFORMATION**

Provider's Name: Savannah Mesulis - LASH Spa Boutique  
Provider's Address: 406 4th St  
STREET  
Brookings SD 57006  
CITY STATE ZIP  
Contact Name: Savannah Mesulis Tel: (605) 633-1702  
Fax ( ) - Email: lashspaboutique.mhke@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: Bella Lash - CLASSIC EXTENSIONS Credit Hours: 10  
*All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals*  
Location of Course: LASH Spa Boutique 406 4th St  
BUSINESS NAME STREET  
Brookings SD 57006  
CITY STATE ZIP  
Initial Course Offering Date: Jan. 12, 2018 Time: 9AM - 6PM (1 hour lunch break)

**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: Savannah Mesulis

**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.

This company (Bella Lash) requires extensive training to become an educator. The course I will offer will include help beyond the 2-day training course. Not all students will receive a certificate. All students must be approved by myself, as well as Bella Lash.

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. Students must be present for the entire course. They will show me their license before receiving their kit, and will sign in & sign 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): Sarah Ann McGillis

Signature: Sarah Ann McGillis Date: 11 / 5 / 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."*

List of Bella Lash – Classic Extensions Training Dates:  
Instructor: Savannah McGillis

~~1/12/19 – 1/13/19~~

~~2/9/19 – 2/10/19~~

3/9/19 – 3/10/19

4/13/19 – 4/14/19

5/11/19 – 5/12/19

6/8/19 – 6/9/19

All dates are the second weekend of each month.

All classes will begin at 9am and end at 6pm, with an hour break for lunch.



# 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

# BELLA LASH

## BELLA LASH EXTENSIONS CERTIFICATION FORM

Each student is required to complete 5 full sets of eyelash extensions and pass the written certification exam with a 70% or higher prior to graduation. This completed form will need to be submitted to: [certification@bellalashextensions.com](mailto:certification@bellalashextensions.com) along with **before and after pictures** of the eyelashes of the student's models. Please write **your name** on Gel Patch of models left eye and the **school name** on the Gel Patch of the right eye on each model. Pictures will only be accepted that meet all these requirements. At that time we will review and send out students certification if we see the work to be satisfactory.

Student Name: \_\_\_\_\_ Date of Test: \_\_\_\_\_

School Name: \_\_\_\_\_ School Location: \_\_\_\_\_

Grade on Written Exam: \_\_\_\_\_ Grade on Practical Exam: \_\_\_\_\_

### Model #1 (Practical Test Model)

Model #1: \_\_\_\_\_ Models Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Done in under 3 hours:	No clumps, Not stuck together, Symmetrical.	Approximately 40+ lashes applied neatly.
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Model #2: \_\_\_\_\_ Models Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Model #3: \_\_\_\_\_ Models Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Model #4: \_\_\_\_\_ Models Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Model #5: \_\_\_\_\_ Models Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mark in order of model completed:	1st	2nd	3rd	4th
Achieved 40 lashes per eye/full set completed in timely manner				
No two lashes were stuck together				
No visible clumps, can comb through lashes				
Both eyes are symmetrical and in a fashionable design				
Needs practice				

\_\_\_\_\_ I understand to the best of my knowledge the above to be true. All models have been completed by me as a student of Bella Lash Extensions, LLC.

Student Signature: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Instructor ID #: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

# SAVANNAH MCGILLIS

Experienced eyelash technician, educator, and business owner.

## EXPERIENCE

### Manager | Lash Spa Boutique, CA | 2014-2016

Manage schedules, inventory, and payroll for Lash Spa Boutique, San Clemente, and Laguna Beach. Oversee and assist eyelash training courses.

### Spa Owner | Lash Spa Boutique, MHK | 2016-Present

Lash and wax technician, educator for lash training courses, and manager for business. Sole Proprietor.

### Spa Owner | Lash Spa Boutique, SD | 2018-Present

Lash and wax technician, Bella Lash educator, and manager for business. Sole Proprietor.

Newly partnered with Bella Lash.

## EDUCATION

### Esthetics License | 10/2016 | Bellus Academy

Graduated with top classroom testing, and top attendance.

### Microblading Certification | 2018 | Microblading LA

Full course and certification for microblading, and microblading on a live model.

### Associates | 2013 | Barton

Associate's of Arts degree, photography.

