

AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
Department of Labor and Regulation Office Conference Room
123 W Missouri Ave, Pierre, SD
February 24, 2017, 8:30 a.m. CDT

- A. Call To Order..... Tammy Ugofsky
- B. Roll Call..... Crystal Carlson
- C. December 2, 2016 Meeting Minutes Crystal Carlson
- D. Treasurer's Report..... Kate Boyd
- E. Executive Director's Report Kate Boyd
- F. Disciplinary Actions Violations Committee
 - 1. Review and take action on Consent Agreements signed by Licensees
 - 2. Disciplinary Action Process - Attorney Graham Oey
- G. Administrative Rules - Request Commission input on a variety of possible updates
- H. Cosmetology Education Hours, Request for Hair Design License & Request for Early Testing- Stewart School
- I. School Requests
 - 1. School License Renewal Application - Black Hills Beauty College-Rapid City
 - 2. School License Renewal Application - Black Hills Beauty College-Sioux Falls
 - 3. School License Renewal Application - Desaree & Company School of Beauty - Sturgis
 - 4. School License Renewal Application - Stewart School - Sioux Falls
 - 5. Electric File Provider Application - Desaree & Company School of Beauty - Sturgis
 - 6. Electric File Provider Application - Headlines Academy, Inc. - Rapid City
 - 7. Microdermabrasion Provider Application - Headlines Academy, Inc. - Rapid City
 - 8. Microdermabrasion Provider Application - Black Hills Beauty College-Rapid City
- J. Referral of Applications to the Commission
 - 1. Toni Seales - Reciprocity Applicant seeking approval of New Mexico cosmetology education hour
 - 2. Tuan Luc - Reciprocity Application - Question about education hours
 - 3. Julie Bosch - School Applicant with criminal background

K. Other Business

L. Upcoming Meeting Dates

- April 29, 2017 - Cosmetology State Board Exams - Watertown
- May 4-5, 2017 - School Visits & Commission Meeting - Watertown & Sioux Falls
- July 14, 2017 - Commission Meeting am & NIC School Overview pm
- July 15-16, 2017 - NIC Examiner Training/Certification (MANDATORY FOR PRACTICAL EXAMINERS)
- July 17-18, 2017 State Board Exams - Pierre
- August 3-7, 2017 - NIC Executive Directors Meeting (Aug 3-4) & NIC Conference (Aug 5-7) -
Charleston WV

M. **ADJOURN**

Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605/773-6193) at least 48-hours before convening to make any necessary arrangements.

SOUTH DAKOTA COSMETOLOGY COMMISSION DRAFT MEETING MINUTES

December 2, 2016

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Tammy Ugofsky at 8:00 am on Friday, December 2, 2016. The meeting was held at the Department of Labor and Regulation office located at 123 W Missouri St, Pierre, South Dakota. Several Commission members joined the meeting via conference call.

Roll Call

Attendance was taken by Vice President with the following members present: Lori Berreth, Laurie Brandner, Lori Little and Tammy Ugofsky. Commission member absent: Crystal Carlson. Staff present: Attorney Graham Oey, Executive Director Kate Boyd and Cosmetology office staff member Kelsey Skoglund.

2. Minutes of the September 23 and October 20, 2016 Meetings

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY LORI BERRETH, TO APPROVE THE MINUTES OF THE SEPTEMBER 23 AND OCTOBER 20, 2016 MEETINGS. THE MOTION PREVAILED ON A ROLL CALL VOTING WITH LORI BERRETH, LAURIE BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

3. Treasurer's Report

Executive Director Kate Boyd reported that as of October 31, 2016 the available budget was \$169,510.35 and the cash center balance was \$227,156.99.

IT WAS MOVED BY LORI BRANDNER, SECONDED BY LORI BERRETH, TO APPROVE THE TREASURER'S REPORT. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LAURIE BRANDNER, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

4. Executive Director's Report

Executive Director Kate Boyd's written report included: (1) Office Update - Kelsey Skoglund has settled into her new position and things are running very smoothly in the office with all three staff members working very well together. (2) Proposed Hair Braiding Legislation - The Department of Labor and Regulation will be introducing a bill in the 2017 Legislative Session to exempt hair braiding from the scope of practice of a cosmetologist. This will replace the draft hair braiding licensure bill from September 2016. (3) Cosmetology Education Hours - If we are going to move forward if the bill in the 2018 Legislative Session on cosmetology education hours, we will need to have a tentative proposal for the Commission review at the May 5, 2017 meeting and then draft legislation for the Commission's approval at the July 14, 2017 meeting. Executive Director Boyd suggested and the Commission agreed to ask the Education Hour Task Force to meet again to come up with a proposal for the Commission's consideration in 2017. (5) The Commission requires individual with education from outside the U.S. to have their education translated and evaluated by AEQUO International. The meeting handouts included an update from AEQUO regarding the procedures they follow with regard to verification of Vietnamese diplomas.

5. Disciplinary Actions

Executive Director Kate Boyd informed the Commission that the Disciplinary Action Hearings for Cases J-2015 and Y-2015 are being delayed to a later hearing date.

The Commission reviewed and took action on the following proposed Consent Agreements that have been signed by the licensee:

Case F-2016

IT WAS MOVED BY TAMMY UGOFKY, SECONDED BY LORI, TO APPROVE CONSENT AGREEMENT CASE F-2016 WITH THE FOLLOWING TERMS:

- a. Mr. Phung's license, Lic. # NT-10815, shall be suspended for a period of 90 days with 83 days being held in abeyance. Mr. Phung's license will be actively suspended for 7 days beginning January 8, 2017 **through** January 14, 2017;
- b. The remaining 83 days of suspension for Mr. Phung's personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Mr. Phung will comply with all laws and regulations relating to his 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) Mr. Phung will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Mr. Phung must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.
 - 3) Mr. Phung agrees not to sell or transfer in any way Envy Nails and Spa LLC prior to June 1, 2017.
- c.
- d. Envy Nails and Spa LLC's license, #LS-07490, will be suspended for a period of 90 days with 83 days being held in abeyance. Envy Nails and Spa LLC's license will actively be suspended for 7 days from January 1, 2017 **through** January 7, 2017:
- e. The remaining 83 days of suspension for the salon's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

- 1) Envy Nails and Spa LLC 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) Envy Nails and Spa LLC will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Mr. Phung, 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 February 28, 2017.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

Case P-2016

IT WAS MOVED BY TAMMY UGOFKY, SECONDED BY LORI BERRETH, TO APPROVE CONSENT AGREEMENT CASE P-2016 WITH THE FOLLOWING TERMS:

- a. Mr. Nguyen's license, Lic. # NT-10771 will be suspended for a period of 45 days with 38 days being held in abeyance. Mr. Nguyen's license will be actively suspended for 7 days beginning January 1, 2017 **through** January 7, 2017;
- b. The remaining 38 days of suspension for Mr. Nguyen's personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;
 - 1) Mr. Nguyen will comply with all laws and regulations relating to his 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) Mr. Nguyen will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Mr. Phung must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.
 - 3) Mr. Nguyen agrees not to sell or transfer in any way Nails Art Salon prior to December 2, 2017.

- c. Nails Art Salon's license, #NS-07294, will be suspended for a period of 45 days with 38 days being held in abeyance. Nails Art Salon's license will actively be suspended for 7 days from January 1, 2017 **through** January 7, 2017:
- d. The remaining 38 days of suspension for the salon's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Nails Art 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) Nails Art Salon will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Mr. Nguyen, 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 31, 2017.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

Case J-2015

IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFKY, TO APPROVE CONSENT AGREEMENT CASE J-2015 WITH THE FOLLOWING TERMS:

- a. Ms. Quinlivan license, Lic. # CO-09367, will be suspended for a period of 45 days with 31 days being held in abeyance. Ms. Quinlivan's license will be actively suspended for 14 days beginning December 24, 2016 **through** January 6, 2017;
- b. The remaining 31 days of suspension for Ms. Quinlivan's personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;
 - 1) Ms. Quinlivan 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. Quinlivan will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. Quinlivan must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

- 3) Ms. Quinlivan will attend a meeting with Commission Staff to discuss licensure law requirements. At the conclusion of the meeting, Ms Quinlivan will successfully pay for and successfully complete the Commission's State Laws course by successfully passing the post-course exam by January 31, 2017. The cost of the course and exam is \$50.00;

- c. Due to recent closure of Body & Soul Salon there will be no active days of suspension for the salon license.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

6. Initiated Measure 22 and Its Effect on State Employees

Attorney Graham Oey provided information about Initiated Measure 22 that was passed in the November, 2016 General Election. He addressed some of the details of this new law and its implication for state employees. He said that some details still need to be worked out through administrative rule.

7. Microdermabrasion Provider Application

IT WAS MOVED BY TAMMY UGOFKY, SECONDED BY LORI BERRETH TO APPROVE THE MICRODERMABRASION PROVIDER APPLICATION SUBMITTED BY RAMONA REICHERTS. THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, LORI BRANDNER, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

8. Proposed Administrative Rules Changes

The Commission reviewed the draft administrative rules changes and provided guidance to the staff on wording and intent.

11. Other Business

N/A

Adjourn

There being no further business, IT WAS MOVED BY LORI BERRETH, SECONDED BY LORI LITTLE, TO ADJOURN. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI BRANDNER, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Kate Boyd, Recording Secretary

Lori Berreth, Vice President

Executive Director's Report

December 2, 2016

1. **Office Update** - Kelsey Skoglund has settled very well into her new position with the Commission office. She has quickly become an asset to the overall operation of the office. Kelsey, Bradi and I have developed a mutual respect for each other and function efficiently as a staff of three.
2. **Proposed Hair Braiding Legislation** - The Department of Labor and Regulation will be introducing a bill in the 2017 Legislative Session to exempt hair braiding from the scope of practice of a cosmetologist. This will replace the hair braiding licensure bill originally proposed by the Commission in September, 2016.
3. **Cosmetology Education Hours** - Additional information has become available about cosmetology education hours nationwide. I would like to suggest that the Commission direct the 2016 Cosmetology Education Hour Task Force to begin meeting again to continue work on possible legislation for the lowering of cosmetology education hours. If we are going to request a bill be introduced in the 2018 Legislative Session, the Commission would need to approve the concept by the May 5, 2017 Commission meeting and direct the staff to draft legislation for the Commission's approval at the July 14, 2017 meeting. After that the bill would need to go thru review by the Department of Labor and Regulation and the Governor's Legislative Task Force.
4. **AEQUO International Updates** - Attached to this report is communication received from Brentni Henderson of AEQUO International regarding changes in verification procedures for candidates with Vietnamese high school education.

January 2017

BUDGET UNIT 1033
 BUDGET UNIT NAME COSMETOLOGY COMMISSION
 AVAILABLE FUNDS AS OF: 01/31/2017
 FY YEAR REMAINING: 41.4%
 PAY DAYS REMAINING: 10
 MONTHLY
 PAGE 1,476
 DATE 02/04/2017

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE	PCT AVL
6503-I	313,991.00	0.00	0.00	24,420.75	194,148.42	95,421.83	225,772.18	
BUDGETED TOT	313,991.00	0.00	0.00	24,420.75	194,148.42	95,421.83		
ALL COMP TOT	313,991.00	0.00	0.00	24,420.75	194,148.42	95,421.83		
TOTAL BUDGETED:								

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	13,174.82	49,141.26	34.6
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,795.12	24,709.03	49.9
5203 TRAVEL	40,074.00	0.00	0.00	3,967.99	14,575.79	36.4
5204 CONTRACTUAL SVCS	71,774.00	0.00	24,420.75	2,464.84	9,604.76	13.4
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,136.79	1,350.99	12.9
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	3,960.00-	0.0
TOTALS	313,991.00	0.00	24,420.75	24,539.56	194,148.42	30.4

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	142,104.00	0.00	0.00	0.00	13,174.82	49,141.26	34.6
5102000 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	0.00	3,795.12	24,709.03	49.9
5203000 TRAVEL	40,074.00	0.00	0.00	0.00	3,967.99	14,575.79	36.4
5204000 CONTRACTUAL SVCS	71,774.00	0.00	0.00	24,420.75	2,464.84	9,604.76	13.4
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	0.00	1,136.79	1,350.99	12.9
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	3,960.00-	0.0
PS SUBTOTALS	191,662.00	0.00	0.00	0.00	16,969.94	117,811.71	38.5
OE SUBTOTALS	122,329.00	0.00	0.00	24,420.75	7,569.62	21,571.54	17.6
COMPANY 6503-I TOT	313,991.00	0.00	0.00	24,420.75	24,539.56	95,421.83	30.4

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 01/31/2017

PAGE

125

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	225,772.18	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			225,772.18	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			225,772.18	DR **	
BUDGET UNIT TOTAL 1033			225,772.18	DR ***	

BA0225R1 02/04/2017

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2017

PAGE

24

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033				LABOR & REGULATION		
					COSMETOLOGY COMMISSION		
COMPANY NO	6503	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS				
103300061806	6503	4293901	COS-OPERATOR/MANAGER		21,351.00*	78,206.00	
103300061806	6503	4293969	COS-SALONS LICENSE		9,545.00*	34,945.00	
103300061806	6503	4293970	COS-INSTRUCTORS LIC		220.00*	795.00	
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES		168.00*	1,050.00	
103300061806	6503	4293972	COS-PERMITS		3,888.00*	15,924.00	
103300061806	6503	4293973	COS-SCHOOL LICENSE		.00	900.00	
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF		600.00*	8,040.00	
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			35,772.00	139,860.00	*
ACCT: 42		LICENSES, PERMITS & FEES			35,772.00	139,860.00	**
103300061806	6503	4393903	COS-PENALTYS		2,550.00*	18,300.00	
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)			2,550.00	18,300.00	*
ACCT: 43		FINES, FORFEITS & PENALTIES			2,550.00	18,300.00	**
103300061806	6503	4896004	COS-EDUCATION COURSE COST		50.00	585.00	
103300061806	6503	4896007	COS-NATL EXAM TEST COST		680.00*	9,840.00	
103300061806	6503	4896020	MISCELLANEOUS INCOME		8.00*	427.00	
ACCT: 4896		OTHER REVENUE			738.00	10,852.00	*
ACCT: 48		OTHER REVENUE			738.00	10,852.00	**
103300061806	6503	4920045	NONOPERATING REVENUES		.00	3,767.86	
ACCT: 4920		NONOPERATING REVENUE			.00	3,767.86	*
ACCT: 49		OTHER REVENUE			.00	3,767.86	**
CNTR: 103300061806					39,060.00	172,779.86	***
COMP: 6503					39,060.00	172,779.86	****
B UNIT: 1033					39,060.00	172,779.86	*****

MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 01/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, CR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C107CC026	01/04/2017	283467	01/04/2017	4,135.00	DR
6503	103300061806	4293901	C107CC026	01/04/2017	283467	01/04/2017	4,135.00	CR
6503	103300061806	4293901	C107CC026	01/04/2017	283467	01/04/2017	4,135.00	CR
6503	103300061806	4293972	C107CC032	01/04/2017	283467	01/04/2017	1,005.00	CR
6503	103300061806	4293972	C107CC032	01/11/2017	283895	01/06/2017	2,425.00	DR
6503	103300061806	4293901	C107CC032	01/11/2017	283895	01/06/2017	2,425.00	CR
6503	103300061806	4293901	C107CC032	01/11/2017	283895	01/06/2017	2,425.00	CR
6503	103300061806	4293969	C107CC032	01/11/2017	283895	01/06/2017	1,820.00	CR
6503	103300061806	4293972	C107CC032	01/11/2017	283895	01/06/2017	324.00	CR
6503	103300061806	4293972	C107CC032	01/11/2017	283895	01/06/2017	20.00	CR
6503	103300061806	4293984	C107CC032	01/13/2017	284157	01/11/2017	7,195.00	DR
6503	103300061806	4293901	C107CC033	01/13/2017	284157	01/11/2017	7,195.00	CR
6503	103300061806	4293901	C107CC033	01/13/2017	284157	01/11/2017	7,195.00	CR
6503	103300061806	4293972	C107CC033	01/13/2017	284157	01/11/2017	1,995.00	CR
6503	103300061806	4293970	C107CC033	01/13/2017	284157	01/11/2017	170.00	CR
6503	103300061806	4293972	C107CC033	01/13/2017	284157	01/11/2017	1,320.00	CR
6503	103300061806	4293901	C107CC034	01/13/2017	284364	01/13/2017	3,085.00	DR
6503	103300061806	4293969	C107CC034	01/13/2017	284364	01/13/2017	3,085.00	CR
6503	103300061806	4293972	C107CC034	01/13/2017	284364	01/13/2017	3,085.00	CR
6503	103300061806	4293901	C107CC034	01/13/2017	284364	01/13/2017	1,505.00	CR
6503	103300061806	4293972	C107CC034	01/13/2017	284364	01/13/2017	90.00	CR
6503	103300061806	4293972	C107CC034	01/13/2017	284364	01/13/2017	252.00	CR
6503	103300061806	4293984	C107CC034	01/13/2017	284898	01/20/2017	160.00	DR
6503	103300061806	4293972	C107CC035	01/20/2017	284898	01/20/2017	2,290.00	DR
6503	103300061806	4293901	C107CC035	01/20/2017	284898	01/20/2017	2,290.00	CR
6503	103300061806	4293901	C107CC035	01/20/2017	284898	01/20/2017	2,290.00	CR
6503	103300061806	4293972	C107CC035	01/20/2017	284898	01/20/2017	1,785.00	CR
6503	103300061806	4293971	C107CC035	01/20/2017	284898	01/20/2017	78.00	CR
6503	103300061806	4293972	C107CC035	01/20/2017	284898	01/20/2017	246.00	CR
6503	103300061806	4293984	C107CC035	01/20/2017	284898	01/20/2017	160.00	DR
6503	103300061806	4293901	C107CC036	01/27/2017	285555	01/27/2017	2,221.00	DR
6503	103300061806	4293901	C107CC036	01/27/2017	285555	01/27/2017	2,221.00	CR
6503	103300061806	4293901	C107CC036	01/27/2017	285555	01/27/2017	2,221.00	CR
6503	103300061806	4293969	C107CC036	01/27/2017	285555	01/27/2017	1,435.00	CR
6503	103300061806	4293972	C107CC036	01/27/2017	285555	01/27/2017	366.00	CR
6503	103300061806	4293984	C107CC036	01/27/2017	285555	01/27/2017	260.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							35,772.00	CR *
6503	103300061806	4393903	C107CC032	01/11/2017	283895	01/06/2017	580.00	CR
6503	103300061806	4393903	C107CC034	01/13/2017	284364	01/13/2017	700.00	CR
6503	103300061806	4393903	C107CC035	01/20/2017	284898	01/20/2017	280.00	CR
6503	103300061806	4393903	C107CC036	01/27/2017	285555	01/27/2017	990.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							2,550.00	CR *

MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 01/31/2017

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	4896004	C107CC032	01/11/2017	283895	01/06/2017	50.00	CR
6503	103300061806	4896007	C107CC032	01/11/2017	283895	01/06/2017	240.00	CR
6503	103300061806	4896004	C107CC034	01/13/2017	284364	01/13/2017	50.00	CR
6503	103300061806	4896007	C107CC034	01/13/2017	284364	01/13/2017	200.00	CR
6503	103300061806	4896020	C107CC034	01/13/2017	284364	01/13/2017	2.00	CR
6503	103300061806	4896007	C107CC035	01/20/2017	284898	01/20/2017	240.00	CR
6503	103300061806	4896020	C107CC035	01/20/2017	284898	01/20/2017	6.00	CR
6503	103300061806	4896004	R626RC0620	02/01/2017	R6RC0620	01/19/2017	50.00	DR
6503	103300061806	4896004	R626RC0620	02/01/2017	R6RC0620	01/19/2017	50.00	DR
6503	103300061806	4896004	R626RC0620	02/01/2017	R6RC0620	01/19/2017	50.00	CR

TOTAL ACCOUNT GROUP NET CHANGE 738.00 CR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52053100	CD712040	01/18/2017		01/03/2017	351.56	DR
6503	103300061806	52041800	DP712103	02/03/2017		01/17/2017	380.25	DR
6503	103300061806	52053500	MS712051	01/20/2017		01/11/2017	427.87	DR
6503	103300061806	52042000	PL712057	01/20/2017		01/11/2017	395.14	DR
6503	103300061806	52042000	RM712050	01/18/2017		01/03/2017	26.40	DR
6503	103300061806	52045300	TL712053	01/18/2017		01/18/2017	151.78	DR
6503	103300061806	5228000	TL107-060	01/11/2017		01/11/2017	898.18	DR

TOTAL ACCOUNT GROUP NET CHANGE 2,631.18 DR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	82044900	RELES/COSRNT17	02/01/2017	022527	01/28/2017	1,041.75	CR
6503	103300061806	82049600	17SC100013	01/11/2017	17SC100013	01/10/2017	15.00	CR

TOTAL ACCOUNT GROUP NET CHANGE 1,056.75 CR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL COMPANY--NET CHANGE							37,485.57	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 01/31/2017

AGENCY BUDGET UNIT CENTER-5	10 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	COMPANY NO	6503	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
OBJSUB: 5101010		F-T EMP SAL & WAGES												
6503 103300061806	51010100		CGEX161229	01/04/2017				3,695.48	DR					
6503 103300061806	51010100		CGEX170111	01/13/2017				4,166.83	DR					
OBJSUB: 5101020		P-T/TEMP EMP SAL & WAGES												
6503 103300061806	51010300		CGEX170111	01/13/2017				5,072.51	DR					
OBJSUB: 5101030		BOARD & COMM MBRS FEES												
OBJSUB: 5101030		BOARD & COMM MBRS FEES												
6503 103300061806	51020100		CGEX161229	01/04/2017				240.00	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				13,174.82	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				451.71	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				5.90	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				5.36	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				4.21	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				3.37	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				3.36	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				2.52	DR					
6503 103300061806	51020100		CGEX170105	01/06/2017				.84	DR					
6503 103300061806	51020100		CGEX170111	01/13/2017				535.76	DR					
6503 103300061806	51020100		CGEX170118	01/18/2017				3.68	DR					
6503 103300061806	51020100		CGEX170118	01/18/2017				149289	DR					
6503 103300061806	51020100		CGEX170118	01/18/2017				150348	DR					
6503 103300061806	51020100		CGEX170118	01/18/2017				150349	DR					
6503 103300061806	51020100		CGEX170119	01/20/2017				151740	DR					
6503 103300061806	51020100		CGEX170123	01/25/2017				154420	DR					
OBJSUB: 5102010		CAST-EMPLOYER'S SHARE												
6503 103300061806	51020200		CGEX161229	01/04/2017				1,028.49	DR					
6503 103300061806	51020200		CGEX170111	01/13/2017				259.75	DR					
6503 103300061806	51020200		CGEX170111	01/13/2017				280.46	DR					
OBJSUB: 5102020		RETIREMENT-ER SHARE												
6503 103300061806	51020600		CGEX161229	01/04/2017				540.21	DR					
6503 103300061806	51020600		CGEX170111	01/13/2017				1,116.10	DR					
OBJSUB: 5102060		HEALTH/LIFE INS.-ER SHARE												
6503 103300061806	51020800		CGEX161229	01/04/2017				7.24	DR					
6503 103300061806	51020800		CGEX170111	01/13/2017				8.31	DR					
OBJSUB: 5102080		WORKER'S COMPENSATION												
6503 103300061806	51020900		CGEX161229	01/04/2017				15.55	DR					
6503 103300061806	51020900		CGEX170111	01/13/2017				2.36	DR					
6503 103300061806	51020900		CGEX170111	01/13/2017				2.68	DR					
OBJSUB: 5102090		UNEMPLOYMENT COMPENSATION												
OBJSUB: 5102090		UNEMPLOYMENT COMPENSATION												
6503 103300061806	51020900		CGEX170111	01/13/2017				3,795.12	DR					

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

COMP CENTER ACCOUNT DOCUMENT NUMBER POSTING DATE JV APPL # OR PAYMENT # SHORT NAME VENDOR NUMBER VENDOR GROUP AMOUNT DR/CR

GROUP: 51 PERSONAL SERVICES
 6503 103300061806 52030200 CGEX170105 01/06/2017 132806

OBJSUB: 5203020 AUTO PRIV (IN-ST.) L/RTE
 6503 103300061806 52030300 CGEX170105 01/06/2017 132812
 6503 103300061806 52030300 CGEX170105 01/06/2017 132807
 6503 103300061806 52030300 CGEX170105 01/06/2017 135991
 6503 103300061806 52030300 CGEX170105 01/06/2017 132811
 6503 103300061806 52030300 CGEX170105 01/06/2017 132810
 6503 103300061806 52030300 CGEX170105 01/06/2017 132808
 6503 103300061806 52030300 CGEX170105 01/06/2017 132809
 6503 103300061806 52030300 CGEX170118 01/18/2017 149290
 6503 103300061806 52030300 CGEX170118 01/18/2017 150349
 6503 103300061806 52030300 CGEX170118 01/18/2017 149289
 6503 103300061806 52030300 CGEX170118 01/18/2017 150348
 6503 103300061806 52030300 CGEX170119 01/20/2017 151740
 6503 103300061806 52030300 CGEX170123 01/25/2017 154420
 6503 103300061806 52030300 CGEX170127 01/27/2017 155701

OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE
 6503 103300061806 52031000 CGEX170118 01/18/2017 150349

OBJSUB: 5203100 LODGING/IN-STATE
 6503 103300061806 52031400 CGEX170105 01/06/2017 135991
 6503 103300061806 52031400 CGEX170105 01/06/2017 132807
 6503 103300061806 52031400 CGEX170105 01/06/2017 132808
 6503 103300061806 52031400 CGEX170105 01/06/2017 132809
 6503 103300061806 52031400 CGEX170105 01/06/2017 132812
 6503 103300061806 52031400 CGEX170105 01/06/2017 132811
 6503 103300061806 52031400 CGEX170105 01/06/2017 132810
 6503 103300061806 52031400 CGEX170118 01/18/2017 149290
 6503 103300061806 52031400 CGEX170118 01/18/2017 150349
 6503 103300061806 52031400 CGEX170118 01/18/2017 149289
 6503 103300061806 52031400 CGEX170118 01/18/2017 150348
 6503 103300061806 52031400 CGEX170119 01/20/2017 151740
 6503 103300061806 52031400 CGEX170123 01/25/2017 154420

OBJSUB: 5203140 TAXABLE MEALS/IN-STATE
 6503 103300061806 52031500 CGEX170105 01/06/2017 132806
 6503 103300061806 52031500 CGEX170118 01/18/2017 150349
 6503 103300061806 52031500 CGEX170127 01/27/2017 155700
 6503 103300061806 52031500 CGEX170127 01/27/2017 155702

OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST
 OBJECT: 5203 TRAVEL
 6503 103300061806 52041800 DP712103 02/03/2017

OBJSUB: 5204180 COMPUTER SERVICES-STATE
 6503 103300061806 52042000 PL712057 01/20/2017

AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52042000	RM712050	01/18/2017					26.40	DR
OBJSUB: 5204200 CENTRAL SERVICES										
6503	103300061806	52042300	1040006	01/20/2017	00375628	ENVITEKTECH	12189816		421.54	DR *
OBJSUB: 52042300										
6503	103300061806	52042300	2534950	02/01/2017	02192103	SERVALLUNT	12049672		8.33	DR
OBJSUB: 52042300										
6503	103300061806	52044900	RENTALS/COSRNT17	02/01/2017	02191606	HYDEHOLDIN	12028880		5.61	DR
OBJSUB: 52044900										
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP. TL712053	01/18/2017	00375182	ATMOMBLIT	12279233		13.94	DR *
OBJSUB: 52045300										
6503	103300061806	52045300	8381416X12242016	01/18/2017	00375182	ATMOMBLIT	12279233		1,041.75	DR
OBJSUB: 52045300										
6503	103300061806	52045400	TELECOMMUNICATIONS SRVCS 415031401 1216	01/13/2017	02189487	MUNICIPALU	12054968	01	216.01	DR *
OBJSUB: 52045400										
6503	103300061806	52049600	ELECTRICITY 17SC100013 860	01/13/2017	00373776	ISOCUALITY	12358629		94.35	DR *
OBJSUB: 52049600										
6503	103300061806	52049600	5577	01/18/2017	00374796	NATLINTERS	12114840	02	15.00	DR
OBJSUB: 52049600										
6503	103300061806	52050200	OTHER CONTRACTUAL SERVICE CONTRACTUAL SERVICES	01/27/2017	02191940	INNOVATIVE	12550348		2,464.84	DR **
OBJSUB: 52050200										
6503	103300061806	52050200	INI1459226	02/01/2017	02192332	INNOVATIVE	12550348		29.70	DR
OBJSUB: 52050200										
6503	103300061806	52050200	63863	02/03/2017	00380858	STOUXFALLS	12036365		13.95	DR
OBJSUB: 52050200										
6503	103300061806	52050280	OFFICE SUPPLIES 18382 JAN17	01/20/2017	00375405	INMANSWATE	12037639		150.90	DR *
OBJSUB: 52050280										
6503	103300061806	52050280	63616	01/11/2017	00372557	STOUXFALLS	12036365		12.90	DR
OBJSUB: 52050280										
6503	103300061806	52053100	OFFICE SUPPLIES CD712040	01/18/2017					108.25	DR
OBJSUB: 52053100										
6503	103300061806	52053200	PRINTING-STATE 20528	01/18/2017	00374924	PREFERRED	12308425		351.56	DR *
OBJSUB: 52053200										
6503	103300061806	52053500	PRINTING-COMMERCIAL CGEX170105	01/06/2017	132808				6.90	DR *
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170105	01/06/2017	132812				3.87	DR
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170105	01/06/2017	132811				3.40	DR
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170118	01/18/2017	150349				1.57	DR
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170118	01/18/2017	149290				17.72	DR
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170118	01/18/2017	150348				9.99	DR
OBJSUB: 52053500										
6503	103300061806	52053500	CGEX170123	01/25/2017	154420				3.92	DR
OBJSUB: 52053500										
6503	103300061806	52053500	MS712051	01/20/2017					11.68	DR
OBJSUB: 52053500										
6503	103300061806	52055180	POSTAGE 68870010003DEC16	02/01/2017	00378891	MONTANADAK	12020954	12	480.02	DR *
OBJSUB: 52055180										
6503	103300061806	52055180							26.26	DR

BA0215V1 02/04/2017

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2017

AGENCY BUDGET CENTER-5	BUDGET UNIT 10330	10330	LABOR & REGULATION COSMETOLOGY COMMISSION	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
ACCT: 5101								
103300061806	6503	51010100	F-T EMP SAL & WAGES	EMPLOYEE SALARIES			13,174.82	92,962.74
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES				1,028.49	7,118.03
103300061806	6503	51010300	BOARD & COMM MBRS FEES				540.21	3,575.96
ACCT: 5102								
103300061806	6503	51020800	WORKER'S COMPENSATION	EMPLOYEE BENEFITS			2,205.83	14,013.53
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	PERSONAL SERVICES			15.55	106.83
ACCT: 51								
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE				3,795.12	24,848.97
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE				16,969.94	117,811.71
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE				.00	236.66
103300061806	6503	52031000	LODGING/IN-STATE				78.66	182.62
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE				3,124.38	14,957.46
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-STATE				59.95	2,542.05
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R				169.00	1,479.00
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R				.00	103.96
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE				.00	68.04
103300061806	6503	52033200	LODGING/OUT-OF-STATE				.00	1,121.10
103300061806	6503	52033300	INCIDENTALS-OUT-OF-STATE				.00	2,336.32
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST				.00	202.00
ACCT: 5203								
103300061806	6503	52040200	TRAVEL				3,967.99	25,498.21
103300061806	6503	52040600	DUES & MEMBERSHIP FEES				.00	310.00
103300061806	6503	52041600	ED & TRAINING CONSULTANT				.00	2,500.00
103300061806	6503	52041800	WORKSHOP REGISTRATION FEE				.00	1,445.00
103300061806	6503	52041900	COMPUTER SERVICES-STATE				380.25	2,868.75
103300061806	6503	52042000	COMPUTER SERVICES-PRIVATE				.00	3,853.80
103300061806	6503	52042300	CENTRAL SERVICES				421.54	6,269.80
103300061806	6503	52044900	JANITORIAL & MAINT SERV				13.94	102.16
103300061806	6503	52045100	RENDS-PRIVATE OWNED PROP.				1,041.75	7,292.25
103300061806	6503	52045300	RENDS-OTHER				.00	1,050.00
103300061806	6503	52045400	TELECOMMUNICATIONS SRVCS				216.01	1,716.90
103300061806	6503	52049600	ELECTRICITY				94.35	773.04
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE				297.00	9,566.79
ACCT: 5204								
103300061806	6503	52050200	CONTRACTUAL SERVICES				2,464.84	37,748.49
103300061806	6503	52050280	OFFICE SUPPLIES				150.90	811.87
103300061806	6503	52053100	OFFICE SUPPLIES				121.15	272.10
103300061806	6503	52053200	PRINTING-STATE				351.56	3,852.17
103300061806	6503	52053500	PRINTING-COMMERCIAL				6.90	6.90
103300061806	6503	52053500	POSTAGE				480.02	3,849.58

*

**

Dec. 14

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	MONTHLY EXPENDITURES	YEAR-TO-DATE AVAILABLE APPROPRIATIONS	CASH BALANCE	PCT AVL
6503-I	313,991.00	0.00	0.00	25,477.50	169,608.86	118,904.64	212,085.77	
BUDGETED TOT	313,991.00	0.00	0.00	25,477.50	169,608.86	118,904.64		
ALL COMP TOT	313,991.00	0.00	0.00	25,477.50	169,608.86	118,904.64		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE AVAILABLE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	13,482.39	79,787.92	62,316.08	43.9
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,724.05	21,053.85	28,504.15	57.5
5203 TRAVEL	40,074.00	0.00	0.00	3,051.12	21,530.22	18,543.78	46.3
5204 CONTRACTUAL SVCS	71,774.00	0.00	25,477.50	3,801.69	35,283.65	11,012.85	15.3
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,481.45	7,993.22	2,487.78	23.7
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	3,960.00	3,960.00	0.0
TOTALS	313,991.00	0.00	25,477.50	25,540.70	169,608.86	118,904.64	37.9

BREAKOUT BY COMPANY:

COMPANY	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE AVAILABLE	BUDGET AVAILABLE	PCT AVL
COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS	191,662.00	0.00	0.00	17,206.44	100,841.77	90,820.23	47.4
OE SUBTOTALS	122,329.00	0.00	25,477.50	8,334.26	68,767.09	28,084.41	23.0
COMPANY 6503-I TOT	313,991.00	0.00	25,477.50	25,540.70	169,608.86	118,904.64	37.9

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 12/31/2016

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	212,085.77	DR	
COMPANY/SOURCE TOTAL 6503 618			212,085.77	DR *	COSMETOLOGY COMMISSION
COMP/BUDG UNIT TOTAL 6503 1033			212,085.77	DR **	
BUDGET UNIT TOTAL 1033			212,085.77	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 12/31/2016

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
LABOR & REGULATION COSMETOLOGY COMMISSION						
COMPANY NO 103300061806 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	4293901		COS-OPERATOR/MANAGER	8,580.00 -	56,855.00
103300061806	6503	4293969		COS-SALONS LICENSE	4,760.00 -	25,400.00
103300061806	6503	4293970		COS-INSTRUCTORS LIC	25.00 -	575.00
103300061806	6503	4293971		COS-STUDENTS/APPRENTICES	48.00 -	882.00
103300061806	6503	4293972		COS-PERMITS	1,644.00 -	12,036.00
103300061806	6503	4293973		COS-SCHOOL LICENSE	.00	900.00
103300061806	6503	4293984		COS-RECIPROCIITY/CERTIF	1,620.00 -	7,440.00
ACCT: 4293				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	16,677.00	104,088.00
ACCT: 42				LICENSES, PERMITS & FEES	16,677.00	104,088.00
103300061806	6503	4393903		COS-PENALTY'S	3,030.00	15,750.00
ACCT: 4393				PENALTIES (NON-GOVERNMENTAL)	3,030.00 -	15,750.00
ACCT: 43				FINES, FORFEITS & PENALTIES	3,030.00 -	15,750.00
103300061806	6503	4896004		COS-EDUCATION COURSE COST	100.00 -	535.00
103300061806	6503	4896007		COSM-NATL EXAM TEST COST	1,920.00 -	9,160.00
103300061806	6503	4896020		MISCELLANEOUS INCOME	.00	419.00
ACCT: 4896				OTHER REVENUE	2,020.00	10,114.00
ACCT: 48				NONOPERATING REVENUES	.00	3,767.86
103300061806	6503	4920045		NONOPERATING REVENUE	.00	3,767.86
ACCT: 4920				OTHER REVENUE	.00	3,767.86
ACCT: 49				OTHER REVENUE	.00	3,767.86
CNTR: 103300061806					21,727.00	133,719.86
COMP: 6503					21,727.00	133,719.86
B UNIT: 1033					21,727.00	133,719.86

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 12/31/2016

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR FO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C107CC027	12/02/2016	280845	12/02/2016	1,785.00	DR
6503	103300061806	4293901	C107CC027	12/02/2016	280845	12/02/2016	1,785.00	CR
6503	103300061806	4293901	C107CC027	12/02/2016	280845	12/02/2016	1,785.00	CR
6503	103300061806	4293901	C107CC027	12/02/2016	280845	12/02/2016	1,980.00	CR
6503	103300061806	4293970	C107CC027	12/02/2016	280845	12/02/2016	25.00	CR
6503	103300061806	4293971	C107CC027	12/02/2016	280845	12/02/2016	48.00	CR
6503	103300061806	4293972	C107CC027	12/02/2016	280845	12/02/2016	450.00	CR
6503	103300061806	4293984	C107CC027	12/02/2016	280845	12/02/2016	420.00	CR
6503	103300061806	4293901	C107CC028	12/09/2016	281455	12/09/2016	1,965.00	DR
6503	103300061806	4293901	C107CC028	12/09/2016	281455	12/09/2016	1,965.00	DR
6503	103300061806	4293901	C107CC028	12/09/2016	281455	12/09/2016	1,965.00	CR
6503	103300061806	4293969	C107CC028	12/09/2016	281455	12/09/2016	1,965.00	CR
6503	103300061806	4293972	C107CC028	12/09/2016	281455	12/09/2016	945.00	CR
6503	103300061806	4293972	C107CC028	12/09/2016	281455	12/09/2016	222.00	CR
6503	103300061806	4293984	C107CC028	12/09/2016	281455	12/09/2016	520.00	CR
6503	103300061806	4293901	C107CC029	12/16/2016	282058	12/16/2016	1,590.00	DR
6503	103300061806	4293901	C107CC029	12/16/2016	282058	12/16/2016	1,590.00	DR
6503	103300061806	4293901	C107CC029	12/16/2016	282058	12/16/2016	1,590.00	CR
6503	103300061806	4293969	C107CC029	12/16/2016	282058	12/16/2016	1,590.00	CR
6503	103300061806	4293972	C107CC029	12/16/2016	282058	12/16/2016	665.00	CR
6503	103300061806	4293972	C107CC029	12/16/2016	282058	12/16/2016	390.00	CR
6503	103300061806	4293984	C107CC029	12/16/2016	282058	12/16/2016	20.00	CR
6503	103300061806	4293901	C107CC030	12/23/2016	282696	12/23/2016	1,930.00	DR
6503	103300061806	4293901	C107CC030	12/23/2016	282696	12/23/2016	1,930.00	DR
6503	103300061806	4293901	C107CC030	12/23/2016	282696	12/23/2016	1,930.00	CR
6503	103300061806	4293969	C107CC030	12/23/2016	282696	12/23/2016	1,930.00	CR
6503	103300061806	4293972	C107CC030	12/23/2016	282696	12/23/2016	378.00	CR
6503	103300061806	4293984	C107CC030	12/23/2016	282696	12/23/2016	360.00	DR
6503	103300061806	4293901	C107CC031	01/01/2017	283218	12/30/2016	1,330.00	CR
6503	103300061806	4293901	C107CC031	01/01/2017	283218	12/30/2016	1,330.00	CR
6503	103300061806	4293969	C107CC031	01/01/2017	283218	12/30/2016	840.00	CR
6503	103300061806	4293984	C107CC031	01/01/2017	283218	12/30/2016	300.00	CR
6503	103300061806	4293972	C107CC031	01/01/2017	283218	12/30/2016	204.00	CR
6503	103300061806	4293984	C107CC031	01/01/2017	283218	12/30/2016	35.00	CR
6503	103300061806	4293969	C107CC031	01/01/2017	283218	12/14/2016	20.00	DR
6503	103300061806	4293901	R626RC0583	01/01/2017	R626RC0583	12/12/2016	20.00	DR
6503	103300061806	4293901	R626RC0583	01/01/2017	R626RC0583	12/12/2016	20.00	DR
6503	103300061806	4293901	R626RC0583	01/01/2017	R626RC0583	12/12/2016	20.00	DR
TOTAL ACCOUNT GROUP NET CHANGE								
							16,677.00	CR *
TOTAL ACCOUNT GROUP NET CHANGE								
							3,030.00	CR *

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 12/31/2016

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	4896007	C107CC027	12/02/2016	280845	12/02/2016	600.00	CR
6503	103300061806	4896004	C107CC028	12/09/2016	281455	12/09/2016	100.00	CR
6503	103300061806	4896007	C107CC028	12/09/2016	281455	12/09/2016	400.00	CR
6503	103300061806	4896007	C107CC029	12/16/2016	282058	12/16/2016	280.00	CR
6503	103300061806	4896007	C107CC030	12/23/2016	282696	12/23/2016	160.00	CR
6503	103300061806	4896007	C107CC031	01/01/2017	283218	12/30/2016	480.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							2,020.00	CR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52053100	CD711043	01/01/2017		12/01/2016	706.68	DR
6503	103300061806	52041800	DP711102	01/01/2017		12/13/2016	380.25	DR
6503	103300061806	52049600	D107CC006	12/23/2016	MC2868	12/02/2016	169.31	DR
6503	103300061806	52049600	D107CC006	12/23/2016	MC2868	12/02/2016	169.31	DR
6503	103300061806	52049600	D107CC006	12/23/2016	MC2868	12/02/2016	169.31	CR
6503	103300061806	52053500	MS711048	01/01/2017		12/15/2016	503.18	DR
6503	103300061806	52042000	PL711059	01/01/2017		12/07/2016	375.47	DR
6503	103300061806	52045300	TL711053	01/01/2017		12/30/2016	151.50	DR
6503	103300061806	5228000	TI07-051	12/27/2016		12/27/2016	917.78	DR
TOTAL ACCOUNT GROUP NET CHANGE							3,204.17	DR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	82044900	REALESS/COSRNT17	01/01/2017	022527	12/28/2016	1,041.75	CR
6503	103300061806	82041900	17SCL0012A	12/21/2016	12221150	12/19/2016	1.80	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,043.55	CR *

TOTAL COMPANY--NET CHANGE 19,566.38 CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2016