## OBJECTIVE

My goal is to bring PROPER and advanced eyelash extension training to the Midwest. I have extensive training and experience, and I am ready to share my knowledge with those who share the same desire in the beauty industry.



savannahmcgillis  
@att.net



785.410.5879

[www.lashspamhk.com](http://www.lashspamhk.com)

[facebook.com/lashspabrookings](https://facebook.com/lashspabrookings)

## VOLUNTEER EXPERIENCE OR LEADERSHIP

### Instructor/Leadership Experience:

Lash Spa Manager: 5 years

Lash Instructor: 2 years

High School Show Choir Instructor: 2  
years

High School Dance Instructor: 5 years

REFERENCES

BELLA LASH EDUCATOR:

NIKKI

NIKKI@BELLALASH.COM

ESTHETICS INSTRUCTOR:

AMANDA MASSIE

AMASSIE@BELLUSACADEMY.EDU

LASH SPA BOUTIQUE, MHK

MANAGER:

LAUREN SHULER

LASHSPABOUTIQUEMHK@GMAIL.COM

States of Wisconsin

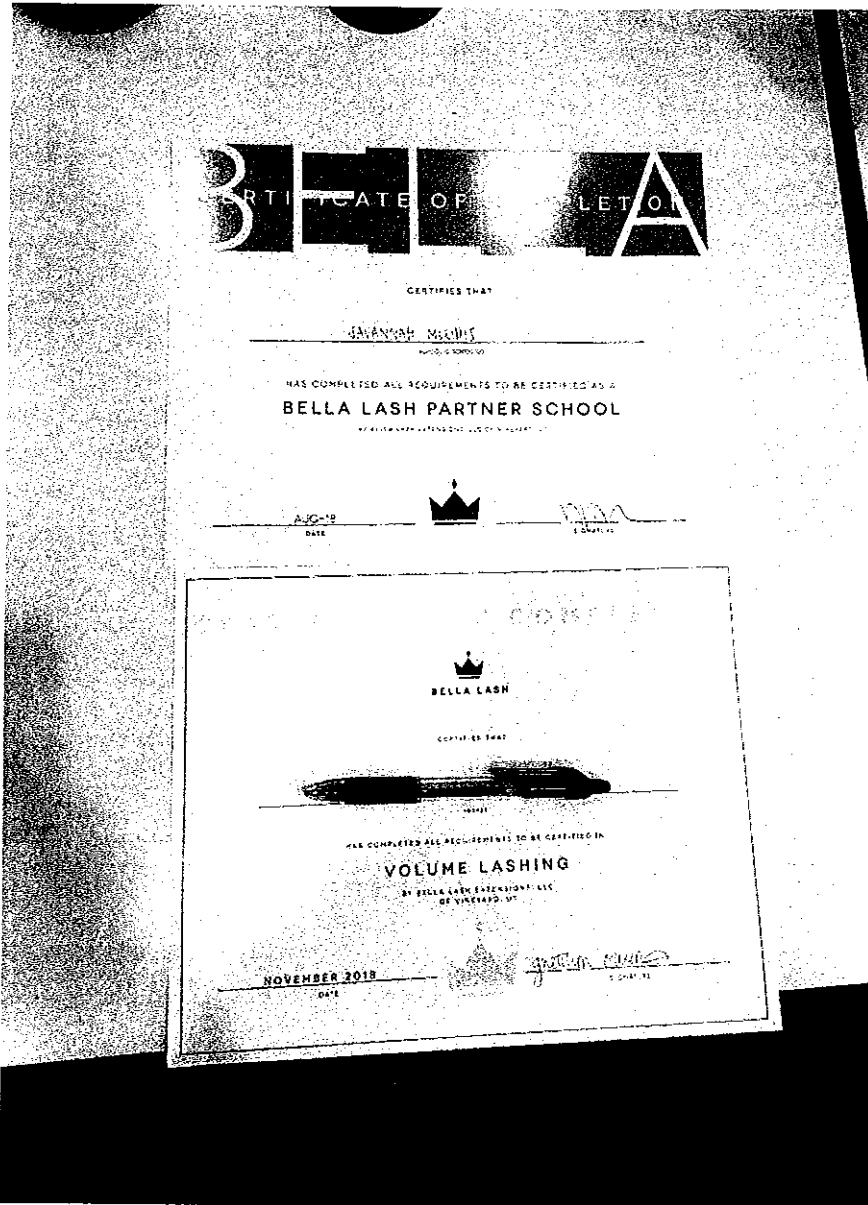
WISCONSIN

Secretary of Administration - DE EO-13989-2019





MISS. STATE. DEPARTMENT



Ex. of student certificate.