AGENCY BUDGET UNIT CENTER-5	10 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL. #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS													
6503	103300061806	51010100			CGEX161129	12/02/2016						3,639.45	DR
6503	103300061806	51010100			CGEX161213	12/16/2016						3,609.45	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES													
6503	103300061806	51010200			CGEX161129	12/02/2016						7,248.90	DR
6503	103300061806	51010200			CGEX161213	12/16/2016						3,152.98	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES													
6503	103300061806	51010300			CGEX161213	12/16/2016						2,840.51	DR
OBJSUB: 5101030 BOARD & COMM MERS FEES													
OBJECT: 5101 EMPLOYEE SALARIES													
6503	103300061806	51020100			CGEX161129	12/02/2016						13,482.39	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						509.91	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						5.88	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						2.82	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						2.53	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						1.68	DR
6503	103300061806	51020100			CGEX161206	12/07/2016						1.68	DR
6503	103300061806	51020100			CGEX161213	12/16/2016						84	DR
OBJSUB: 5102010 QASI-EMPLOYER'S SHARE													
6503	103300061806	51020200			CGEX161129	12/02/2016						1,027.47	DR
6503	103300061806	51020200			CGEX161213	12/16/2016						255.24	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE													
6503	103300061806	51020600			CGEX161129	12/02/2016						514.52	DR
6503	103300061806	51020600			CGEX161213	12/16/2016						1,078.56	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE													
6503	103300061806	51020800			CGEX161129	12/02/2016						2,161.01	DR
6503	103300061806	51020800			CGEX161213	12/16/2016						7.75	DR
OBJSUB: 5102080 WORKER'S COMPENSATION													
6503	103300061806	51020900			CGEX161129	12/02/2016						15.91	DR
6503	103300061806	51020900			CGEX161213	12/16/2016						2.63	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION													
OBJECT: 5102 EMPLOYEE BENEFITS													
GROUP: 51 PERSONAL SERVICES													
6503	103300061806	52030300			CGEX161206	12/07/2016						3,724.05	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						17,206.44	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						434.70	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						273.42	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						265.86	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						252.42	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						189.84	DR
6503	103300061806	52030300			CGEX161206	12/07/2016						147.00	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52030300	CGEX161206	12/07/2016	116662					89.88	DR
6503	103300061806	52030300	CGEX161206	12/07/2016	116663					80.64	DR
6503	103300061806	52030300	CGEX161206	12/07/2016	116658					37.80	DR
										1,771.56	DR *
										77.00	DR
6503	103300061806	52031400	CGEX161206	12/07/2016	117696					37.00	DR
6503	103300061806	52031400	CGEX161206	12/07/2016	116662					33.00	DR
6503	103300061806	52031400	CGEX161206	12/07/2016	116106					22.00	DR
6503	103300061806	52031400	CGEX161206	12/07/2016	116660					22.00	DR
6503	103300061806	52031400	CGEX161206	12/07/2016	116658					11.00	DR
										202.00	DR *
6503	103300061806	52031500	CGEX161206	12/07/2016	116665					58.00	DR
6503	103300061806	52031500	CGEX161206	12/07/2016	116663					58.00	DR
6503	103300061806	52031500	CGEX161206	12/07/2016	116109					47.00	DR
6503	103300061806	52031500	CGEX161206	12/07/2016	116659					43.00	DR
										206.00	DR *
6503	103300061806	52032300	CGEX161206	12/07/2016	116107					68.04	DR
										68.04	DR *
6503	103300061806	52033000	CGEX161206	12/07/2016	116107					68.04	DR *
6503	103300061806	52033000	CGEX161206	12/07/2016	116107					667.52	DR
6503	103300061806	52033500	CGEX161206	12/07/2016	116107					667.52	DR *
										136.00	DR
6503	103300061806	52033500	CGEX161206	12/07/2016	116107					136.00	DR *
										3,051.12	DR **
6503	103300061806	52041800	DP711102	01/01/2017						380.25	DR
										380.25	DR *
6503	103300061806	52042000	PL711059	01/01/2017						375.47	DR
										375.47	DR *
6503	103300061806	52042300	1033295	12/23/2016	00369090		ENVITROTECH	12189816		375.47	DR *
6503	103300061806	52042300	2510765	12/07/2016	02185135		SERVALLUNI	12049672		8.33	DR
6503	103300061806	52042300	2522938	01/01/2017	02188053		SERVALLUNI	12049672		5.61	DR
										19.55	DR *
6503	103300061806	52044900	REALESS/COSRMT17	01/01/2017	02187451		HYDEHOLDIN	12028880		1,041.75	DR *
										1,041.75	DR *
6503	103300061806	52045300	TL711053	01/01/2017						1,041.75	DR *
6503	103300061806	52045300	8381416X11242016	12/09/2016	00365726		ATTMOBILIT	12279233		151.50	DR
										64.23	DR
6503	103300061806	52045400	415031401 1116	12/09/2016	02185666		MUNICIPALU	12054968	01	215.73	DR *
										104.63	DR *

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2016

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
		OBJSUB: 5204540	ELECTRICITY							
		6503 103300061806 52049600	D107CC006	12/23/2016	MC2868				104.63	DR *
		6503 103300061806 52049600	D107CC006	12/23/2016	MC2868				169.31	DR *
		6503 103300061806 52049600	D107CC006	12/23/2016	MC2868				169.31	DR *
		6503 103300061806 52049600	16328	12/23/2016	00368948	MRSIGNSBILL	12052888		65.00	DR *
		6503 103300061806 52049600	5541	12/14/2016	00366437	NATLINTERS	12114840	02	1,430.00	DR *
		OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							
		OBJECT: 5204	CONTRACTUAL SERVICES							
		6503 103300061806 52050200	IN1419552	12/23/2016	02187421	INNOVATIVE	12550348		3,801.69	DR **
		6503 103300061806 52050200	IN1425401	01/01/2017	02188251	INNOVATIVE	12550348		149.75	DR *
		6503 103300061806 52050280	18382 DEC16	12/21/2016	00368131	INMANSWADE	12037639		219.89	DR *
		6503 103300061806 52053100	CD711043	01/01/2017					16.10	DR *
		OBJSUB: 5205310	PRINTING-STATE							
		6503 103300061806 52053500	CGEX161206	12/07/2016	116662				706.68	DR *
		6503 103300061806 52053500	CGEX161206	12/07/2016	116660				19.08	DR *
		6503 103300061806 52053500	MS711048	01/01/2017					3.35	DR *
		6503 103300061806 52053500							503.18	DR *
		OBJSUB: 5205350	POSTAGE							
		6503 103300061806 52055180	68870010003NOV16	01/01/2017	00369683	MONTANADAK	12020954	12	525.61	DR *
		6503 103300061806 52288000	T107-051	12/27/2016					13.17	DR *
		OBJSUB: 5205518	HEATING & COOKING FUELS							
		OBJECT: 5205	SUPPLIES & MATERIALS							
		6503 103300061806 52288000	T107-051	12/27/2016					13.17	DR *
		OBJSUB: 5228000	OPER TRANS OUT -NON BUDDGT							
		OBJECT: 5228	NONOP EXP/NONBGTD OP TR							
		GROUP: 52	OPERATING EXPENSES							
		COMP: 6503								
		CNTR: 103300061806								
		B. UNIT: 1033								
									917.78	DR *
									917.78	DR **
									9,252.04	DR ***
									26,458.48	DR ****
									26,458.48	DR *****
									26,458.48	DR *****

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033	10330		LABOR & REGULATION		
10330	10330			COSMETOLOGY COMMISSION		
10330	10330			COSMETOLOGY COMMISSION		
COMPANY NO	6503			PROFESSIONAL & LICENSING BOARDS		
COMPANY NAME						
1033000061806	6503	51010100		F-T EMP SAL & WAGES	7,248.90	40,155.57
1033000061806	6503	51010200		P-T/TEMP EMP SAL & WAGES	5,993.49	35,912.35
1033000061806	6503	51010300		BOARD & COMM MBRS FEES	240.00	3,720.00
ACCT: 5101				EMPLOYEE SALARIES	13,482.39	79,787.92
1033000061806	6503	51020100		CASI-EMPLOYER'S SHARE	1,027.47	6,089.54
1033000061806	6503	51020200		RETIREMENT-ER SHARE	1,514.52	3,035.75
1033000061806	6503	51020600		HEALTH/LIFE INS.-ER SHARE	2,161.01	11,807.70
1033000061806	6503	51020800		WORKER'S COMPENSATION	15.91	91.28
1033000061806	6503	51020900		UNEMPLOYMENT COMPENSATION	5.14	29.58
ACCT: 5102				EMPLOYEE BENEFITS	3,724.05	21,053.85
ACCT: 51				PERSONAL SERVICES	17,206.44	100,841.77
1033000061806	6503	52030100		AUTO-STATE OWNED-IN STATE	.00	236.66
1033000061806	6503	52030200		AUTO PRIV (IN-ST) L/RTE	.00	103.96
1033000061806	6503	52030300		AUTO-PRIV (IN-ST) H/RTE	1,771.56	11,833.08
1033000061806	6503	52031000		LODGING/IN-STATE	.00	2,482.10
1033000061806	6503	52031400		TAXABLE MEALS/IN-STATE	202.00	1,304.00
1033000061806	6503	52031500		NON-TAXABLE MEALS/IN-ST	206.00	1,310.00
1033000061806	6503	52032200		AUTO-PRIV (OUT-STATE) L/R	.00	103.96
1033000061806	6503	52032300		AUTO-PRIV (OUT-STATE) H/R	68.04	68.04
1033000061806	6503	52032600		AIR-COMM-OUT-OF-STATE	.00	1,121.10
1033000061806	6503	52033000		LODGING/OUT-OF-STATE	667.52	2,336.32
1033000061806	6503	52033200		INCIDENTALS-OUT-OF-STATE	.00	202.00
1033000061806	6503	52033500		NON-TAXABLE MEALS/OUT-ST	136.00	429.00
ACCT: 5203				TRAVEL	3,051.12	21,530.22
1033000061806	6503	52040200		DUES & MEMBERSHIP FEES	.00	310.00
1033000061806	6503	52040600		ED & TRAINING CONSULTANT	.00	2,500.00
1033000061806	6503	52041600		WORKSHOP REGISTRATION FEE	.00	1,445.00
1033000061806	6503	52041800		COMPUTER SERVICES-STATE	380.25	2,488.50
1033000061806	6503	52041900		COMPUTER SERVICES-PRIVATE	.00	3,853.80
1033000061806	6503	52042000		CENTRAL SERVICES	375.47	5,848.26
1033000061806	6503	52042300		JANITORIAL & MAINT SERV	19.55	88.22
1033000061806	6503	52044900		RENTS-PRIVATE OWNED PROP.	1,041.75	6,250.50
1033000061806	6503	52045100		RENTS-OTHER	.00	1,050.00
1033000061806	6503	52045300		TELECOMMUNICATIONS SVCS	215.73	1,500.89
1033000061806	6503	52045400		ELECTRICITY	104.63	678.69
1033000061806	6503	52049600		OTHER CONTRACTUAL SERVICE	1,664.31	9,269.79
ACCT: 5204				CONTRACTUAL SERVICES	3,801.69	35,283.65
1033000061806	6503	52050200		OFFICE SUPPLIES	219.89	660.97
1033000061806	6503	52050280		OFFICE SUPPLIES	16.10	150.95
1033000061806	6503	52053100		PRINTING-STATE	706.68	3,500.61
1033000061806	6503	52053500		POSTAGE	525.61	3,369.56
1033000061806	6503	52055180		HEATING & COOKING FUELS	13.17	51.02

BA0215V1 12/31/2016

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2016

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP	ACCOUNT				
103300061806	6503	52055400	FINISHED SIGNS & DECALS	.00	208.00	
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	52.11	
ACCT: 5205			SUPPLIES & MATERIALS	1,481.45	7,993.22	*
103300061806	6503	52079010	COMPUTER HARDWARE	.00	3,960.00	*
ACCT: 5207			CAPITAL OUTLAY	.00	3,960.00	
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	917.78	5,005.72	*
ACCT: 5228			NONOP EXP/NONBGTD OP TR	917.78	5,005.72	*
ACCT: 52			OPERATING EXPENSES	9,252.04	73,772.81	**
COMP: 6503			PROFESSIONAL & LICENSING BOARDS	26,458.48	174,614.58	***
CENTER: 103300061806				26,458.48	174,614.58	****
B UNIT: 1033				26,458.48	174,614.58	*****

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 11/30/2016
FY YEAR REMAINING: 58.5%
PAY DAYS REMAINING: 14

DATE 12/03/2016

November 2016

BUDGET UNIT NAME	COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-1		313,991.00	0.00	0.00	26,521.05	144,068.16	143,401.79	217,748.33
BUDGETED TOT		313,991.00	0.00	0.00	26,521.05	144,068.16	143,401.79	
ALL COMP TOT		313,991.00	0.00	0.00	26,521.05	144,068.16	143,401.79	
TOTAL BUDGETED:								

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	13,829.85	66,305.53	75,798.47	53.3
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,752.14	17,329.80	32,228.20	65.0
5203 TRAVEL	40,074.00	0.00	0.00	3,826.08	18,479.10	21,594.90	53.9
5204 CONTRACTUAL SVCS	71,774.00	0.00	26,521.05	6,017.36	31,481.96	13,770.99	19.2
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	744.88	6,511.77	3,969.23	37.9
5207 CAPITAL OUTLAY	0.00	0.00	0.00	50.00	3,960.00	3,960.00	0.0
TOTALS	313,991.00	0.00	26,521.05	28,220.31	144,068.16	143,401.79	45.7

BREAKOUT BY COMPANY:

COMPANY	6503-1	TOT
COMPANY 6503-1	142,104.00	142,104.00
EMPLOYEE SALARIES	49,558.00	49,558.00
EMPLOYEE BENEFITS	40,074.00	40,074.00
TRAVEL	71,774.00	71,774.00
CONTRACTUAL SVCS	10,481.00	10,481.00
SUPPLIES & MATRLS	0.00	0.00
CAPITAL OUTLAY	0.00	0.00
PS SUBTOTALS	191,662.00	191,662.00
OE SUBTOTALS	122,329.00	122,329.00
COMPANY 6503-1 TOT	313,991.00	313,991.00

143,401.79

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

COMPANY	CENTER	ACCOUNT
6503	103300061806	1140000
COMPANY/SOURCE TOTAL 6503 618		
COMP/BUDG UNIT TOTAL 6503 1033		
BUDGET UNIT TOTAL 1033		

BALANCE	DR/CR
217,748.33	DR
217,748.33	DR *
217,748.33	DR **
217,748.33	DR ***

CENTER DESCRIPTION
COSMETOLOGY COMMISSION

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 11/30/2016

AGENCY	BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033	LABOR & REGULATION				
		COSMETOLOGY COMMISSION				
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS				
COMPANY NAME						
103300061806	6503	4293901		COS-OPERATOR/MANAGER	9,425.00	48,275.00
103300061806	6503	4293969		COS-SALONS LICENSE	4,060.00	20,640.00
103300061806	6503	4293970		COS-INSTRUCTORS LIC	50.00	550.00
103300061806	6503	4293971		COS-STUDENTS/APPRENTICES	60.00	834.00
103300061806	6503	4293972		COS-PERMITTS	1,386.00	10,392.00
103300061806	6503	4293973		COS-SCHOOL LICENSE	.00	900.00
103300061806	6503	4293984		COS-RECIPROCIITY/CERTIF	580.00	5,820.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			15,561.00	87,411.00
ACCT: 42		LICENSES, PERMITTS & FEES			15,561.00	87,411.00
103300061806	6503	4393903		COS-PENALTY'S	1,960.00	12,720.00
ACCT: 4393		PENALTTIES (NON-GOVERNMENTAL)			1,960.00	12,720.00
ACCT: 43		FINES, FORFEITS & PENALTTIES			1,960.00	12,720.00
103300061806	6503	4896004		COS-EDUCATION COURSE COST	50.00	435.00
103300061806	6503	4896007		COSM-NATL EXAM TEST COST	560.00	7,240.00
103300061806	6503	4896020		MISCELLANEOUS INCOME	200.00	419.00
ACCT: 4896		OTHER REVENUE			810.00	8,094.00
ACCT: 48		OTHER REVENUE			810.00	8,094.00
103300061806	6503	4920045		NONOPERATING REVENUES	.00	3,767.86
ACCT: 4920		NONOPERATING REVENUE			.00	3,767.86
ACCT: 49		OTHER REVENUE			.00	3,767.86
CNTR: 103300061806					18,331.00	111,992.86
COMP: 6503					18,331.00	111,992.86
B UNIT: 1033					18,331.00	111,992.86

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 11/30/2016

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL VENDOR, OR FO #	EFFECT DATE	AMOUNT	DR
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
COMPANY NO 6503								

6503	103300061806	4293901	C107CC020	11/25/2016	280168	11/25/2016	3,825.00	DR
6503	103300061806	4293901	C107CC020	11/25/2016	280168	11/25/2016	3,825.00	CR
6503	103300061806	4293901	C107CC020	11/25/2016	280168	11/25/2016	3,825.00	CR
6503	103300061806	4293969	C107CC020	11/25/2016	280168	11/25/2016	980.00	CR
6503	103300061806	4293972	C107CC020	11/25/2016	280168	11/25/2016	720.00	CR
6503	103300061806	4293901	C107CC022	11/04/2016	278667	11/04/2016	1,750.00	DR
6503	103300061806	4293901	C107CC022	11/04/2016	278667	11/04/2016	1,750.00	CR
6503	103300061806	4293969	C107CC022	11/04/2016	278667	11/04/2016	1,750.00	CR
6503	103300061806	4293970	C107CC022	11/04/2016	278667	11/04/2016	1,120.00	CR
6503	103300061806	4293970	C107CC022	11/04/2016	278667	11/04/2016	25.00	CR
6503	103300061806	4293972	C107CC022	11/04/2016	278667	11/04/2016	25.00	CR
6503	103300061806	4293984	C107CC022	11/04/2016	278667	11/04/2016	198.00	CR
6503	103300061806	4293984	C107CC022	11/04/2016	278667	11/04/2016	80.00	CR
6503	103300061806	4293901	C107CC023	11/11/2016	279140	11/10/2016	1,120.00	DR
6503	103300061806	4293901	C107CC023	11/11/2016	279140	11/10/2016	1,120.00	CR
6503	103300061806	4293969	C107CC023	11/11/2016	279140	11/10/2016	1,120.00	CR
6503	103300061806	4293972	C107CC023	11/11/2016	279140	11/10/2016	455.00	CR
6503	103300061806	4293972	C107CC023	11/11/2016	279140	11/10/2016	198.00	CR
6503	103300061806	4293984	C107CC023	11/11/2016	279140	11/10/2016	300.00	CR
6503	103300061806	4293984	C107CC024	11/25/2016	279906	11/18/2016	1,835.00	DR
6503	103300061806	4293901	C107CC024	11/25/2016	279906	11/18/2016	1,835.00	CR
6503	103300061806	4293969	C107CC024	11/25/2016	279906	11/18/2016	1,835.00	CR
6503	103300061806	4293970	C107CC024	11/25/2016	279906	11/18/2016	25.00	CR
6503	103300061806	4293971	C107CC024	11/25/2016	279906	11/18/2016	25.00	CR
6503	103300061806	4293972	C107CC024	11/25/2016	279906	11/18/2016	60.00	CR
6503	103300061806	4293972	C107CC024	11/25/2016	279906	11/18/2016	66.00	CR
6503	103300061806	4293984	C107CC024	11/25/2016	279906	11/18/2016	160.00	CR
6503	103300061806	4293901	C107CC025	11/25/2016	280155	11/23/2016	895.00	DR
6503	103300061806	4293901	C107CC025	11/25/2016	280155	11/23/2016	895.00	CR
6503	103300061806	4293969	C107CC025	11/25/2016	280155	11/23/2016	895.00	CR
6503	103300061806	4293972	C107CC025	11/25/2016	280155	11/23/2016	350.00	CR
6503	103300061806	4293972	C107CC025	11/25/2016	280155	11/23/2016	204.00	CR
6503	103300061806	4293984	C107CC025	11/25/2016	280155	11/23/2016	40.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

15,561.00 CR *

6503	103300061806	4393903	C107CC022	11/04/2016	278667	11/04/2016	700.00	CR
6503	103300061806	4393903	C107CC023	11/11/2016	279140	11/10/2016	350.00	DR
6503	103300061806	4393903	C107CC023	11/11/2016	279140	11/10/2016	360.00	CR
6503	103300061806	4393903	C107CC023	11/11/2016	279140	11/10/2016	350.00	CR
6503	103300061806	4393903	C107CC024	11/25/2016	279906	11/18/2016	620.00	CR
6503	103300061806	4393903	C107CC024	11/25/2016	280155	11/23/2016	280.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,960.00 CR *

6503	103300061806	4896004	C107CC022	11/04/2016	278667	11/04/2016	50.00	CR
6503	103300061806	4896007	C107CC022	11/04/2016	278667	11/04/2016	200.00	CR
6503	103300061806	4896007	C107CC023	11/11/2016	279140	11/10/2016	240.00	CR

BAIE02MJ 12/03/2016

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 11/30/2016

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	1033000061806	4896007	C107CC024	11/25/2016	279906	11/18/2016	40.00	CR	
6503	1033000061806	4896020	C107CC024	11/25/2016	279906	11/18/2016	200.00	CR	
6503	1033000061806	4896007	C107CC025	11/25/2016	280155	11/23/2016	80.00	CR	

TOTAL ACCOUNT GROUP NET CHANGE

810.00 CR *

6503	1033000061806	52053100	CD710042	11/16/2016		11/01/2016	111.40	DR	
6503	1033000061806	52041800	DP709101	11/02/2016		11/02/2016	591.75	DR	
6503	1033000061806	52041800	DP710103	11/25/2016		11/14/2016	380.25	DR	
6503	1033000061806	52049600	D107CC005	11/11/2016	MC2824	11/02/2016	175.49	DR	
6503	1033000061806	52049600	D107CC005	11/11/2016	MC2824	11/02/2016	175.49	DR	
6503	1033000061806	52049600	D107CC005	11/11/2016	MC2824	11/02/2016	175.49	DR	
6503	1033000061806	52042000	FM709072	11/30/2016		11/17/2016	1,567.08	DR	
6503	1033000061806	52030100	MS710055	12/02/2016		11/16/2016	148.80	DR	
6503	1033000061806	52035000	MS710048	11/18/2016		11/15/2016	607.23	DR	
6503	1033000061806	52042000	PL709061	11/02/2016		11/02/2016	528.84	DR	
6503	1033000061806	52042000	PL710059	11/30/2016		11/17/2016	294.85	DR	
6503	1033000061806	52042000	PL710070	11/30/2016		11/17/2016	19.47	DR	
6503	1033000061806	52042000	PM709044	11/16/2016		11/16/2016	19.40	DR	
6503	1033000061806	52042000	PP709048	11/30/2016		11/30/2016	32.14	DR	
6503	1033000061806	52045300	TL710053	11/16/2016		11/16/2016	150.93	DR	
6503	1033000061806	52280000	TI07-037	11/09/2016		11/09/2016	539.35	DR	

TOTAL ACCOUNT GROUP NET CHANGE

5,166.98 DR *

6503	1033000061806	82044900	REALES/COSRNT17	11/30/2016	022527	11/28/2016	1,041.75	CR	
6503	1033000061806	82049600	17SC100013	11/30/2016	17SC100013	11/29/2016	1,020.00	CR	
6503	1033000061806	82079010	57547278	11/02/2016	17CC388023	11/02/2016	50.00	CR	

TOTAL ACCOUNT GROUP NET CHANGE

2,111.75 CR *

TOTAL COMPANY--NET CHANGE 15,275.77 CR **

AGENCY	BUDGET UNIT	CENTER	COMPANY NO	COMPANY NAME	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
10	1033	10330	6503	PROFESSIONAL & LICENSING BOARDS									
LABOR & REGULATION													
COSMETOLOGY COMMISSION													
COSMETOLOGY COMMISSION													
6503	103300061806	51010100				CGEX161026	11/02/2016					3,815.47	DR
6503	103300061806	51010100				CGEX161114	11/16/2016					3,522.25	DR
F-T EMP SAL & WAGES													
6503	103300061806	51010200				CGEX161026	11/02/2016					7,337.72	DR
6503	103300061806	51010200				CGEX161114	11/16/2016					2,929.77	DR
F-T/TEMP EMP SAL & WAGES													
6503	103300061806	51010300				CGEX161026	11/02/2016					5,892.13	DR
BOARD & COMM MBRS FEES													
6503	103300061806	51020100				CGEX161026	11/02/2016					600.00	DR
6503	103300061806	51020100				CGEX161103	11/04/2016					13,829.85	DR
6503	103300061806	51020100				CGEX161103	11/04/2016					555.03	DR
6503	103300061806	51020100				CGEX161114	11/16/2016					6.20	DR
6503	103300061806	51020100				CGEX161114	11/16/2016					483.39	DR
OAST-EMPLOYER'S SHARE													
6503	103300061806	51020200				CGEX161026	11/02/2016					1,044.62	DR
6503	103300061806	51020200				CGEX161114	11/16/2016					260.09	DR
6503	103300061806	51020200				CGEX161114	11/16/2016					253.83	DR
RETIREMENT-ER SHARE													
6503	103300061806	51020600				CGEX161026	11/02/2016					513.92	DR
6503	103300061806	51020600				CGEX161114	11/16/2016					1,070.40	DR
6503	103300061806	51020600				CGEX161114	11/16/2016					1,102.15	DR
HEALTH/LIFE INS.-ER SHARE													
6503	103300061806	51020800				CGEX161026	11/02/2016					2,172.55	DR
6503	103300061806	51020800				CGEX161114	11/16/2016					8.14	DR
6503	103300061806	51020800				CGEX161114	11/16/2016					7.74	DR
WORKER'S COMPENSATION													
6503	103300061806	51020900				CGEX161026	11/02/2016					15.88	DR
6503	103300061806	51020900				CGEX161026	11/02/2016					2.65	DR
6503	103300061806	51020900				CGEX161114	11/16/2016					2.52	DR
UNEMPLOYMENT COMPENSATION													
6503	103300061806	52030300				MP710055	12/02/2016					5.17	DR
6503	103300061806	52030300				MP710055	12/02/2016					3,752.14	DR
6503	103300061806	52030300				MP710055	12/02/2016					17,581.99	DR
6503	103300061806	52030300				MP710055	12/02/2016					148.80	DR
AUTO-STATE OWNED-IN STATE													
6503	103300061806	52030300				CGEX161103	11/04/2016					148.80	DR
6503	103300061806	52030300				CGEX161103	11/04/2016					613.20	DR
6503	103300061806	52030300				CGEX161103	11/04/2016					184.80	DR
6503	103300061806	52030300				CGEX161103	11/04/2016					144.48	DR
6503	103300061806	52030300				CGEX161115	11/16/2016					149.52	DR
6503	103300061806	52030300				CGEX161121	11/25/2016					68.04	DR
AUTO-PRIV (IN-ST.) H/RTE													
6503	103300061806	52030300				1912-1922	11/04/2016					1,160.04	DR
6503	103300061806	52030300				1912-1922	11/04/2016					570.00	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 11/30/2016

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JY APPL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
		OBJSUB: 5204540	ELECTRICITY							
6503	103300061806	52049600	D107CC005	11/11/2016	MC2824				123.05	DR *
6503	103300061806	52049600	D107CC005	11/11/2016	MC2824				175.49	DR
6503	103300061806	52049600	D107CC005	11/11/2016	MC2824				175.49	DR
6503	103300061806	52049600	17SC100013	12/02/2016	837	ISOQUALITY	12358629		1,020.00	DR
		OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							
		OBJECT: 5204	CONTRACTUAL SERVICES							
6503	103300061806	52050280	18382 NOV16	11/18/2016	00360833	INMANSWATE	12037639		1,195.49	DR *
		OBJSUB: 5205028	OFFICE SUPPLIES							
6503	103300061806	52053100	CD710042	11/16/2016					6,017.36	DR **
		OBJSUB: 5205310	PRINTING-STATE							
6503	103300061806	52053500	CGEX161103	11/04/2016	098404				12.90	DR *
6503	103300061806	52053500	MS710048	11/18/2016					111.40	DR *
		OBJSUB: 5205350	POSTAGE							
6503	103300061806	52055180	688700100030CT16	11/25/2016	00361396	MONTANADAK	12020954	12	612.88	DR *
		OBJSUB: 5205518	HEATING & COOKING FUELS							
		OBJECT: 5205	SUPPLIES & MATERIALS							
6503	103300061806	52079010	57547278	11/09/2016	00358455	HEWLETTPAC	12125515	06	7.70	DR *
		OBJSUB: 5207901	COMPUTER HARDWARE							
		OBJECT: 5207	CAPITAL OUTLAY							
6503	103300061806	5228000	T107-037	11/09/2016					744.88	DR **
		OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							
		OBJECT: 5228	NONOP EXP/NONBGTD OP TR							
		GROUP: 52	OPERATING EXPENSES							
		COMP: 6503								
		CNTR: 103300061806								
		B. UNIT: 1033								
									50.00	DR *
									50.00	DR **
									539.35	DR *
									539.35	DR **
									11,177.67	DR ***
									28,759.66	DR ****
									28,759.66	DR *****
									28,759.66	DR *****

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 11/30/2016

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP	ACCOUNT				
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	52.11	
ACCT: 5205	6503	SUPPLIES & MATERIALS		744.88	6,511.77	*
103300061806	6503	52079010	COMPUTER HARDWARE	50.00	3,960.00	
ACCT: 5207	6503	CAPITAL OUTLAY		50.00	3,960.00	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	539.35	4,087.94	
ACCT: 5228		NONOP EXP/NONRGTD OP TR		539.35	4,087.94	*
ACCT: 52		OPERATING EXPENSES		11,177.67	64,520.77	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		28,759.66	148,156.10	***
CENTER: 103300061806				28,759.66	148,156.10	****
B UNIT: 1033				28,759.66	148,156.10	*****

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

February 24, 2017

1. **NIC Instructor Exam** - NIC has launched an updated Instructor Practical Exam effective 1/1/17. A copy of the updated Candidate Information Bulletin enclosed in the meeting packets for all Commission members. The Commission needs to make two decisions:
 - Do you want to continue to administer the Instructor Practical exam?
 - If yes, what date do you want to use the new NIC Instructor Practical Exam?
2. **Salon & Booth Licenses Not Transferable** - Added Statement to Salon and Booth licenses stating they are not transferable to another location or owner
3. **Home School Diplomas** - State of South Dakota does not verify home school education. What criteria should we use to accept home school diplomas.
4. **Exam Schedule Change** - We are cancelling the June 23-24, 2017 State Board exams scheduled for Sioux Falls. Instead, we will be administering State Board exams on July 17-18, following the NIC Examiner Training. This will provide newly trained examiners the opportunity to immediately implement what they have learned.
5. **Dermaplaning & Microblading**- We have had several inquiries regarding dermaplaning and microblading. These subjects will be discussed in-depth at a future meeting.
6. **Teeth Whitening in a Salon** - The Commission meeting packets include legal action taking by the South Dakota Board of Dentistry against a Tanning Bed business who offered teeth whitening.
7. **NIC Executive Directors Meeting - August 3-4, 2017 - Charleston WV**
NIC Conference - August 5-7, 2017 - Charleston WV - Commission members should be checking their calendars and decide if they would like to put in an out-of-state travel request to attend the August 5-7 Conference. The travel day for Commission members would be Friday, August 4, with a preconference reception that evening.
8. **Proposed Website & Database Updates** - Enclosed in the Commission meeting packets are a list of possible updates to the website and the database. We would need to enter into a new contract with Smart Software to complete these items as they do not fit into our annual maintenance contract.

NIC INSTRUCTOR PRACTICAL EXAM UPDATED CONTENT

RELEASE DATE 1/1/2017

**Please complete all blue sections of this form in their entirety.
If you have any questions, please contact SMT at 1-800-556-0484 x2102**

State Board:

Minimum Scale Passing Score:

1st Date of Administration:

The scope of the National Instructor Practical Examination includes 3 (three) Core Domain sections. The Core Domain services are based on the national job analysis. Please confirm the sections your State requires below. Administration of any of these sections must be done in the order outlined. Please refer to the Instructor Practical Candidate Information Bulletin (CIB) for additional information.

Content Domain Section Number	Content Domain Section Title	Will the Additional Section be Administered in your State? (Please circle Yes or No)
1	Lesson Plan*	Core - Required
2	Theory Lecture*	Core - Required
3	Demonstration*	Core - Required

Additional Notes:

Completed by:

Date:

Authorized Signature:



**NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION**

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nicesting.org, for the most current bulletin prior to testing.

National Instructor Practical Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Instructor Practical Examination content and administration for Instructor core services.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- ***Important Instructions and Examination Core Domain Content***– This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- ***Additional Services*** – These individual documents provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- ***References*** – This document provides a list of references used to develop and support the content covered in NIC examinations.
The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

NIC National Instructor Practical Examination

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with the candidate.
 - Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - Examiners are not allowed to speak with the candidate.
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back to indicate they have finished.
 - In the event the candidate completes a section before the time has elapsed, the examiner will proceed to the next section of the examination.
 - When the timer goes off, the candidate must stop working and step back IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidate will be expected to follow the NIC Health and Safety Standards.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating with any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

NIC National Instructor Practical Examination

- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the *"Suggested Examination Supplies"* section to see any further state specific requirements for supplies and products.
- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled *"Suggested Examination Supplies"* provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

SPECIAL ATTENTION

The following information is vital and specific to the
NIC National Instructor Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled **"To be disinfected"**
 - Container labeled **"Soiled linens"**
 - Container labeled **"Trash"**

Candidates are expected to brace any time they are working around the eye and mouth areas.

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, device pads, etc.)

INSTRUCTOR PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Instructor Practical Examination includes 3 (three) core domain sections. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Lesson Plan** (10 minutes)
2. **Theory Lecture** (20 minutes)
3. **Demonstration** (40 minutes)

CONTENT DOMAINS

1. LESSON PLAN (10 minutes)

Proctor Verbal Instruction – Read to candidate:

“Please provide your lesson plans for the Instructor practical examination. You may retain one set for yourself.

“Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction Read to candidate:

“You will be presenting your theory lecture on _____.”

“You will have 10 minutes to set up for your lecture.”

“You will be informed when you have 5 minutes remaining.”

“When you are finished, please be seated until the next verbal instructions are given.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

The lesson plan will be evaluated on the following elements:

1.1 Lesson plan introduction

1.2 Lesson plan content

1.3 Teaching aids

1.4 Closing

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before timing has elapsed:

“The candidate has indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates once examiner has completed assessment for this section:

“The examiner has indicated they are ready to proceed.”

2. Theory Lecture (20 minutes)

Proctor Verbal Instruction -- Read to candidate:

"You will now begin the theory lecture."

"You will be observed for client protection, safety, and infection control procedures."

"Your lecture must be at least 15 minutes but must not exceed 20 minutes."

"Verbally indicate to the proctor when you have finished."

"For example, "I'm ready, I'm finished, or I'm done."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

Proctor Verbal Instruction Read if candidate has indicated they have completed the section before timing has elapsed:

"The candidate has indicated they have completed this section of the examination, we will now proceed."

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

"Please stop your lecture."

3. DEMONSTRATION (40 minutes)

(10 minute Set Up and 30 minute Demonstration)

Proctor Verbal Instruction -- Read to candidate:

"You will be presenting your demonstration on _____."

"You will be observed for client protection, safety, and infection control procedures."

"You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration."

"You will be informed when you have 5 minutes remaining."

"Do not begin your demonstration until instructed to do so."

"Verbally indicate to the proctor when you have finished."

"For example, I'm ready, I'm finished, or I'm done."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction -- Read if the candidate has indicated they have finished before timing has elapsed:

"The candidate has indicated they have finished. We will now proceed."

Proctor Verbal Instruction -- Read if the timer goes off before the candidate has indicated they have finished:

"Please stop working."

Proctor Verbal Instruction -- Read to candidate:

"You will now begin the demonstration."

"You will be observed for client protection, safety, and infection control procedures."

"Your demonstration must be at least 25 minutes but must not exceed 30 minutes."

"Verbally indicate to the proctor when you have finished."

"For example, I'm ready, I'm finished, or I'm done."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

3.2 Introduction to demonstration

3.3 Use of teaching aids

3.4 Use of communication skills

3.5 Classroom interaction

3.6 Closing of demonstration

3.7 Content of demonstration

3.8 Evaluation of demonstration

3.9 Safety and infection control procedures

NIC Instructor Practical Examination – Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

“Please stop your demonstration.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

“You will be informed when you have 2 minutes remaining.”

“You will be observed for client protection, safety, and infection control procedures.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.10 Items to be disinfected, soiled linens and trash are disposed of in a correct manner

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean up before timing has elapsed:

“The candidate has indicated they have finished. Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean up:

“Please stop working. Please do nothing until the next verbal instructions are given.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor Verbal Instruction Read to candidate:

“The examiner has indicated they have completed their assessment.”

“Make sure that all supplies and disposable materials are taken with you.”

“This concludes the National Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English.
- No other languages can be present unless an original manufacturer's label is present.
- Original manufacturers' labels MUST have English and may be multi-language.
- All other created labels must be only English
- Paper bags should have plastic liners
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, pad devices, etc.)**

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

State of South Dakota
Official Receipt for Payment of Fees

South Dakota Cosmetology Commission
500 E Capitol Ave • Pierre, SD 57501
website: cosmetology.sd.gov • email: cosmetology@state.sd.us
Cut Out Card Below
for Wallet Identification

Date: 10/01/2016 10:02 License No: CS-03708-2017

Receipt No: 150872 Total paid: \$35.00

Received of:

TAMMY UGOFISKY
XTREME SALON AND SPA
1504 BURLEIGH ST
YANKTON SD 57078

South Dakota Cosmetology Commission
This is to certify licensure of:
XTREME SALON AND SPA
CS-03708-2017

Cryptal Carlson

Commission Secretary

Expires:

10/02/2017

State of South Dakota

LICENSE issued by the South Dakota State Cosmetology Commission



This Certifies: TAMMY UGOFISKY

As: XTREME SALON AND SPA
COSMETOLOGY SALON

408 W 11TH ST YANKTON

LICENSE NO: CS-03708-2017
LICENSE FEE: \$35.00

EXPIRATION DATE:

10/02/2017

THIS LICENSE IS NOT
TRANSFERABLE TO A NEW
LOCATION OR OWNER

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

Cryptal Carlson

Commission Secretary

This license must be conspicuously displayed at the main work station and must be renewed before the expiration date on the license. Licensee must notify this office of any changes. Do not copy this license.

LICENSE RENEWAL FORM

SOUTH DAKOTA COSMETOLOGY COMMISSION

Detach this portion and mail (postmark) with the fee on or before the expiration date
or visit cosmetology.sd.gov to renew on-line.

(This is the only renewal notice that you will receive)

Mail to: South Dakota Cosmetology Commission • 500 E Capitol Ave • Pierre, SD 57501

CS-03708-2017

license expires:

*** Name and/or address change: ***

10/02/2017

TAMMY UGOFISKY
XTREME SALON AND SPA
408 W 11TH ST
YANKTON SD 57078

Salon/Booth license renewal is \$35. Add a \$20 penalty if late.

Aberdeen Academy High School



This Certifies That
NAME

has successfully demonstrated proficient comprehension of the standardized programs required for graduation and is therefore awarded this honorary

Diploma

Given this 4th Day of February in the Year 2015

James Richardson
Principal



Gail Anderson
Superintendent

Home School Diploma

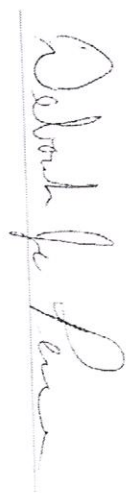
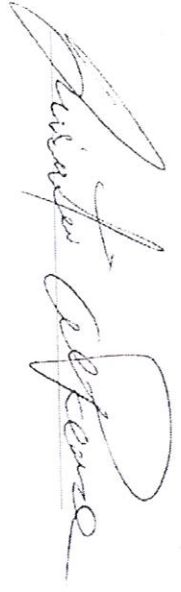
This certifies that

NAME

has satisfactorily completed the mandatory requirements as prescribed by the Department of Education and is thereby presented with this

Diploma

and is entitled to all the rights and privileges pertaining thereto
Given on May 27, 2016



2017 CALENDAR

COSMETOLOGY COMMISSION

State Board Examinations And Regular Commission Meetings

2017

January	7	Saturday	State Board Exams - C	Watertown
January	30	Monday	State Board Exams - C & N	Rapid City
February	10	Friday	State Board Exams - N & E	Sioux Falls
February	11	Saturday	State Board Exams - C	Sioux Falls

February	24		Commission Meeting (DLR Conf Room)	Pierre
-----------------	-----------	--	---	---------------

April	29	Saturday	State Board Exams - C	Watertown
-------	----	----------	-----------------------	-----------

May	4	Thursday	School Visits & Commission Meeting	Watertown/
May	5	Friday	<i>(Comm Mtg - Sx Falls DLR Office on Fri pm)</i>	Sioux Falls

July	14		Commission Meeting (Ramkota Hotel 8:30 am)	Pierre
-------------	-----------	--	---	---------------

July	14	Friday	NIC School Overview <i>(Afternoon-Ramkota)</i>	Pierre
July	15	Saturday	NIC Examiner Training (MANDATORY - All Day)	Pierre
July	16	Sunday	NIC Examiner Training (MANDATORY - All Day)	Pierre
July	17	Monday	State Board Exams - C & N	Pierre
July	18	Tuesday	State Board Exams - E	Pierre

Note: Cosmetology members of the Commission are encouraged to attend the Friday afternoon, NIC School overview and the July 15 & 16 NIC Examiner Training is mandatory for anyone that is going to be certified to be a practical examiner the following year.

August	3-4	NIC Executive Directors Meeting - Charleston, WV	
August	5-7	NIC Conference - Charleston WV	

September	21	Thursday	School Visits & Commission Meeting	Rapid City/Sturgis
September	22	Friday	<i>(Comm Mtg - RC DLR Office Thurs pm)</i>	

October	23	Monday	State Board Exams - C & N	Rapid City
---------	----	--------	---------------------------	------------

November	17	Friday	Commission Meeting (DLR Conf Room)	Pierre
-----------------	-----------	---------------	---	---------------

December	2	Saturday	State Board Exams - C	Watertown
----------	---	----------	-----------------------	-----------

C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams

Note: Calendar is subject to change throughout the year

The Defendant, in objection, cited to their proposed findings of fact and conclusions of law submitted following the temporary injunction hearing:

And the Court having considered the submissions of the respective parties as well as the arguments related thereto makes the following:

I. FINDINGS OF FACT

1. The Board does not have jurisdiction over these unlicensed owners or workers at TanCity providing dental services.
2. TanCity is not precluded from selling the teeth whitening products.
3. The Board does not have an adequate remedy at law.
4. The potential for threat to patrons' health is there.
5. There is potential for public harm as discoloration of teeth can be caused by numerous health issues.

From the foregoing Findings of Fact, the Court draws the following:

II. CONCLUSIONS OF LAW

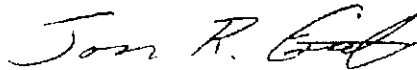
1. The Board has met its burden of proof for the granting of a permanent injunction. Therefore, let an Order be entered accordingly.

ORDER

Based on the Findings of Fact and Conclusions of Law, the Court hereby grants the South Dakota Board of Dentistry's Motion for Permanent Injunction against TanCity.

Dated this ____ day of _____, 2015.

BY THE COURT:



Jon R. Erickson
Circuit Court Judge

ATTEST:

Anita Hasek, Clerk
Attest:

By MAEGAN FENSKE Clerk/Deputy



Filed on: 12/03/2015 BEADLE County, South Dakota 02CIV14-000122

CERTIFICATE OF SERVICE

I hereby certify that on the 8th day of September, 2015, a true and correct copy of the Notice of Entry of Plaintiff's Proposed Findings of Fact, Conclusions of Law and Order Granting Preliminary Injunction was electronically filed and served through the Odyssey File and Serve system upon the following individual:

Carl F. Haberstick
Fosheim, Haberstick & Hutchinson
289 Dakota Avenue S., #5
Huron, SD 57350
Email: fh.h.law@midconetwork.com
Attorneys Defendant

/s/ Kristine K. O'Connell
One of the Attorneys for Plaintiff

I. FINDINGS OF FACT

1. Defendant, Robyn Snedeker d/b/a TanCity ("TanCity") is a tanning salon located at 2525 Dakota Avenue South in Huron, South Dakota.

2. TanCity is owned and operated by Robyn Snedeker and her husband, Todd Snedeker.

3. As part of its services, TanCity provides teeth whitening services to patrons utilizing the BleachBright whitening system.

4. TanCity has been providing teeth whitening services since March 2012.

5. TanCity sells product and also provides services to customers when they get to the salon or after they purchase products.

6. Robyn Snedeker is not licensed to practice dentistry or dental hygiene in the state of South Dakota.

7. No dentist or dental hygienist is associated with TanCity.

8. Robyn Snedeker has no knowledge of what the enamel of a tooth is, or anything about the physical composition of teeth, or any disease of the teeth or gums.

9. Robyn Snedeker and five co-workers (trained by Robyn Snedeker) provide the dental whitening services at TanCity.

10. While the products that they carry in their salon can be taken home and used by purchaser, Robyn Snedeker provides teeth whitening services on location at TanCity in a special area that is labeled "teeth whitening" and cordoned off with dividers.

11. Robyn and Todd Snedeker's training to do the teeth whitening services was obtained through a BleachBright representative/exhibitor that they came upon at a tan expo trade show in Las Vegas, Nevada.