\* Student will not receive certificate just for taking the class. The student's work of at least 5 models must be approved by instructor and submitted.

SOUTH DAKOTA STATE BOARD OF COSMETOLOGY  
APPRENTICE APPLICATION

Please print or type

Name: Jennifer Derry

Address, City, State, Zip: 1006 N. Main Street, Aberdeen, SD 57401

Date of Birth: 02/27/1981 Social Security Number \_\_\_\_\_

Education: Liberty Senior High, Liberty, MO Date: May 16<sup>th</sup> 2001  
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): 1/13/2011

Name of Senior Instructor(s): Amanda Steiner

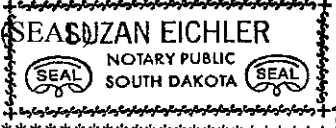
Name and address of Salon: Revive Day SPA 301 S MAIN ST

City: Aberdeen, SD telephone: 605-725-4242

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]  
(Signature of Applicant)

Subscribed and sworn to before me this 3<sup>rd</sup> day of January 2011



[Signature]  
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: Apprenticeship License Number: \_\_\_\_\_  
Start date: \_\_\_\_\_

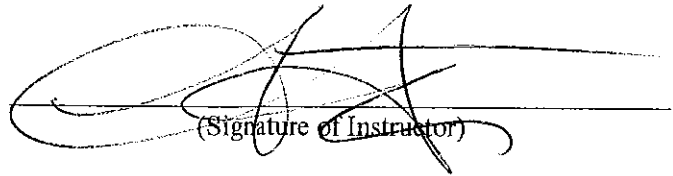
**SOUTH DAKOTA BOARD OF COSMETOLOGY  
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE**

I, Fallon Helm Anand Senk, a licensed Manager-Operator and licensed Active Senior  
(print)

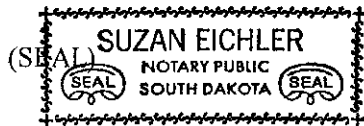
Instructor in the State of South Dakota, agree to instruct Jennifer Derry as an  
(print apprentice name)

apprentice in both the theory and practical work in the art of **cosmetology** or **nail technology**. I further agree to  
(circle one)

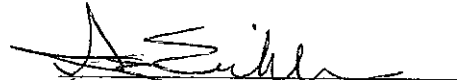
abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

  
(Signature of Instructor)

Subscribed and sworn to before me this 3<sup>rd</sup> day of January 2019



Expires: 10/26/2026

  
Notary Public

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

\*\* each instructor must sign this statement.

**SOUTH DAKOTA STATE BOARD OF COSMETOLOGY  
APPRENTICE APPLICATION**

Please print or type

Name: Sharolyn Jondahl

Address, City, State, Zip: 515 E 4<sup>th</sup> Ave Groton SD 57445

Date of Birth: 7-3-67 Social Security Number: \_\_\_\_\_

Education: Groton Area Date: 1985  
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): 2/13/2019

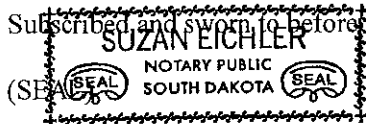
Name of Senior Instructor(s): Tara Mortland

Name and address of Salon: REVUE DAY SPA 301 S MAIN ST  
City: Abbeville SD telephone: 605-725-4242

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.

Sharolyn Jondahl  
(Signature of Applicant)

Subscribed and sworn to before me this 3 day of January 2019



[Signature]  
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: _____
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**SOUTH DAKOTA BOARD OF COSMETOLOGY  
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE**

I, Tara Merland <sup>Tara Merland</sup> ~~Ambera Jones~~, a licensed Manager-Operator and licensed Active Senior  
(print)

Instructor in the State of South Dakota, agree to instruct Sharolyn Jordan as an  
(print apprentice name)

apprentice in both the theory and practical work in the art of **cosmetology** or **nail technology**. I further agree to  
(circle one)

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

Tara Merland  
(Signature of Instructor)

Subscribed and sworn to before me this 3<sup>rd</sup> day of January 2019



Suzan Eichler  
Notary Public

Suzan Eichler signed 10/26/2026  
Return to: Cosmetology Commission, 500 E. Capitol, Pierre, South Dakota 57501

\*\* each instructor must sign this statement.