12. The couple became interested in providing these services in their tanning salon.

13. TanCity advertises its teeth whitening services online and through Facebook.

14. These advertisements state that TanCity provides cosmetic teeth whitening and claim that one can get "dentist quality results."

15. The application of BleachBright will actually whiten teeth.

16. The services and procedures typically provided to TanCity customers are fairly consistent.

17. Plaintiff's witness, investigator Adrian Mohr ("Mohr"), visited TanCity on three occasions: September 3, 2014, October 1, 2014, and November 5, 2014. The last visit by Mohr was video and audio taped.

18. The process and procedure was the same on each of the visits with the exception of the initial visit when Board investigator, Mohr, was initially registered as a customer of TanCity.

19. According to Snedeker, TanCity provides brochures to customers of their salon when they come in for and purchase teeth whitening. The brochure describes the process of teeth whitening. Mohr never received a brochure on his three visits.

20. Teeth are whitened by the use of a one-strength carbon peroxide.

21. The customer pays for the product and service at the time they enter the salon.

{01983979.1}

22. Robyn Snedeker asks if the client is pregnant as that is a warning on the product. Snedeker does not ask any preliminary questions of a customer regarding health history, dental history, medications, allergies, or any other information regarding their health or oral health. There is no questionnaire completed. There is no consent form.

23. After purchase of the product, the customer is then escorted back to a special area of the salon, which is labeled "teeth whitening" above the door. This is a special area set aside for teeth whitening services and is cordoned off by dividers around it.

24. The customer is then placed in a chair provided by BleachBright that is similar to a reclining lawn chaise lounge. The room has no sink or gloves present. Prior to the procedure occurring, Snedeker takes a palate of various colored teeth and uses this "shade guide" to ascertain the color of the customer's pre-whitened teeth. Each tooth on the shade guide is assigned a number based upon its shade. Snedeker writes the number of the "before" shade on a BleachBright card.

25. A dentist-like paper bib is placed across the chest of a customer.

26. Snedeker opens the BleachBright packet, which contains one prefilled tray of whitening solution. She asks the customer to reach into the bag, take the tray and place it in their mouth. This is all done without wearing gloves as there are no gloves in the room. The customer is instructed how to insert the mouth pieces. The tray was large and loose on Mohr. Snedeker checks to see if the trays have been inserted and positioned correctly.

27. The customer is instructed how to position his or her lips in regard to the trays.

28. Snedeker then brings over an LED light that is mounted on a roller. She turns it on and puts it in front of the customer and then positions it in front of their mouth.

{01983979.1}

29. Snedeker, prior to turning on the LED light, hands red colored protective sunglasses to the customer (provided by BleachBright) to put on.

30. Snedeker determines the amount of time that the customer's teeth and mouth will be exposed to the LED light per BleachBright protocol, which is 15 minutes. Snedeker believes that the LED light reacts with the whitening gel to help whiten the teeth and the light helps it react faster to whiten the enamel of the tooth.

31. Snedeker checks on the customer periodically or approximately two times in the 15 minutes to see if they are doing okay, and adjusts the light. There is no buzzer in the room and Snedeker states that customers could call her on the phone if there is an issue.

32. During the teeth whitening process, TanCity checks to see if the customer is comfortable, checks on the position of trays and the light.

33. When the process is over, Snedeker instructs the customer how to remove the trays from their mouth and has them spit and discard into a cup. Neither the customer nor Snedeker is wearing gloves.

34. Snedeker has the customer wipe their mouth and then spit into a cup and place the mouthpieces in the cup following the procedure. There is an open regular waste basket in the room where the customer places their bib, cup, mouthpiece, and Kleenex after the process.

35. At the end of service, Snedeker then takes the colored teeth shade guide and holds it up to the customer's whitened teeth and obtains the "after" color on the palate wheel and writes it on the card from the BleachBright box.

36. Following the service, the card from the box with the shade numbers written on them is then given to the customer who is then led out of the salon.

{01983979.1}

37. The cards given at the end of the process from the three Mohr visits each contained the before and after color numbers and also contained a series of explanations as to the teeth whitening process and warnings.

38. The cards with instructions and warnings were not provided to Mohr pre-teeth whitening, but at the time he was walking out of the salon.

39. The warning card provided to customers after the services are completed states that the card should be read before using the product and that it is recommended to consult your dentist before using any teeth whitening system.

40. There are no post-teeth whitening instructions given by Robyn Snedeker orally to the customer except not to eat or drink for 10 minutes and to be careful if eat or drink for 24 hours.

41. During the teeth whitening process, Snedeker adjusted the LED lamp and arranged its placement.

42. Snedeker gave instruction, and, in the course of supervision, touched the Board investigator's lip with her ungloved hand in order to check the placement of the tray to see if it needed to be adjusted.

43. Snedeker gave instructions to the customer on how to self-administer the product and subsequently provided supervision of the application.

44. Snedeker changed the procedure from being "self-administered" to being "staff assisted."

45. Todd Snedeker testified that TanCity tries to correct discoloration to make a customer look better – better color. It is also the purpose of the BleachBright product to remove stains from the teeth.

46. There are several causes of tooth discoloration, including food, drink, tobacco, medication, age, genetics, environment and trauma.

47. There are also several other causes of teeth discoloration that are linked to a person's physical condition, which can include poor dental hygiene, and diseases that affect the enamel and dentin of the tooth.

48. Given its plain meaning, yellowing or discoloration of teeth constitutes staining of the teeth.

From the foregoing Findings of Fact, the Court draws the following:

II. CONCLUSIONS OF LAW

1. The South Dakota Dental Practice Act at SDCL § 36-6A-17 allows the Board to seek injunctive relief if it appears that a person is in violation of the Dental Practice Act.

2. The definition of Dentistry is defined as the evaluation, diagnosis, prevention and/or treatment, (non-surgical, surgical, or related procedures) of diseases, disorders, and/or conditions of the oral cavity, maxillofacial area, and/or the adjacent and associated structures and their impact on the human body; provided by a dentist within the scope of his/her education, training and experience, in accordance with the ethics of the profession and applicable law.

3. Under the Dental Practice Act, the state regulates those persons who can practice dentistry and defines what type of acts they can perform by dental professionals.

4. TanCity's sale of teeth-whitening products at its salon is not prohibited under the South Dakota Dental Practice Act.

5. Providing an area in which the product can be self-administered does not constitute the practice of dentistry, nor does the providing of the bib and LED light for use in self-administration constitute the practice of dentistry.

6. The instructions given to a customer on how to self-administer the product and the subsequent supervision of the application of the product constitutes the practice of dentistry.

7. Robyn Snedeker, by changing the procedure from being "self-administered" to being "staff assisted" is in violation of SDCL § 36-6A-32(1) and SDCL § 36-6A-32(6)

8. TanCity, through their BleachBright teeth-whitening process, is altering the physical condition of the human tooth.

9. TanCity's services and procedures that alter the physical condition of the natural tooth constitutes the practice of dentistry in the state of South Dakota and is in violation of SDCL § 36-6A-32(1).

10. TanCity's service and procedure that offers and undertakes by any means or method to diagnose or treat or remove stains or accretions from human teeth constitutes the practice of dentistry in the state of South Dakota and is in violation of SDCL § 36-6A-32(6).

11. Yellowing or discoloration of teeth constitutes staining of the teeth.

12. The whitening of teeth is an aesthetic process, which is the cleaning and restoration of color to the tooth, thus constitutes a dental service within the meaning of the law.

13. TanCity has undertaken, by the BleachBright product, to treat or remove stains from the human tooth by providing services to accomplish that and for the patrons in their salon.

{01983979.1}

14. The provisions of SDCL § 36-6A-32(1) and SDCL § 36-6A-32(6) are clear and certain and unambiguous and confines the court to declare its meaning as plainly expressed. Under the plain meaning of the statute, TanCity offered and undertook to remove stains or accretions from human teeth.¹

15. TanCity's teeth-whitening activities post-sale of product constitutes a dental service.

16. TanCity, by selling, offering and advertising dental services, is in violation of SDCL § 36-6A-28 in that the services are undertaken by persons who are not dentists, dental hygienists, dental assistants, or dental specialists who are licensed by the South Dakota Board of Dentistry.

17. The instant case is not analogous to the *North Carolina State Bd. of Dental Exam'rs v. Fed. Trade Comm'n.*, 574 U.S. ____ (2015) in that the action of the South Dakota Board was not an attempt to restrain trade, but to invoke its power of injunction and seek judicial review to determine if TanCity was operating in contravention of the South Dakota Dental Practice Act.

18. The South Dakota Board of Dentistry's actions in seeking injunctive relief satisfied the two-prong analysis of *North Carolina v. FTC* in that the Board has utilized other powers at its disposal that have invoked oversight by politically accountable officials.

¹ During the 2015 legislature, the Dental Practice Act was revised. The newly enacted SDCL § 36-6A-31(11) provides that dentists have the exclusive responsibility for: "Offering or undertaking, by any means or method, to diagnose, treat or remove stains or accretions from or change the *color or appearance* of human teeth." (emphasis added).
(01983979.1)

19. The instant case is factually distinguishable from the *North Carolina v. FTC* case and the South Dakota Board of Dentistry has not violated any restraint of trade under South Dakota law in this matter.

If any Findings of Fact herein are improperly designated as Conclusions of Law or vice versa, they are both hereby incorporated by reference in the other category.

Therefore, let an Order be entered accordingly.

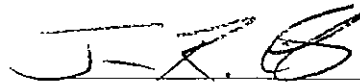
ORDER

Based on the Findings of Fact and Conclusions of Law, the Court hereby,
ORDERS, ADJUDGES AND DECREES as follows:

1. That an injunction is granted prohibiting Robyn Snedeker d/b/a TanCity from providing dental services to its patrons, particularly providing services to customers after they have purchased teeth-whitening products.

Dated this 31st day of August, 2015.

BY THE COURT:



Jon R. Erickson
Circuit Court Judge

ATTEST:

Anita Hasek, Clerk

By



Deputy

{01983979.1}



10

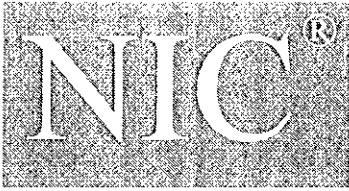
14-122
9-3-15
Anita Hasek

CERTIFICATE OF SERVICE

I hereby certify that on the 3rd day of December, 2015, a true and correct copy of the Notice of Entry of Findings of Fact, Conclusions of Law and Order Granting Permanent Injunction was electronically filed and served through the Odyssey File and Serve system upon the following individual:

Carl F. Haberstick
Fosheim, Haberstick & Hutchinson
289 Dakota Avenue S., #5
Huron, SD 57350
Email: fhh.law@midconetwork.com
Attorneys Defendant

/s/ Kristine K. O'Connell
One of the Attorneys for Plaintiff



NATIONAL-INTERSTATE COUNCIL
OF STATE BOARDS OF COSMETOLOGY, INC.

Debra Norton, Conference Coordinator
7622 Briarwood Circle
Little Rock, AR 72205
(501) 227-8262 – (501) 227-8212 (Fax)
debranorton@sbcglobal.net

TO: ALL NIC MEMBERS
FROM: Debra Norton, Conference Coordinator
DATE: February 6, 2017

The annual conference of the National-Interstate Council of States Boards of Cosmetology (NIC) will be held August 5-7, 2017. Please mark these dates on your calendar and begin making your plans to attend the conference this year.

Our host for the conference is the West Virginia Board of Barbers and Cosmetologists. We thank the Board for inviting us to hold the conference this year in the great state of West Virginia.

The conference site is the Embassy Suites Hotel located at 300 Court Street, Charleston, West Virginia. The guest room rate for single/double accommodations is \$129 a night plus applicable taxes. Reservations must be guaranteed to a major credit card. The cut-off date for making reservations is Friday, July 7th. To receive the conference rate attendees must reference the group code "BOC". For reservations call (304) 347-8700. You may book your reservation online at embassysuitescharlestonwv.com. To receive the group rate, click on add special rate codes and enter BOC in the Group Code box when making your reservation.

President Bill Helton appointed Sarah Hamrick (WV) as Chairman of the Education Committee this year. The Committee is planning an outstanding education program. Networking will also be a valuable part of the conference experience as you meet board members and executive directors from across the U.S. to share ideas and learn from others' experiences.

To assist you in planning your schedule, a function agenda follows. A registration packet and other pertinent information about the conference will be sent to all state board offices and honorary members by May 15th.

The NIC conference in West Virginia is the place to be August 5-7, 2017.

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY
2017 ANNUAL CONFERENCE
Embassy Suites – Charleston, WV

THURSDAY – August 3, 2017

8:00 p.m. – 5:00 p.m. EXECUTIVE DIRECTORS' MEETING
9:00 a.m. – 5:00 p.m. NATIONAL EXAMINATION COMMITTEE MEETING

FRIDAY – August 4, 2017

8:00 a.m. – 4:00 p.m. EXECUTIVE DIRECTORS' MEETING Continued
9:00 a.m. – 4:00 p.m. EXECUTIVE BOARD MEETING
1:00 p.m. – 4:00 p.m. CONFERENCE REGISTRATION
5:00 p.m. – 6:00 p.m. NEW MEMBER ORIENTATION
6:00 p.m. – 8:00 p.m. WELCOME RECEPTION

SATURDAY – August 5, 2017

9:00 a.m. – 10:15 a.m. BREAKFAST - Opening Ceremonies
10:30 a.m. – 11:00 a.m. GENERAL SESSION/Call to order
Roll Call of states
Presentation & Approval of conference rules
Approval of Conference Agenda
Approval of 2016 Conference Minutes
Committee Appointment: Nominating
Presentation of Election Procedures
First Reading of Proposed Bylaw Amendments (TBD)
President's Report
11:00 a.m. – 12:30 p.m. **Education Program**
12:45 p.m. – 1:45 p.m. Lunch
2:00 p.m. – 5:00 p.m. **Education Programs**

SUNDAY – August 6, 2017

8:30 a.m. – 9:30 a.m. BREAKFAST
9:45 a.m. – 12:00 Noon GENERAL SESSION/Call to Order
Roll call of states
Education Programs
12:15 p.m. – 1:15 p.m. Lunch
1:30 p.m. – 3:30 p.m. Nominating Committee Report
Education Programs
3:45 p.m. – 5:00 p.m. Election of Officers
Committee Reports: Bylaws (TBD), Honorary Membership, Conference Site/2019 site selection

MONDAY – August 7, 2017

8:30 a.m. – 9:30 a.m. BREAKFAST
9:45 a.m. – 11:30 a.m. GENERAL SESSION/Call to order
Roll Call
Education Programs
11:30 a.m. – 12:00 noon Unfinished Business
New Business
Resolution
Recess
1:30 p.m. – 3:30 p.m. NEC Meeting
Executive Board Meeting
6:30 p.m. – 8:30 p.m. Banquet & Installation of Officers
Adjourn

Proposed Website and Database Updates

- Licensee Online Services:
 1. Request license Certifications. Estimated 14 Hours.
 2. State Board Examination Applications: (for students only) Estimated 14 Hours.

- Future Office use:
 1. Add Complaint Documents to the Database. Estimated 12 Hours.
 2. Create an Electronic Inspection System: Estimated 34 Hours.

(All updates would need to be approved for a new contract and not within our current maintenance contract with Smart Software.)

Agenda Item F. 2. Disciplinary Action Process

Attorney Graham Oey will address the Commission at the February 24 meeting regarding possible changes to the disciplinary action process.

Some items that need to be discussed are:

1. Fines in lieu or in addition to license suspensions for Consent Agreements

2. Late Renewals

- a. Late Renewals - Should there be a limit to how late a license can be without disciplinary action?
- b. When is a license so late that the salon or booth would need to reapply for a new license permit?
- c. Licensee waiting several months to apply for a new salon or booth when they move locations (A sample copy is enclosed in the Commission Meeting packets)

3. Composition of Violations Committee

NEW SALON OR NEW BOOTH LICENSE APPLICATION

Send to: South Dakota Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605-773-6193

ALL APPLICABLE INFORMATION MUST BE COMPLETED BEFORE A LICENSE IS ISSUED. PRINT OR TYPE - SUBMIT FEE AND APPLICATION TOGETHER. Fees are non-refundable. License must pass inspection before the expiration date.

1. License Type and Fees (check one box only)		I am applying for:	A booth renter is the owner.	
Cosmetology Salon	\$60 <input type="checkbox"/>	Cosmetology Booth	\$60 <input type="checkbox"/>	You cannot open until you receive your license permit in the mail.
Nail Technology Salon	\$60 <input type="checkbox"/>	Nail Technology Booth	\$60 <input type="checkbox"/>	
Esthetics Salon	\$60 <input checked="" type="checkbox"/>	Esthetics Booth	\$60 <input type="checkbox"/>	
Limited Salon	\$60 <input type="checkbox"/>	Limited Booth	\$60 <input type="checkbox"/>	

2. Salon or Booth Name: Body Therapy

3. If Booth: What is the salon name where it is located: _____

4. Salon or Booth physical address: _____
Street City Zip

Note: you must provide a home/personal mailing address below--we do not mail any licenses to a salon or booth address.

5. Home Mailing Address: _____
Street City Zip 57103

6. Telephone Number(s) Salon: _____ Personal: _____

7. Services Offered: (check those that apply) Hair design Esthetics (Skin) Nail Technology

8. YOUR Opening Date: 10/1/16 Check the days YOU are CLOSED: M TU W TH F SA SU

9. Are YOU closing/moving a salon/booth? No Yes If yes, license number: ES 2016 - If this is a change of ownership, please give former owner's name: _____

10. Ownership type:
 Sole Proprietorship OWNER'S NAME: _____
 Social Security Number: _____

Partnership Complete area on next page Corporation Complete area on next page

11. IF an owner(s) has a cosmetologist, nail technician or esthetician license, show your license number below:
 License number: _____

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief is, in all things, true and correct. I understand that if a license is issued to me as the owner it cannot be transferred to another party or location unless a new application is filed and another fee submitted to the commission. I further certify that the salon or booth complies with the rules of the Commission, all local zones and ordinances, health safety and sanitary rules, and the rules of any state agency including the Department of Revenue Sales Tax Division. I understand that an inspection of the premise will be made by the inspector and any misstatement found in this application will be cause for a hearing before the South Dakota Cosmetology Commission. I also understand that this permit is good for only 90 days, and that the salon or booth will be inspected and must pass an inspection by that date.

12. Signature of Owner(s): _____ **Date:** 10/20/16

Office Use Only Permit License Number: _____ Date Processed: _____
 Inspector Name: _____ Date Expires: _____

Request for Hair Design License



1/11/2017

Dear Commission Members,

We would request the Commission consider implementing a Hair Design license. **We hope you agree that this would be progressive in meeting the real and current demand for "Barber" type training that our state is lacking**, while allowing graduates to add Esthetics and/or Nails if they chose. This would allow the people of SD choices and lower time and cost barriers, instead of forcing all to learn something they may not want. It also meets the objective of those who think hours are generally too high.

Attached is the hour breakdown that we would recommend for the Hair Design License, as well as a 1,800 hour Cosmetology program. Thanks for your consideration and your service to South Dakota!

Sincerely,

Matt Fiegen
Angela Taylor &
The Entire Team at Stewart School

Stewart School: Proposed Program Breakdown

Required Minimum	Cosmetology	Hair Design	Esthetics	Nail Tech
Safety & Sanitation Procedures with law and rule.	82	80	90	60
Scientific Concepts	158	125	90	60
Hair Color etc.	200	250	-----	-----
Chemical Hair Relaxing	60	75	-----	-----
Haircuts	200	275	-----	-----
Hairstyling etc.	275	350	-----	-----
Permanent Waving	150	75	-----	-----
Nail Tech etc.	125	-----	-----	200
Esthetics etc.	200	-----	340	-----
Business Practice w/Law and Rule	150	150	60	60
Flex Hours	200	70	20	20
Total Program	1800	1450	600	400

Jan. 13, 2017

To Whom it may concern,

My name is Cheryl Stensrud, I am a salon owner in SD.

I currently own and operate 6 GREAT CLIPS within Sioux Falls and Brookings.

I am writing in support of the new licensing option for a "hair" only license.

As a business that focuses just on hair, I feel this would be an excellent benefit to our salons.

It would allow the students to stay focused on hair services, thus making them more proficient when they graduate.

I also feel that it would possibly attract more students to the field, as they aren't spending time and money on areas that they are not interested in pursuing.

I believe that giving students the options of tailoring their education to fit their needs, and areas of interest is a win/win for all concerned.

I hope this licensing option will be seriously considered.

Thank you,

Cheryl Stensrud

Great Clips
CAS Inc.

605-212-2409



It's more than a haircut.

Jen Devine
The Barbershop a HAIR SALON for Men
1425 W. Waterstone Dr.
Sioux Falls, SD 57108

January 13, 2017

Kate Boyd
South Dakota Cosmetology Commission
111 E Capitol Ave.
Pierre, SD 57501

Dear Kate,

I am writing this letter in support of the Hair Design Program that is being proposed by Stewart School. I am a partner in two men's salons in Sioux Falls and strongly attest the need for this program. We have specific programs to support individuals that are interested in nails and skin, but not hair design.

We have a need for active licensed cosmetologists, but like many salons we don't offer nails, or skincare services. We have an environment that allows our licensed cosmetologists the ability to earn a great living and we value the education our employees have.

We, like many salons, need a broader base of active licensees that are qualified to perform the services we offer, which is hair design. This program would be a draw to many individuals. The training would be specific, in turn a lower cost of education and a quicker turnaround time to get the individual in a position to start earning a living in this career.

Education and more so affordable education is so important. There is a need for more qualified active licensees in this category. We have specific nail and skincare programs, why not hair design?

I support this initiative.

Sincerely,

Jen Devine
The Barbershop a HAIR SALON for men

JAN 23 2017





It's more than a haircut.

Samantha Kastengren and Molly Becker
The Barbershop a HAIR SALON for Men
708 S. Highline Place
Sioux Falls, SD 57110

January 20, 2017

Kate Boyd
South Dakota Cosmetology Commission
111 E Capitol Ave.
Pierre, SD 57501

Dear Kate,

We are writing this letter in support of the Hair Design Program that is being proposed by Stewart School. We manage the East side Barbershop in Sioux Falls. We strongly agree for the need of this program. We have specific programs to support individuals that are interested in nails and skin, but not hair design.

This is an ever growing industry with a constant demand for employees, we carry a cosmetologist licenses that allows us all of these magnificent possibilities, but we choose a career that is not in need of our skin or nail expertise.

Giving more opportunities in education opens more doors for possibilities. Passion for what you do goes a long way in this industry, having specific training and education for individuals looking for a more direct career would be beneficial. So many salons today are in search for licensed individuals who can perform certain services within the business.

Cosmetology is a remarkable licenses to hold for so many, but for those individuals searching for education and training that focus on exactly what they are looking for would allow them to get started in forever careers. We have specific nail and skincare programs, why not hair design?

We support this initiative.

Sincerely,

Samantha Kastengren, Molly Becker

The Barbershop a HAIR SALON for men

FEB 01 2017



Request For Early Testing

Boyd, Kate

From: Matt Fiegen <fiegen@hotmail.com>
Sent: Monday, January 23, 2017 3:21 PM
To: Boyd, Kate
Subject: Early Testing

Hi Kate,

Early testing has been discussed again lately among AACS members. It seems all are in favor and most states allow it. Could this be brought up again for consideration? It sees it would also allow for somewhat less frequent testing, so a benefit all around. In IA, we actually make passing the state exam a condition of graduation.

Thanks for all you do!

Matt

For office use only: License number: _____
 Date processed: _____ Date expires: _____

Cosmetology Commission
 500 E Capitol Ave
 Pierre SD 57501
 605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
 SCHOOL LICENSE RENEWAL FORM**

Instructions
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING
 Cosmetology School 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	<input type="checkbox"/> NO	Number of clock hours 2100
Nail Technology	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number of clock hours 400
Esthetics	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> 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: _____ Nails Program: _____ Esthetics Program: _____
 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: [Signature]

Dated: 7/26/17

Owner or School Director Signed: _____

Dated: _____

Notary

Subscribed and sworn to before me this 26 day of August, 2017.

SEAL



[Signature]
Notary Public – South Dakota

My Commission expires: 12 29 22

#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 & Septmeber

Nail Technology: January, June & December

Esthetics: March & August

#4 Instructors & Qualifications

Senior Instructors:

**Holly Keszler: Instructor license # IC-06066-2017
Cosmetologist license# CO-01521-2017
Holly is Electric File Certified
Expires: 12-01-2017**

**Linsy Saenz: Instructor license #IC-09759-2017
Cosmetologist license #CO-07939-2017
Expires: 1-20-2018**

**Anna Keszler: Instructor License #IC-11853-2017
Cosmetologist license #CO-10937-2017
Anna is Electric File Certified
Expires: 10-10-2017**

**Wendy Beaumont: Instructor License #IC-04848-2017
Cosmetologist license #CO-03751-2017
Wendy is Microdermabrasion Certified
Expires: 4-01-2017**

**Kristian Bilbrey: Senior Instructor #IC-12816-2017
Cosmetology license #CO-12126-2017
Kristian is Electric File Certified
Expires: 3-24-2017**

#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

Milday 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

#5 Required Attachments

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~~ *labeled*
- (6) ~~A covered container for soiled towels and linens.~~ *labeled*

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 waxes 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*, 6th edition, Milady Publishing Corporation, 2011;
- (3) *Salon Fundamentals: Cosmetology*, Pivot Point International, Inc., 2009-2010;
- (4) *Milady's Standard Esthetics Fundamentals* 10th or 11th 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

**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 10th 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 4th

November 23rd, 24th and 25th

December 25th and 26th

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

Heather Heidepriem – The Man Salon

Assistant Manager

Changes in the last year.

In 2016, we decided to have our basics program attend school Monday through Friday and once they completed the basics program they would attend school Tuesday through Saturday. We also gave the floor students to attend school Mondays if they had 80% or higher in attendance and grades. After trying that for a year, we decided that we would go back to just having school Tuesday through Saturday only.

On January 3rd, 2017 we started the nail tech program. They will attend school Tuesday through Saturday as well.

SCHOOL FIELD TRIP PLANS for school license year February, 2017 through January 2018.

1. School name: Black Hills Beauty College - Rapid City

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Visits: Mystic Edge The Man Salon L. Penney's Great Clips Regis Spa Med Master Cuts Perfect 10 A's Wicked Smart styles Coast Cutters	Jan 18 th May 24 th Oct. 4 th	7 hrs	This gives the students the opportunity to visit the salons + visit with the managers/salon owners + to hand out their resumes. It helps them to find a salon that they are comfortable with + to work at. 8-15 students per
2. Supply House Visits Salon Centric Cosmo Prof	Jan 25 th April 12 th July 12 th Sept. 27 th	2 hrs	This will give the students <u>visit</u> just starting school the opportunity to visit the supply houses + get signed up so they can go buy professional products + what products that are best for the hair. They also discuss the different careers
3. Cosmo Prof Fall Hair Show Deadwood	Oct.	6 hrs	This gives the students <u>they can do</u> the opportunity to go to <u>10-25 per class</u> a hair show to see the new trends + new products. They can also see all the different career paths there are once they get licensed.
4. Corner Stone Rescue Mission + WAMI Career Day	June	4 hrs	Corner Stone + WAMI puts on a career day + we will provide free haircuts. This gives the students extra practice on their haircutting + helping the less fortunate + to help them feel better about themselves + look freshened up if going to an interview. 8-10 student

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: [Signature]
Date: 1/26/17

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. Salon Visits - Nail Tech Perfect 10 Mystic Edge JC Penney's House of Nails	Feb 24 th July 18 th Jan 6 th , 2017	3hrs	This will give the nail techs a chance to visit the different types of salons that offer nail services + to visit with the salon owners + managers. 2-6 students
6. Black Hills Works Fashion Show + Fundraiser Rapid City	March 10 th	3hrs	This is a fundraiser for Black Hills works. The residents of Black Hills works will be the models along with some other models + our students will apply their makeup + style hair. This is a great opportunity for the students to practice their skills while doing it for a good cause. 5-6 students

Black Hills Beauty College

Updated 2/2014
(NT1001p)

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 personalitis.

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
(NT100p)

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
(NT1001p)

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

Demos

TIME ALLOTMENT

6 Hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

NA

SPECIAL RESEARCH

Find out the time and place and the 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. The instructors will also be attending and it will help show the students that you are always learning in this profession.

Black Hills Beauty College

Updated 2/2014
(NT1001p)

UNIT OR SUBJECT

Cornerstone Rescue Mission/WAVI Career Day

TOPIC

Career Day

LESSON OBJECTIVE

This will give the students the opportunity not only giving back to the community but to also help those who are looking for jobs and help prepare for job interviews.

FACILITY USED

Haircuts/Makeup

TIME ALLOTMENT

4 Hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

NA

SPECIAL RESEARCH

Find out the exact date and time.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies: Combs Water bottles Makeup
 Clips Neck strips
 Makeup – Disposable applicators
 Capes Mirrors

MATERIALS STUDENTS SHOULD BRING TO CLASS

Shears Clippers

Black Hills Beauty College

Updated 2/2014
(NT100lp)

UNIT OR SUBJECT

TLC – Salon Visits – Nail Tech

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

3 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
(NT1001p)

UNIT OR SUBJECT

Black Hills Works Fashion Show/Fundraiser

TOPIC

Fashion Show/Fundraiser

LESSON OBJECTIVE

The students will be styling hair and applying makeup to the models for the fashion show. This is a fundraiser for Black Hills Works. The students will be able to apply their skills and talents and all for a good cause.

FACILITY USED

Location to be determined at this time.

TIME ALLOTMENT

3 hours

MATERIALS & EQUIPMENT

Curling Irons	Combs	Clips	Hairspray
Makeup	Disposable applicators	Hand mirror	

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Check with Black Hills Works for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies
Run off printed materials

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.

For office use only: License number: SLC-00011-2016
Date processed: 04/08/16 Date expires: 06/21/17

Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE RENEWAL FORM**

Instructions
Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. The renewal form and fee should be submitted at least two months before the expiration date.

1. TYPE OF LICENSE RENEWING
Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: Black Hills Beauty College
Current On-site Director: Monica Engelkes
School Address: 3501 S. Keller Ave.
City/State/Zip: Sioux Falls, SD 57106
Telephone: 605-361-2787 Fax: 605-361-4330 Email: monica@hhbeautycollege.com
Programs Offered:
Cosmetology YES NO Number of clock hours: 2100
Nail Technology YES NO Number of clock hours: 400
Esthetics YES NO Number of clock hours: _____

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? COS - January, April, July, September Nail - January,
Current Enrollment in - - - - Cosmetology Program: _____ Nails Program: _____ Esthetics Program: _____
Approximate Square Footage of school physical premises: 9,400

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
<u>Tom Poloniec</u>	<u>1000 Alta Vista Dr. Rapid City</u>	<u>605-390-3503</u>
<u>Joy Poloniec</u>	<u>1000 Alta Vista Dr. Rapid City</u>	<u>605-390-4633</u>

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation.
Black Hills Beauty College Inc
623 St. Louis Dr
Rapid City, SD 57701

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

4. INSTRUCTOR(S) AND QUALIFICATIONS - ATTACH a list of all instructors. Include 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: _____

Owner or School Director Signed: _____

Dated: 1/23/17

Dated: _____

Notary

Subscribed and sworn to before me this 23 day of January, 2017.

SEAL



Notary Public – South Dakota

My Commission expires: 02/19/2019

#2 School Information

Days/Times Open: In the school catalog Page 4 in the white insert.

Days/Times of Theory Classes: In the school catalog Page 4 in the white insert.

Days/Times of Clinic: In the school catalog Page 4 in the white insert.

#4 Instructors & Qualifications:

Senior Instructors:

- Monica Engeltjes:** Instructor license # IC-06830-2017
Cosmetologist license # CO-06829-2017
Monica is Electric File Certified
Expires: 10/04/2016
- Aliza Goebel:** Instructor license #IC-09225-2017
Cosmetologist license # CO-08693-2017
Expires: 11/17/2016
- Amy Daniels :** Instructor License # IC- 10095-2017
Cosmetologist #CO-09520-2017
Expires: 03/02/2016
Substitute Instructor
- Lindsey Cline :** Instructor License #IC-10553-2017
Cosmetologist license # CO-09522-2017
Expires : 08/25/2016
- Hiedy Lewis :** Instructor License #IC- 12349-2017
Cosmetologist License #CO - 11199-2017
Expires : 03/12/2016
Substitute Instructor
- Calli Crawford :** Instructor License #IC- 12955-2017
Cosmetologist License #CO-12163-2017
Expires : 01/26/2017
- Abby Kustak :** Instructor License # IC - 12815-2017
Cosmetologist License # CO - 09155-2017
Expires :08/28/2016

#5 Required Attachments:

List of required and non-required equipment.

On the sheet taken from the State Law book. I have checked 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: In the school catalog.

Page 2 of white insert.

Pivot Point Salon Fundamentals Nails Textbook

Pivot Point Salon Fundamentals Nails Study Guide

Pivot Point Salon Fundamentals Cosmetology Textbook

Pivot Point Salon Fundamentals Cosmetology Study Guide

Pivot Point Salon Fundamentals Cosmetology Exam Prep

Pivot Point Salon Fundamentals Cosmetology DVD Set

Pivot Point Salon Fundamentals Cosmetology Slide Presentation

Pivot Point Library for Pivot Point Schools:

Mindful Teaching Fieldbook

Salon Success

Exam Prep Book

A Designer's Approach: Hair Design, Sculpture, Texture,
and Color Design

Supplemental Textbooks used:

Milady Standard Cosmetology

Milady Standard Business Fundamentals

Milady Course Mate/eBook

State Board Exam

Milady Standard Instructor Support Slides

Milady Standard Course Management Guide

Advertising Brochure: Small handout in the catalog

Website Address: www.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

Policy for Making up Missed Assignments - Page 10 in white insert

School Initiated Termination Policy - Page 9 in white insert

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 clock themselves in and out for their lunches. 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 10th 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: In the school catalog Page B
School will be closed:**

- July 4th Independence Day
- November 23, 24 and 26 Thanksgiving break
- December 26th Christmas break

Field trips: On the Commission provided sheet.

- **Salon Visits**
- **Supply Store visits**
- **Bishop Dudley**
- **Hair Show**
- **Girls Scouts**
- **Avera Race for a Cure**

Listing of substitute instructors & guest instructors:

Wendy Beumont - Micro-derm-abrasion

Hiedy Lewis - Substitute Sr. Instructor

Amy Daniels - Substitute Sr. Instructor

Eric Peterson - Cost Cutters

Lisa Langle - Great Clips

Cheryl Stensrud - Great Clips

Kjresten Panzire - Man Salon

Lindsey Cline - Blush Hair Salon

Amy Carter - Children's Inn

Jason Scheurer - Shear Sales

Changes in the last year.

In 2016, we implemented Pivot Point Salon Fundamentals Nails Textbook and the Pivot Point Nails Study Guide to our curriculum. Instructors have been supporting class by teaching with the Milady Standard Support Slides, and Milady Standard Course Management Guide.

In 2016, we were approved to add the Nail Technology Program to our curriculum. Classes for the Nail Technology program will begin January 2017.

We have made changes to our Basic class schedule; students beginning January 2017 will return classes to Tuesday through Saturday. Classes will continue 8:00 am to 4:30 pm, and will complete 400 hours in classroom demonstration, and practice before performing services on clients.

We were approved and have been providing classes for Electric File Education. We will be using the Milady Standard Nail Technology Textbook along with Power Point presentation.

We have revised the school Attendance Policy. Students must maintain a 80% each month in both grades and attendance. The must meet these requirements in order to use Personal Services.

Basic - Salon Ecology

Unit or subject

Basics - Nail Technology

Topic

Salon Ecology

Lesson Objective

Students will pass a written test with an 80% or better. To recognize the structure and function of bacteria, identify the infection control procedures, understand the precautions used in the school and salon, and list the safety procedures and first aid applications.

Facility to be Used

Basics

Time Allotment

5 Hours

Materials and Equipment

Salon Fundamentals Nails Textbook
Salon Fundamental Nails Study Guide
Pivot Point - Power Point Presentation
Computer
Activity signs
Poster board cut-outs
Posters
Markers
Pen/pencil
Highlighter
Notebook paper
Binder
First Aid Kit
 gloves
 plastic bags
 markers

BLACK HILLS BEAUTY COLLEGE

Lesson Plan

tape

cotton

band - aids

Disinfectant

state approved disinfectants

antiseptics

2 oz. spray bottles

disinfectant labels

sanitation labels

dirty disinfectant container

towels

tongs

rubber gloves

product knowledge booklet

Blood Exposure

supply list

state inspection report

first aid kit

antiseptic

paper towels

gloves

Product Knowledge

power point notes

Index card booklet

Printed Materials

Worksheet

Quiz

Test

Product Knowledge requirements and booklet

State clinic floor station inspection report

Audio and Visual Aids

Power Point

Activities

Posters

First Aid Kit

LUCAS-CIDE

Blood Exposure
Implement sanitation and disinfection

Special Research

Teacher Support Material
On line websites
South Dakota Cosmetology Commission website
Lucas-cide website

Preparatory Assignment for the Teacher

Run off printed materials
Activity centers Set-up
Posters
Product knowledge booklet
Review power point

Materials Students Should Bring to Class

Salon Fundamentals Nails textbook
Salon Fundamentals Nail Study Guide
Notebook paper
Pen/Pencil

Motivation to be Used

Students will be more familiar with the state law public health requirements and why they are set as they are. It is the students/cosmetologists responsibility to promote good public health for your clients and for themselves.

Lesson Outline

Power Point pages

Workbook pages

Activities:

First aid

Disinfection

Blood exposure

Implement disinfection procedure

Quiz

Review Game

Test

Summary and/or Conclusions

Students have a basic knowledge of microbiology, infection control and first-aid.

Leading Questions and Answers

1) Why do we have to know all the different shapes and types of bacteria?

~ *How to prevent the spread of bacteria within the salon.*

SCHOOL FIELD TRIP PLANS for school license year 09, 2016 through 09, 2017.

1. School Name: Black Hills Beauty College - S.F.

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.

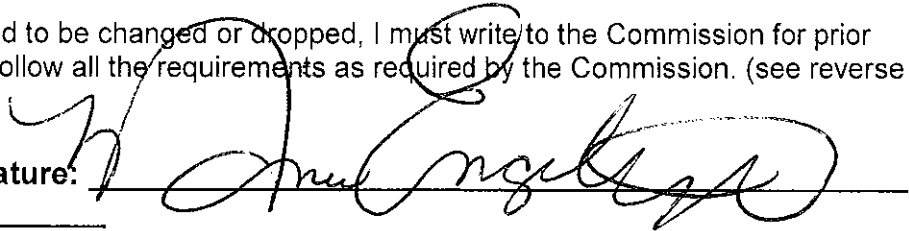
Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. Hair Show Salon Centric Council Bluffs Ia.	Seasonal	8 to 16 Hours	Offers the Students direction on how to further their education by attending classes.
2.			The techniques and education received can be used throughout their careers.
3.			Also teaches them importance of supporting the industry.
4.			

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: _____



.....
Date received by Commission: _____

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

Black Hills Beauty College

(NT1001p)

UNIT OR SUBJECT

Salon Centrics – Fall Hair Show
Council Bluffs IA

TOPIC

Fall Hair Show

LESSON OBJECTIVE

To have the students be able to attend a big hair show and to help motivate them by seeing the new trends & 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

Demos

TIME ALLOTMENT

16 hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

NA

SPECIAL RESEARCH

Book hotel rooms and purchase 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.
Instructors from both school locations will also be attending and it will show the students that you are always learning in the profession.

LESSON OUTLINE

September 13th - 8:00-5:00

September 14th - 8:00-5:00

SUMMARY AND/OR CONCLUSIONS

1. School Name: Black Hills Beauty College - SF

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.

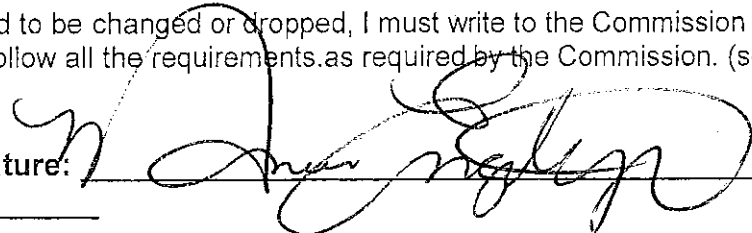
Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. <u>Girls Scouts Heart of Dakota Service - West Central School Hartford, SD</u>	<u>February each Year</u>	<u>2 hrs</u>	<u>Giving to the community improves the students sense of well-being. The act of helping others. To sacrifice time and finances to help others in need gives a purpose and satisfaction.</u>
2.			<u>Teaching and being a role model to future generations. Teach students to work together for a common goal.</u>
3.			<u>8-10 students are needed to do hairstyles</u>
4.			

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: _____



Date received by Commission: _____

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

Black Hills Beauty College

(NT100lp)

Lesson Plan

UNIT OR SUBJECT

Donation/Field Trip/Girl Scouts, Heart of Dakota Service Unit

TOPIC

Hairstyles

LESSON OBJECTIVE

To be able to give back to the community by means of donating time and skills. To teach the students how to further their skills in; communication, teamwork, and hairstyling.

FACILITY USED

West Central school, Hartford South Dakota

TIME ALLOTMENT

2 Hours

MATERIALS & EQUIPMENT

Extension cords	working spray	combs
Cape	mousse	brushes
Towels	thermal protect	clips
Neck-strips	burn crème	curling iron
Mirror	freeze spray	blow dryer
Hair accessories	hair spray	hair pins
Hair fillers	pomade	bobby pins
Hair nets	shine serum	rubber bands

PRINTED MATERIALS

Directions

Student name list of volunteers

AUDIO & VISUAL AIDS

Portfolio

Pinterest board of hairstyles

Phones

SPECIAL RESEARCH

List of students donating their time

Directions to West Central

List of vendors attending

Available refreshments

Number of Girl Scouts getting their hair styled.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call to confirm field trip

Sign-up list of students donating their time

Directions printed for students

Teacher supplies ready

Name tags

Dress code

Business cards with discounted service

Samples and handouts

Thank you cards for students

MATERIALS STUDENTS SHOULD BRING TO CLASS

Roll-a-bouts with the above listed supplies

MOTIVATION TO BE USED

Building your clientele, and portfolio

LESSON OUTLINE

4:30 pm - Set-up stations

5:00 pm - Hairstyle techniques

6:45 pm - Clean-up

SUMMARY AND/OR CONCLUSIONS

Students will log their experience, and how giving back has benefited their career.

1. School Name: Black Hills Beauty College - S.F.

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. <u>Avera Race Against Breast Cancer</u> <u>3400 S. Southeastern Ave</u> <u>SIOUX Falls, SD</u>	<u>May 2017</u>	<u>5 HRS</u>	<u>Giving to Charity may improve the students sense of well-being</u>
2. <u>SIOUX Falls, SD</u>			<u>The act of helping others can create that, to sacrifice their time and finances to help others in need</u>
3.			<u>gives a purpose for life and satisfaction. Teaching students to work together for a common goal.</u>
4.			<u>6-8 students are needed to service cancer patients and survivors.</u>

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: [Signature]
Date: _____

Date received by Commission: _____

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

Black Hills Beauty College
Lesson Plan

Black Hills Beauty College
(NT1001p)
Lesson Plan

UNIT OR SUBJECT

Donation/ Field Trip/Avera Race Against Breast Cancer

TOPIC

Polish Applications

LESSON OBJECTIVE

Designed to teach the students how to give back to the community, to teach them how to use their skills to help others in need, to further teach communication and nail polishing skills/nail art.

FACILITY USED

Avera Mc Kennan Fitness Center

TIME ALLOTMENT

5 hours

MATERIALS & EQUIPMENT

Towels	Lotion	Nail Dry
Polish	Polish Remover	Decals
Cotton	Paper Towels	Hand Sanitizer
Base Coat	Garbage Bags	Table Clothes
Top Coat	Orangewood Sticks	

PRINTED MATERIALS

Coupons for a free shampoo and haircut.

Directions for the students to the Avera Mc Kennan Fitness Center

SPECIAL RESEARCH

List of students donating their time.

Directions to the Avera Mc Kennan Fitness Center

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call to confirm field trip.

Sign-up list of students donating their time.

Directions printed out for students to the Avera Fitness Center.

List of supplies that the students must bring.

Assemble teacher's supplies.

Name Tags

Dress Code

Coupons

Samples/hand-outs

Have Thank You cards made for the students donating their time.

MATERIALS STUDENTS SHOULD BRING TO CLASS

Name Tags

Volunteer T-Shirts

Dress Code

MOTIVATION TO BE USED

Students will have greater knowledge of polish techniques and communication skills in different environments and situations. Students will have a better understanding of how to donate and give back to the community.

LESSON OUTLINE

7:00 am - Set-up tables

7:15 am - Begin polish applications

11:45 am - clean-up and return to school

SUMMARY AND/OR CONCLUSIONS

Students will log their experience and how giving back has also benefited them individually.

1. School Name: Black Hills Beauty College - Sioux Falls

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. <u>Salon Visits</u> <u>(various students)</u>	<u>January</u> <u>May</u> <u>September</u>	<u>9:00am</u> <u>to</u> <u>3:00 pm</u> <u>6 HRS.</u>	<u>To prepare the advanced Senior students for their new careers. Prepare job applications, and Resumes, feedback from salons. Salon Options and Interview questions.</u>
2.			
3.			<u>Basic Students are able to purchase professional products, establish a working relationship with other professionals, and to support the industry</u>
4. <u>Beauty Supply Store visits</u> <u>Salon Centric - SF</u> <u>National Salon Resources - SF</u> <u>CosmoProf - SF</u>			<u>Students license information is applied to their system.</u>

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: _____

.....
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. Bishop Dudley	February April June August October	9:00am to 12:00pm 3 Hours	Applied to teach the students how to give back to the community, how to use their skill
6.	December		to help others in need to further their education, and perfect skills, under the supervision of a Sr Instructor.

Black Hills Beauty College

(NT100lp)

Lesson Plan

UNIT OR SUBJECT

T.L.C. Advanced Senior Prep / Field Trip / Salon Visits

LESSON OBJECTIVE

To prepare the Advanced Senior students for their new careers and to visit and learn about the different salon options.

FACILITY USED

Various Salons within Sioux Falls

TIME ALLOTMENT

6 Hours

MATERIALS & EQUIPMENT

Notebook, Pen and Paper .

Resume Material

Name Tags

Transportation by Senior Instructor

PRINTED MATERIALS

Worksheets

Resumes

Thank You Cards

Interview Questionnaire

Schedule of Visits

AUDIO & VISUAL AIDS

Pivot-Point Cosmetology Fundamentals

SPECIAL RESEARCH

List of Salons, Names, Dates, Addresses and Phone Numbers

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Scheduled Visits
Confirm Salon Visits
Thank you Cards
Dress Code

MATERIALS STUDENTS SHOULD BRING TO CLASS

Resumes
Name Tags
List of Salons
Questionnaire
Pen and Paper

MOTIVATION TO BE USED

Students will be better equipped and understand the differences of salons, learn their individual like and dislikes of each environment and what salon fits their individual needs. Students will use this information in the Salon Business Class, for their final test and in their new careers.

LESSON OUTLINE

8:00- 9:00	Resumes and Dress Code
9:00-12:00	Salon Visits
12:00-12:30	Lunch
1:00- 3:00	Salon Visits
3:15- 4:30	Questionnaire and Thank you Cards

SUMMARY AND/OR CONCLUSIONS

Class participation graded
Salon Projects Graded
Resumes Graded

Black Hills Beauty College

(NT100p)

Lesson Plan

UNIT OR SUBJECT

Basic Class Beauty Supply Store Visits/Field Trip

LESSON OBJECTIVE

To visit and learn different aspects of the beauty industry, further educate on product knowledge, give support to the industry, and to understand different outlets of the industry.

FACILITY USED

Cosmo Prof
Salon Centric
Aerial

TIME ALLOTMENT

2.5 hours
2:00 to 4:30 p.m.

MATERIALS & EQUIPMENT

Notebook, pen and paper
Photo Identification
Student License

PRINTED MATERIALS

Name list of students
Schedule of visits
Student License
Questionnaire

AUDIO & VISUAL AIDS

Product Diversion Video

SPECIAL RESEARCH

List of stores, Names, Dates, Addresses and Phone Numbers

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Copies of material

Confirm Store Visits

Thank you Cards

MATERIALS STUDENTS SHOULD BRING TO CLASS

Questionnaire

Paper and pen for note taking

MOTIVATION TO BE USED

Students will have a better understanding of professional products and the industry, where and how to purchase inventory for their salon, different outlets of the industry and to what they offer, they will use this information for their Salon Business Class and this will prepare them for entering the workforce.

LESSON OUTLINE

2:00 Cosmo Prof

2:45 Aerial

3:30 Salon Centric

4:30 Conclusion of Visits

Following day will send out Thank you Cards and go over Questionnaire

SUMMARY AND/OR CONCLUSIONS

Class participation graded

Black Hills Beauty College
Lesson Plan

Black Hills Beauty College

(NT100p)

Lesson Plan

UNIT OR SUBJECT

Donation/ Field Trip/ Bishop Dudley Hospitality House (formally known as the Good Shepherd Center)

TOPIC

Hair Sculpting (haircuts)

LESSON OBJECTIVE

Designed to teach the students how to give back to the community, to teach them how to use their skills to help others in need, to further teach communication and sculpting skills.

FACILITY USED

Good Shepherd Center

TIME ALLOTMENT

3 Hours

MATERIALS & EQUIPMENT

All- Purpose Combs	Clipper Spray
Clippers and Attachments	Extension Cords
Spray Bottle	Hand Sanitizer
Shears	Dirty Implement Container
Barbicide	Garbage Container
Towels	Dirty Towel Container
Hair Clips	Liquid Tools
Capes	Neck Strips
Name Tags	

PRINTED MATERIALS

Coupons for a free shampoo and haircut

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

List of times, dates, number of clients.
List of students donating their time.
Directions to the Good Shepherd.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call to confirm field trip with the Good Shepherd.
Sign-up list of students donating their time.
Directions printed out for students to the homeless shelter.
List of supplies that the students must bring.
Assemble teacher's supplies.
Have Thank You cards made for the students donating their time.

MATERIALS STUDENTS SHOULD BRING TO CLASS

Shears
Clippers and trimmers
Water bottle
Combs
Cape
Barbicide
Name Tag

MOTIVATION TO BE USED

Students will have greater knowledge of Sculpture techniques and communication skills in different environments and situations. Students will have a better understanding of how to donate and give back to the community.

LESSON OUTLINE

N/A

SUMMARY AND/OR CONCLUSIONS

Students will log their experience and how giving back has also benefited them individually.

For office use only:	License number: _____	Date expires: _____
Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193	SOUTH DAKOTA COSMETOLOGY COMMISSION SCHOOL LICENSE RENEWAL FORM	
Instructions Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. The renewal form and fee should be submitted at least two months before the expiration date.		
1. TYPE OF LICENSE RENEWING		
Cosmetology School <input checked="" type="checkbox"/>	Nail School <input checked="" type="checkbox"/>	Esthetics School <input type="checkbox"/>
2. SCHOOL INFORMATION		
School Name: <u>Desaree and Company School of Beauty</u>		
Current On-site Director: <u>Desaree Dargatz</u>		
School Address: <u>1117 Main St Ste B</u>		
City/State/Zip <u>Sturgis SD 57785</u>		
Telephone: <u>605-561-1561</u>	Fax: <u>605-561-1562</u>	Email: _____
Programs Offered: <u>Instructor - 1000 hrs</u>	Cosmetology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours <u>2100</u>
<u>Electric File - 8 hrs</u>	Nail Technology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours <u>400</u>
	Esthetics <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours
Are the courses in clock or credit hours? <input checked="" type="checkbox"/> CLOCK <input type="checkbox"/> CREDIT <input type="checkbox"/> If in credit hours, attach the conversion.		
Days/Times Open: Attach a separate sheet with this information <input checked="" type="checkbox"/>		
Days and Times of Theory Classes: Attach a separate sheet with this information <input checked="" type="checkbox"/>		
Days and Times of Clinic: Attach a separate sheet with this information <input checked="" type="checkbox"/>		
What months are programs started? <u>Monthly</u>		
Current Enrollment in - - - -	Cosmetology Program: <u>5</u>	Nails Program: <u>2</u>
Approximate Square Footage of school physical premises: <u>3000 sq'</u>		
3. SCHOOL OWNER INFORMATION		
Ownership (check one): Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/>		
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
<u>Desaree Dargatz</u>	<u>1907 Arizona Ave Sturgis SD 57785</u>	<u>605-490-2682</u>
<u>Tony Dargatz</u>	<u>1907 Arizona Ave Sturgis SD 57785</u>	<u>605-490-5581</u>
If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. <u>1117 Main St Ste B Sturgis SD 57785</u>		
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)	Attached Exb 1
School's current catalog	Attached Exb 2
List of textbook(s) and workbook(s) used	Attached Exb 4
School advertising brochures and website address	Attached Exb 3
School rules and regulations	Attached Exb 4
Student policies and procedures	Attached Exb 4
Explanation of procedure to track student hours	Attached Exb 4
Explanation of how student records are kept and stored	Attached Exb 4
Schedule of days and times open, showing theory and practical times, holidays closed	Attached Exb 4
Listing of proposed field trips on Commission form	Send in at later date for approval
Listing of substitute instructors and guest demonstrators	Attached Exb 4
List any changes made since the last renewal application	Attached Exb 4

6. AGREEMENT AND SIGNATURE

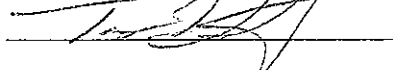
It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least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

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

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

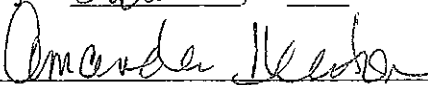
It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation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

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

Owner or School Director Signed:  Dated: 12-27-16
Owner or School Director Signed: _____ Dated: _____

Notary
Subscribed and sworn to before me this 27th day of December, 2016.

SEAL


Notary Public – South Dakota

My Commission expires: My Commission Expires June 24, 2022

Desaree and Company School of Beauty

List of Required and Non Required Equipment

Cosmetology Course Equipment

- * 12 Mirrors
- * 12 Stations
- * 12 Client Chairs
- * Each student has covered containers to store tools and implements
- * Cold Wave Rods
- * Combs/Brushes per student working on clients
- * 2 Solid Full Human Heads
- * 1 Solid Increase Full
- * 1 Increase Rectangle
- * 1 Uniformed Silhouette
- * 1 Solid Extra Long
- * 1 Solid Full Mens Head
- * 1 Mens Head Form
- * 1 Nape Base
- * 4 Shampoo Bowls
- * 6 Hooded Dryers
- * 1 Hand Held Hair Dryer per Student
- * Sufficient Reference Materials relating to the subjects taught
- * Lesson Plans Relating to the Subjects Taught
- * Audio/Visual Equipment and Aids Relating to All Subjects Taught
- * 2 47" TV's
- * Whiteboards in Both Class Rooms
- * 2 DVD players
- * 2 Vcrs
- * 2 I pads, 1 tablet, and Computer Access for Students

Nail Technology Course Equipment

- * 4 Chair Nail Bar
- * 4 Chairs For Clients to Sit at Nail Bar
- * 4 Adjustable Lights for Nail BAR
- * 4 Covered Waste Containers at Nail BAR
- * Each Student will Have Covered Container to Store Nail Tools and Implements
- * Each student will have Human Hands with Stand
- * 3 Pedicure Stations
- * 4 Electric Files

Educational Equipment and Supplies For School

- * Filing Cabinets
- * One Current S.D. Cosmetology Commission Law & Rule Book Per Student
- * Time Clock
- * Each Student is Given 2 lockers
- * Each Student will Have a Milady Textbook, Workbook, Exam Prep Book Pack
- * 1 Milady Nail Technology Textbook, Workbook, and Study Guide
- * Disinfectant Container for All Soiled Implements
- * Covered Container for Soiled Towels and Linens

List of Textbooks and Workbooks:

Milady Cosmetology 13th Edition Textbook/Workbook/Exam Prep Book

Milady Nail Technology 7th Edition Textbook/Workbook/Exam Prep Book

School Rules, Policies, and Procedures:

Included in School Catalog-Pages 14 -24

Student Hour Tracking:

Student hours are tracked via time clock daily attendance by Instructor/Administrator and then entered into the computer program

Student Record Keeping:

School maintains both hard and soft copies of all student records. Records are stored in a locked library and backed up daily on computers.

Days Times Open/Practical and Theory Times/Closed Holidays:

Days Open: Monday through Friday 8:30am - 5:00pm

Theory Times: Monday through Thursday 8:30am-10:00am

Practical Times: Monday through Friday 10:00-5:00pm with 1/2 hour lunch break.

Holiday Closed: See page 20 in School Catalog

Closed:

Spring Break

April 24-28 2017

Summer Break

August 2-15 2017

Proposed Field Trips:

We will send in paper work the the field trips at a later date for approval by the Commission.

Substitute Instructors and Guest Demonstrators:

Company educators such as Scuples, Paul Mitchell, Young Nails, OPI, Malabu Salon Owners and othe Cosmetology Professionals.

Changes Since Last Renewal:

We have since last renewal up dated our till system which also includeds are new time clock to help stream line the cocking in and out of hour for students, and also this makes inputing easier for state monthly hours. Also we have revised our catalog and service list. We have also started to offer class start dates to every 3rd Monday of the month instead of May, September, and January. We have also started to use Milady Materails for the teaching of students. We also added a 4 Chair Nail Bar for Students to work with Clients, and placed our 4 nail tables in front classroom.

Instructors and Qualifications:

K. Desaree' Dargatz:

Cosmetologist Lic #CO-00515-2017/Exp. Date 9-23-2017

Sr. Cosmetology Instructor Lic #IC-08493-2017/Exp. Date 9-23-2017

Georegine Hendrix:

Cosmetology Lic #Co-04687-2017/Exp. Date 8-20-2017

Sr Cosmetology Instructor Lic #IC-09686-2017/Exp. Date 8-20-2017

Zack Crouch:

Cosmetology Lic #CO-10389-2017/Exp. Date 11-02-2017

Sr. Cosmetology Instructor Lic #IC-12972-2017/Exp. Date 11-10-2017

School Advertising Brochure School Service Menu and Website:

Brochure/Service Menu-Attached

Website-www.desareeandcompany.com

Social Media-Facebook and Instagram

For office use only: License number: _____
 Date processed: _____ Date expires: _____

Cosmetology Commission
 500 E Capitol Ave
 Pierre SD 57501
 605-773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
 SCHOOL LICENSE RENEWAL FORM**

Instructions
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING
 Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: Stewart School
 Current On-site Director: Angela Taylor
 School Address: 604 N West Ave
 City/State/Zip: Sioux Falls, SD 57104
 Telephone: 605-336-2775 Fax: 605-357-0288 Email: angela.taylor@stewartschool.com

Programs Offered:	Cosmetology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours: 2100
	Nail Technology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours: 400
	Esthetics <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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 Attachment #1
 Days and Times of Theory Classes: Attach a separate sheet with this information Attachment #2
 Days and Times of Clinic: Attach a separate sheet with this information Attachment #3
 What months are programs started? Cosmetology: January, March, June, September & November Esthetics: January & July Nail Tech: February
 Current Enrollment in: - - - Cosmetology Program: 64 Nails Program: 0 Esthetics Program: 9
 Approximate Square Footage of school physical premises: 15,799

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
Matthew Fiegen	18518 Raylyn Rd. Durango, Iowa 52039	563-588-2379 ext. 308

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Stewart School, 604 N West Ave Sioux Falls SD 57104
 If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. Robert Fiegen, 25644 475th Ave, Renner, SD 57055

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.** Attachment #4

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

- List of required and non-required equipment (ARSD 20:42) Attachment #5
- School's current catalog Attachment #6
- List of textbook(s) and workbook(s) used Attachment #7
- School advertising brochures and **website address** Attachment #8 www.stewartschool.edu
- School rules and regulations Attachment #9
- Student policies and procedures Attachment #10
- Explanation of procedure to track student hours Attachment #11
- Explanation of how student records are kept and stored Attachment #12
- Schedule of days and times open, showing theory and practical times, holidays closed Attachment #13
- Listing of proposed field trips on Commission form Attachment #14
- Listing of substitute instructors and guest demonstrators Attachment #15
- List any changes made since the last renewal application Attachment #16

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 of School/Director Signed: _____

Dated: 1/25/17

Owner or School Director Signed: _____

Dated: _____

Notary

Subscribed and sworn to before me this 25 day of 01 2017.

SEAL:


Kateri Vahr
Notary Public - South Dakota

My Commission expires: 12/01/22

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment #1:

Days/Times Open:

Our hours of operations are:

Mondays	8:00 am - 4:30 pm
Tuesdays	8:00 am - 8:00 pm
Wednesdays	8:00 am - 4:30 pm
Thursdays	8:00 am - 8:00 pm
Fridays	8:00 am - 4:30 pm
Saturdays	8:00 am - 4:00 pm

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 2

Days and Times of Theory Classes:

Cosmetology:

Our classes start: January, April, June, September and November. Students have basic training for 9 weeks (166 hours of theory training). After a student graduates from basics they have Advance Training for 4 hours one day each week until they graduate (theory averages 2.5 hours and the remaining time is hands-on/practical training). We hold advance training by class start date. Advance training classes are scheduled Tuesdays, Wednesdays and Thursdays.

Esthetics:

We hold an Esthetics course twice a year, January and July. They have 3 weeks of basics training (120 hours) which consists of 55 – 60% theory and the remaining is hands-on/practical training. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate with 4 hours of theory and 4 hours hands-on/practical training. Their Advance Training is held on Fridays.

Nail Technology:

If we have a Nail Technology class they have 2 weeks of basic training (80 hours), which consists of about 45 – 50% theory, and the remaining is hands on practice. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate consisting of 3-4 hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Fridays.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 3

Days and Times of Clinic:

Our Clinic Floor hours of operation are as follows:

Tuesday	8:00 am – 8:00 pm
Wednesday	8:00 am – 4:30 pm
Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 4:30 pm
Saturday	8:00 am – 3:00 pm

Cosmetology: After the completion of the first 9 weeks of basic training the students have 32 hours of clinical training each week, except when they have skill evolutions or specialty classes. During the hours of clinic operations there is a mixture of students at all levels who have completed their 9 weeks (360 hours) of basic training.

Esthetics: After the completion of the first 3 weeks of basic training the students have 32 hours of clinical training each week.

Nail Technology: After the completion of the first 2 weeks of basic training the students have 32 hours of clinical training each week.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 4

Instructors:

<u>Name</u>	<u>Instructor License</u>	<u>Cosmetology License</u>	<u>Expiration Date</u>
Lyndsey Braunesriether	IC-09333-2017	CO-07746-2017	4/25/2017
Karma Crane	IC-07967-2017	CO-06471-2017	8/23/2017
Caitlin Hoogland	IC-09910-2018	CO-08460-2018	1/6/2018
Madaline Knutson	IC-09595-2018	CO-09591-2018	12/31/2018
Angi Marso	IC-07968-2017	CO-05937-2017	7/17/2017
Arielle Miller	JC-13404-2017	CO-11782-2017	12/03/2017
Angela Taylor	IC-07167-2018	CO-04735-2018	2/15/2018
Danica Terry	IC-13105-2017	CO-09488-2017	9/16/2017
Katie VanBallegooyen	IC-11551-2017	CO-09161-2017	8/29/2017

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 5

List of required and non-required equipment (ARSD 20:42)

Please see the attached copy of our most current inspection conducted on. It indicates that we do have all the required equipment.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 7

List of Textbooks and Workbooks used.

Stewart School uses the following books in our programs:

Cosmetology:

Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book
Nuts and Bolts business Training Solutions (5 Text Books)

Esthetics:

Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book

Nail Technology:

Pivot Point Salon Fundamentals Text Book
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep Book

Cosmoprof Spring Hair Show

Fargo, ND

Sunday in April 2017/2018

8 hours

50 Students

Educational Objectives:

- Students will gain knowledge of a variety of products, their proper applications, benefits, etc.
- Students will have the opportunity to observe top industry platform artists presenting current trends in color, Haircoloring and texture techniques and troubleshooting ideas for artificial nail services.
- Students will be able to gain new information on basic techniques and troubleshooting ideas for artificial nail services.
- Students will be exposed to a variety of products and treatments available for skin care and other spa treatments used in salons.
- Students will gain new insights on how to give good client service and to market their skills effectively from people who are successful and respected by peers in the Cosmetology profession.

Students will be required to sign in with instructors at various time throughout the day. Students will need to turn in reports on techniques they learned from classroom, sessions, as well 1 - 3 instructors will attend based on the number of students.

Charity Work

Sioux Falls Community

Dates are Open

8 hours

Student Number Varies on Need

Educational Objectives:

- Students will learn the importance of doing outreach services to build their reputation within the community where their salon is, so people see they are interested in serving others at no charge.

Request from organizations vary, Good Shepard Center calls for people to do haircuts for the homeless and needy people who are trying to get back into the work force; girl scouts call to have people come do up-styles for an event they have; Sr. Citizen Organizations have called to have people come to do manicures; Elementary Schools call to have people come to do hairstyles for the career and health classes.

Salon Tours

Sioux Falls Area

Dates are Open

8 hours

20 Students

Educational Objectives:

- Students will have the opportunity to observe the functioning of a variety of salons in order to help them make a career decision for their future in the salon.
- Students will have a worksheet with questions they will need to ask the manager/receptionist as well as questions they can answer from observing or touring the salon.

Wella Student Hair Show

Omaha, NE

Sunday September 25th, 2017/2018

8 hours

All Students

Educational Objectives:

- Students will gain knowledge of the new trends presented by Wella.
- Students will have the opportunity to observe top industry platform artists presenting current trends in color, Hair coloring and texture techniques and troubleshooting ideas for artificial nail services.
- Students will compete for a chance to have their work showcased.
- Students will gain new insights on how to give good client service and to market their skills effectively from people who are successful and respected by peers in the Cosmetology profession.

Students will be required to sign in with instructors at various times throughout the day. Students will need to turn in reports on what they learned. All Instructors will also attend.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 15

Listing of substitute Instructors and guest demonstrators:

Penny Thompson; Substitute Instructor

Guest Demonstrators:
Product Trainers through:
Wella
Clinical Care
Sebastian
Aquage
Nioxin
MUD

and local salons:
Hair by Stewarts
Great Clips
Smart Styles
Man Salon
Viliage Hair and Spa
The Barbershop a Hair Salon for Men

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
January 25th, 2017

Attachment 16

List any changes made since the last renewal application:

Changes:

- Sam Westly, Ashley Schmid and Penny Thompson are no longer with us.
- We have hired 1 new Coach: Arielle Miller
- Katie VanBallegooyen has taken over the Admissions Director & Asst. School Director title.

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Desoree and Company School of Beauty
2. Provider's Address: 1117 Main St Ste B
Sturgis SD 57785
3. Provider's Contact Name: Desoree Dargatz
4. Phone Number: 605-561-1561 Fax Number: 605-561-1562 Email: School@desoreeandcompany.com
5. Check one: Individual Provider Company Provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category Microdermabrasion Electric Nail File

1. Name of Course: Electric Nail File Certification
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours: 8 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: 2-1-17 to 2-1-18
4. Location of Course: Desoree and Company School of Beauty 1117 Main St Ste B
Sturgis SD 57785
(Business Name, Street Address, City, State, Zip)

IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).

5. Instructor Name: Desoree Dargatz
6. 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 SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. _____

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Class attendee's sign
a sign in sheet at beginning of class

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Tony Darsatz

2. Signature: [Handwritten Signature] Date: 12-19-16

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

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

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."

Section E – Commission Office Use Only

____ Approved _____ Hours Course Approval Number: _____

____ Denied Reason: _____

Reviewed by: _____ Date: _____

Are you interested so what do I do next?

- Get an Application by logging on to www.desareeandcompany.com or call Desaree' and Company School of Beauty at 805-581-1561.
- You must be able to attend classes Monday through Friday starting at 8:30am.
- All fees must be paid in full according to Desaree' and Company School of Beauty payment policy.

**Desaree' and Company
School of Beauty**

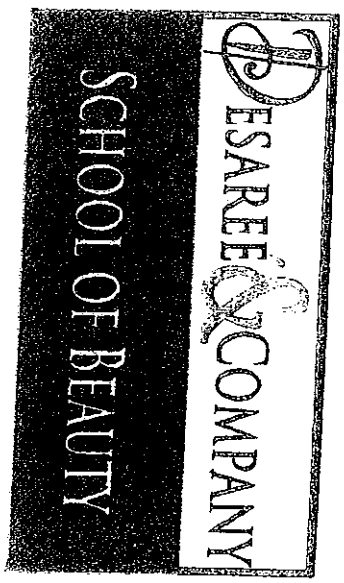
1117 Main St, Suite 8
Sturgis, SD 57785
805-581-1561
www.desareeandcompany.com
school@desareeandcompany.com



Desaree' and Company School of Beauty

1117 Main St, Suite 8
Sturgis, SD 57785
www.desareeandcompany.com

Phone: 805-581-1561
E-mail: school@desareeandcompany.com



Success With Style

Today, the beauty industry is a large, fast-growing business, and the need for artistic, highly skilled people is continually growing. If you enjoy people, and are willing to work hard, and will devote the time and study necessary, you can join the exciting world of Cosmetology Professionals.

Tel: 805-581-1561

Why Should I go to Beauty School?

Personal appearance workers will grow by 14 percent from 2006 to 2016, which is faster than the average for all occupations. This growth primarily will be a result of an increasing population and from the growing demand for personal appearance services, particularly skin care services.

Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists should increase by 12 percent because many now cut and style both men's and women's hair and because the demand for hair treatment by teens and aging baby boomers is expected to remain steady or even grow. As a result, fewer people are expected to go to barber shops and employment of barbers is expected to see relatively little change in employment.

APPLICATION REQUIREMENTS

To be considered for selection into one of the cosmetology programs you must

- Be 17 years old.
- Have a high school diploma or GED.
- Show an ability to succeed by completing Desaree' and Company School of Beauty's requirements.

Program Start Dates and Class Schedules

Cosmetology 2100 Clock Hours:

Classes Start Each:

*September * January * June

Class Schedule:

Pre-Clinic Training (10 weeks)

Mon. through Fri. 8:30 am-5:00pm

Clinic Training

Mon. through Friday 8:30am-5:00pm

ESTIMATED 13 MONTHS TO COMPLETION

COST:

Tuition.....	\$10,500 (\$5.00 an hour for 2100 hours)
Application Fee.....	\$100.00 (Non-refundable)
Enrollment Fee.....	\$150.00 (Refundable)
Equipment and books.....	Student Kit...\$1478 (plus tax)
Uniform tops.....	\$12.00ea and up (plus tax)
OP1 Nail Kits.....	\$550 (plus tax)
TOTAL COST.....	\$12,907.88

See our website for other programs available.

(Nail Technology & Instructor Program.)

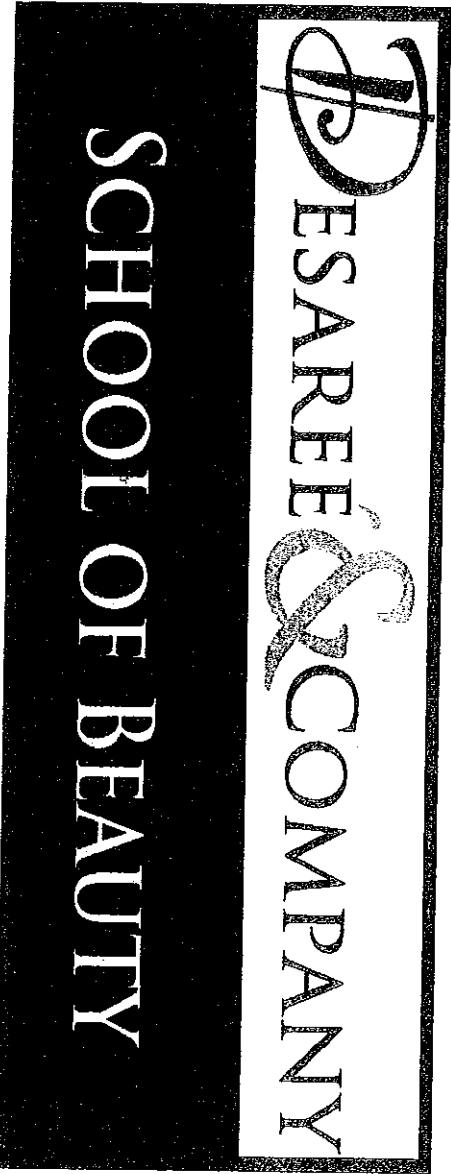
Desaree' and Company School of Beauty

117 Main St. Suite B
Surgis, SD 57785

Phone: 605-561-1561
E-mail:

www.desareeandcompany.com

school@desareeandcompany.com



Certificate of Completion
Is hereby granted to

To certify that he/she has completed to satisfaction and
has attended the required 8 hour class in
Electric File

K. Desaree ' Dargatz—Owner

Date of Course

ELECTRIC FILE EDUCATION PROVIDER NUMBER: NCE-0007-2012

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Headlines Academy, Inc
2. Provider's Address: 333 Omaha St, Suite 7,
Rapid City, SD 57701
3. Provider's Contact Name: Martie Macdonald
4. Telephone number: 605-348-4247 Fax number: 605-348-5467 Email: admissions@headlinesacademyllc.com
5. Check one: Individual provider Company or association provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category microdermabrasion electric nail files

1. Name of Course: 30 hour Electric file certification
(All continuing education in SD must emphasis safety and sanitation)
2. Number of Continuing Education Credit Hours: 3 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: 3/17/17 8AM, 4/23/17 8AM, 9/22/17 8AM
4. Location of Course: Headlines Academy, Inc 333 Omaha St, Suite 7 RC SD
(provide business name, street address, city, state, zip) 57701

IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).

5. Instructor Name: Martie Macdonald TC-12641-2017
6. Qualifications and licensure. Attach instructor's resume or vita. List State(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. Wartie is the current instructor for the class

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Take attendance at start of class, at lunches & end of day
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Sandy Birmeier
2. Signature: *Sandy Birmeier*
Date: 1/13/17

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: 1) Course agenda or outline; 2) Instructor resume or vita; 3) Sample of sign-in sheet; 4) sample of certificate of attendance.

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

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."

Section E – Commission Office use only

_____ Approved _____ Hours Course Approval Number: _____
_____ Denied Reason: _____
Reviewed by: _____ Date: _____

My name is Martie MacDonald. I acquired my nail technician license from Ma Chre in 1989. I loved the industry so much; I decided to expand my education. I went to Toledo Academy of Beauty Culture from 1989 to 1990 completing the full 1800-hour cosmetology program.

I began my career at Ranee of Charlesgate as a cosmetologist, specializing in nail technology. I conducted natural nail services, all types of artificial nail services using an electric file, and chemical and natural hair services.

I have always kept up to date on my education. I attended several 12-hour advanced nail classes held by Adui, OPI, and Creative Nail. In 2010, I received my South Dakota Cosmetology license by reciprocity and took the eight-hour electric nail file class required by the commission at Salon Centric.

Throughout the years, I worked for several high traffic, prestigious salons, practicing all aspects of cosmetology, but still specializing in nail services. In 2015, after spending the last 13 years working behind the chair at JC Penny, as a master stylist, I chose to direct my passion and knowledge to the growing professional.

I now have an established career as a senior instructor at Headlines Academy in Rapid City, SD. I teach the nail program and the eight-hour electric drill certification class required by the South Dakota Cosmetology Commission.

I have taught several successful Electric File Certification classes, two Nail Technology classes, and teach nail care to our aspiring cosmetology students since starting at Headlines.

I devote myself to my students, doing my best to mold them into the outstanding professionals I know they can be. It gives me more and more joy everyday!



HEADLINES
ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

333 Omaha Street, Suite 7 Rapid City, SD 57701 | Tel: 605.348.4247 | Fax: 605.348.5462

Electric File 8 hours of continuing Education

Date 8 hours _____

(30 min)

1. _____ lunch _____ Date _____
2. _____ lunch _____ Date _____
3. _____ lunch _____ Date _____
4. _____ lunch _____ Date _____
5. _____ lunch _____ Date _____
6. _____ lunch _____ Date _____
7. _____ lunch _____ Date _____

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th day of June, 2013

Instructor

Provider # NCE-0004-2014

President

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Headlines Academy, Inc
2. Provider's Address: 333 Omaha St, Suite 7
Rapid City, SD 57701
3. Provider's Contact Name: Maryann Sharp
4. Telephone number: 605-348-4247 Fax number: 605-348-5467 Email: admissions@headlinesacademy.com
5. Check one: Individual provider Company or association provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

- Check ONLY ONE category microdermabrasion electric nail files
1. Name of Course: 16 hour Microdermabrasion Certification
(All continuing education in SD must emphasis safety and sanitation)
 2. Number of Continuing Education Credit Hours. 16 (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: 6/12th 13th 2017
 4. Location of Course: Headlines Academy, Inc 333 Omaha St, Suite 7 RC SD
(provide business name, street address, city, state, zip) 57701
- IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).
5. Instructor Name: Maryann Sharp IC-12735-2017
 6. Qualifications and licensure. Attach instructor's resume or vita. List State(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. Maryann has been teaching the class for 2 yrs

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. roll call for the day & after return from lunch, at end of the day
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Sandy Birmeier
2. Signature: [Handwritten Signature]
Date: 1/13/17

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: 1) Course agenda or outline; 2) Instructor resume or vita; 3) Sample of sign-in sheet; 4) sample of certificate of attendance.

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

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."

Section E – Commission Office use only

____ Approved _____ Hours Course Approval Number: _____
____ Denied Reason: _____
Reviewed by: _____ Date: _____

My name is Maryann Sharp. I obtained my esthetics and nail technicians license from International Academy of Cosmetology in 2011. While enrolled, I completed advanced classes such as microdermabrasion, and performed the required amount of services to graduate. I began my career at Daytona Beach Shores Resort and Spa as an Esthetician and a Nail Technician. I conducted natural nail services, body wraps, microdermabrasion, and other skin care services while working at the resort. Also, at this time, I worked at a mom and pop nail salon polishing nails and performing basic nail care services.

Since then I have attended many additional skin care product knowledge courses and educational training in the science of the skin and nails and its required care to keep it healthy and happy.

In 2014, I continued my education in the whole cosmetology field at Headlines Academy in Rapid City, SD. While attending Headlines, I recertified in microdermabrasion, taking the required 16 hour certification class. I fell in love with all aspects of the industry and felt the desire to help others find the same passion and knowledge that I have.

In April 2015, I became an instructor at Headlines Academy, heading their Esthetics program. I worked with the former Esthetics instructor, Annette, to learn how to teach the SD 16 hour microdermabrasion certification class, to take that on as well.

I have taught two successful Esthetics classes and three microdermabrasion certification classes since starting at Headlines.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction.

I believe this industry offers an on going learning experience & keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor

Provider # MCE-003-2010

Director of Education

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor

Provider # MCE-003-2010

Director of Education

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 6th day of March, 2010

Instructor

Provider # MCE-003-2010

Director of Education

Microdermabrasion 16 hours of continuing Education

Date 8 hours _____

Date 8 hours _____

- (30 min)
1. _____ lunch _____ Date _____
 1. _____ lunch _____ Date _____
 2. _____ lunch _____ Date _____
 2. _____ lunch _____ Date _____
 3. _____ lunch _____ Date _____
 3. _____ lunch _____ Date _____
 4. _____ lunch _____ Date _____
 4. _____ lunch _____ Date _____
 5. _____ lunch _____ Date _____
 5. _____ lunch _____ Date _____
 6. _____ lunch _____ Date _____
 6. _____ lunch _____ Date _____
 7. _____ lunch _____ Date _____
 7. _____ lunch _____ Date _____

South Dakota Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193
605/773-7175 fax

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

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Black Hills Beauty College
2. Provider's Address: 1023 St. Joe Street
Rapid City, SD 57701
3. Provider's Contact Name: Wendy Beaumont
4. Phone Number: 605-342-0197 Fax Number: 605-342-6886 Email: wendy@bhbeautycollege.com
5. Check one: Individual Provider Company Provider

Section B – Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category Microdermabrasion Electric Nail File

1. Name of Course: Microdermabrasion Certification
(All continuing education in South Dakota must emphasize safety and sanitation)
 2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: _____
 4. Location of Course: Black Hills Beauty College - Rapid City + Sioux Falls SD
(Business Name, Street Address, City, State, Zip)
- If you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).
5. Instructor Name: Wendy Beaumont
 6. 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 SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. I was certified in 2007 on the microdermabrasion machine from Diamond Skin. I taught at Black Hills Beauty College in 2004 + 2005 + have been back teaching since 2015. I have experience working with the microdermabrasion machine when I had my salon.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the school, they will need to fill their name, address + time on the sheet provided. They will also have to sign in + out for all breaks + lunches
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. 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.

Section D – Signature

1. Name of person completing this application (Please print) Wendy Beaumont
2. Signature: Wendy Beaumont Date: 2/15/17

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

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

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."

Section E – Commission Office Use Only

Approved:	Hours:	Course Approval Number:
Reasons Denied (if Reason):		
Reviewed by:		Date:

Wendy Beaumont

16815 Eldorado Ct. Piedmont SD 57769 605-430-3216

OBJECTIVE

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

EXPERIENCE

10/5/2015 TO PRESENT Black Hills Beauty College Rapid City SD
Senior Instructor

- *oversee the clinic floor
- *instruct on the clinic floor and classroom
- *prepare lesson plans and curriculum

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

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

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

EDUCATION

9/1985-9/1986 Black Hills Beauty College Rapid City SD
Cosmetologist

REFERENCES

References are available on request

Microdermabrasion Certification: Day 1

- I. 8:00-8:30- Sign in
 - a) Introduction and explanation of what they can expect to learn and models they will need for the second day of class

- II. 8:30-10:00- Types of wounds & Conditions Treatable by Microdermabrasion
 - a) Know and understand the different wound types & healing
 - b) Understand and recognize the different conditions of the skin.
 - c) Have an understanding of what causes these conditions and how they are treatable by microdermabrasion.

- III. 10:00-11:00- Contraindications
 - a) Understand the conditions of the skin where microdermabrasion treatment is not recommended and why.
 - b) Review all the contraindications and how to recognize them and what the clinician should recommend.

- IV. 11:00-12:00-Microdermabrasion Technology
 - a) Review the 3 different types of microdermabrasion machines.
 - b) Discuss the benefits and disadvantages of the different types of machines.
 - b) Introduce the microdermabrasion machine to the class.

12:00-12:30 Break for lunch

V. 1:00-2:00-Microdermabrasion Techniques

- a) Firmness of the preparation
- b) Handling the wand
- c) Tautness of the skin
- d) Speed to move the wand across the skin
- e) Pressure to the skin and wand
- f) Number of repetitions
- g) Position of the clinician
- h) Draping Client

VI. 2:00-2:30- Client Profile Card and Consultation

- a) Questions to ask prior to starting treatment
- b) Filling out Client Profile card

VII. 2:30-3:00-Safety Sanitation Precautions

- a) Review State Laws
- b) Review safety precautions for client and clinician

VIII. 3:00-4:00- Simple Steps for Microdermabrasion

- a) Go over steps of a full microdermabrasion treatment
- b) Demonstrate on the back of hands the complete steps

IX. 4:00-4:30- Question and Answer Time

Microdermabrasion Certification DAY 2

- I. 8:00-8:30-Sign in
 - a) Explain the schedule for the day and confirm models

- II. 8:30-10:00-Review Procedure and Demonstration
 - a) Review the step by step procedure for treatment
 - b) Demonstrate on a live model the technique

- III. 10:00-12:00- Demonstration
 - a) Class participants will practice on each other

12:00-12:30

- IV. 12:30-4:00 Live Models
 - a) Each Participant will have one model to perform a treatment on.

- V. 4:00-4:30- Final question/answer time

MICRODERMABRASION CERTIFICATE

AWARDED TO

Holly Keszler

For completing 16 Hours of Continuing Education

Awarded this 18TH day of December, 2015

Presenter Name and Title

Boyd, Kate

From:
Sent: Friday, December 02, 2016 9:52 AM
To: Boyd, Kate
Subject: school hours
Attachments: TSeales-COSMETOLOGY.PDF

Hello,

My name is Toni Seales. I am currently a Cosmetology student in New Mexico, and I will be completing my program on December 8th. My husband and I have plans to move to South Dakota in January, however there is a difference in the amount of hours required by both states to become licensed. New Mexico is 1600 hours, and South Dakota is 2100. there is not a Cosmetology school in the town we are moving too, and we are trying to come up with other alternatives to getting the required 500 hour difference. Th program I am currently enrolled in said they would be willing to let me enroll for up to 500 hours extra to transfer to South Dakota. New Mexico State Boards said that they would only be willing to transfer the 1600 hours, however they would allow the school to transfer anything over that amount. So I am asking if you would be willing to let my school verify any hours received after the 1600 New Mexico State Boards recognizes. If so I will remain behind when my husband moves to South Dakota in January until I receive the required hours. My school is a Pivot Point School. We are licensed through the State of New Mexico Board of Barbers and Cosmetologists. Our licence number is SE6934. If you would like any other information about our school feel free to ask. If you would like to research us online, or contact New Mexico State Boards we are Clovis Community College Cosmetology. I have also attached a copy of my decree plan from my school adviser so you can see what we study. Thank you for your time.

Toni Seales

(575)219-1349

COSMETOLOGY
Clovis Community College
Associate of Applied Science
Catalog 2015-2017

NAME	Toni (Key) Seales	DATE	6/26/15
STUDENT ID#	C00071563	ADVISOR	Alexandra.penland@clovis.edu

I. GENERAL ED REQUIREMENTS (15 CR)

CIS 120 Intro Information Systems	3	Sp17
#COMM 101 Interp Comm	3	D
ENG 102* English Composition	3	Sp17
MATH 113 Math for Gen Ed	3	Fal16
PSY 101 Introductory Psychology	3	B
OR #SOC 101 Introductory Sociology		

II. RELATED REQUIREMENTS (11 CR)

BAD 151 Intro to Business	3	Sp17
BIOL 115 Human Biology & Lab	4	Sp17
BOFT 115 Employment Strategies	3	Sp17
HPE 234 Lifeguard Training	2	A

#ENMU

III. PROGRAM REQUIREMENTS (52 CR)

COS 112 Cosmetology Theory I	3	B
COS 113 Facials	2	A
COS 114 Chem Rearrange/Perms I	4	A
COS 117 Manicure/Pedicure	3	B
COS 126 Women's Cutting/Styling	3	B
COS 142 Shampoo, Rinses & Scalp	1	A

COS 122* Cosmetology Theory II	2	B
COS 132 Sterilization/Sanitation	2	B
COS 136* Men's Hair Cutting/Styling	3	A
COS 214* Chem Rearrange/Perms II	2	A
COS 217* Nail Enhancements	3	A
COS 222* Hair Coloring	3	A

COS 216* Cos Salon Practice I	6	A
-------------------------------	---	---

COS 212* Cosmetology Theory III	2	Fal16
COS 223* Practical Cosmetology	3	Fal16
COS 226* Advanced Hair Styling	2	Fal16
COS 227* Cos Salon Practice II	6	Fal16
COS 232 Salon Business & Retail	2	Fal16

TOTAL CREDITS REQUIRED 78-79 CR

Course requires a prerequisite.

(Fifteen semester hours towards degree or certificate must be completed at CCC with a 2.0 cumulative CCC grade point average.)

Social and Behavioral Science/Humanities and Fine Arts ELECTIVE (3 CR)
2015- 2017 Catalog

(Students are required to choose up 3 credit hours from areas IV & V)

AREA IV: Social/Behavioral Sciences

- a. ECON 221*, 222*
- b. PSCI 102, 202
- c. PSY 101, 106, 201, 202
- d. SOC 101, 212, 215
- e. ANTH 111, 123, 233, 243

AREA V: Humanities/Fine Arts

- a. HIST 101, 102, 121, 122, 203
- b. PHIL 201, 202, 211, PHIL/REL 212
- c. HUM 221, 222
- d. ENG 202, 203, 204, 205, 211, 221, 222, 223, 224
- e. ART 101, 102, 106, 107*, 131, 210, 214*, 215*,
217, 221, 222*, 231, 232*, 261, 262, 271, 272*
- f. DNC 101
- g. MUS 101, 113
- h. THTR 111, 121, 275
- i. FR 101, 102*
- j. GER 101, 102*
- k. SPAN 101, 102*

* Course requires a prerequisite.